

SPIRE VIEW HOUSING ASSOCIATION LTD
MINUTE OF HYBRID MANAGEMENT COMMITTEE MEETING
HELD ON TUESDAY 28th JANUARY AT 5.30PM IN THE OFFICE AT
43 THARSIS STREET / VIA ZOOM

PRESENT:	CHARLIE LUNN	CHAIRPERSON
	MAUREEN FLYNN	VICE CHAIRPERSON
	ALAN BROWN	TREASURER
	CLARE O'DONNELL	SECRETARY
	MARY GIBSON	COMMITTEE MEMBER
	RACHEL COOPER	COMMITTEE MEMBER(ZOOM from Item 5.0
	onwards)	
	FLORENCE DIOKA	COMMITTEE MEMBER
	DREW COLLIER	COMMITTEE MEMBER (ZOOM)
	ALAN SHUTE	COMMITTEE MEMBER
	CRAIG ALLAN	COMMITTEE MEMBER (ZOOM)
	ROSEMARY GALLAGHER	COMMITTEE MEMBER
	OSMAN LAMIN SIDIQUE	COMMITTEE MEMBER

IN ATTENDANCE:	FIONA MURPHY	DIRECTOR
	MARGARET BROWNLIE	DEPUTE DIRECTOR
	JORDAN HENDERSON	FINANCE MANAGER
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER
	EMILY MUIR	CORPORATE SERVICES ASSISTANT
	STUART BEATTIE	CT EXTERNAL AUDITOR (ZOOM – Item 5.0
	only)	

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

Charlie Lunn wished everyone Happy New Year and welcomed Emily Muir to the meeting.

1.1 Apologies

GERALDINE McLAUGHLIN	COMMITTEE MEMBER
ANGELA HEANEY	COMMITTEE MEMBER

2.0 MINUTES OF PREVIOUS MEETING

2.1 Minute of Management Committee Meeting 2nd December 2024

The Minute of the Management Committee meeting held on 2nd December 2024 was approved by Committee.

2.2 Minute of Confidential Management Committee Meeting 2nd December 2024

The Confidential Minute of the Management Committee meeting held on 2nd December 2024 was approved by Committee.

3.0 MATTERS ARISING (Including Action Tracker)

Committee noted that there were two open items contained within the action's tracker.

Item 5.0 Health & Safety. A walkaround was carried out by Alan Brown and Angela Heaney on 20th December 2024 therefore this item can now be closed.

Item 9.3 Triangle Site Satisfaction Survey is not yet due for completion until 31st March 2025 therefore will remain open until completion.

4.0 DECLARATION OF INTEREST

Gillian Spence, Jordan Henderson and Emily Muir declared an interest at item 10.1 Confidential Staffing Report. It was agreed that they would leave the meeting whilst this item is discussed.

Stuart Beattie and Rachel Cooper arrived at 5.40pm

5.0 2025 EXTERNAL AUDIT PLAN

Committee noted the content of report (copy available). Stuart Beattie introduced himself as Spire View's new Audit Manager. He advised that his colleague, Aaron Fitzpatrick, attended the office last week to carry out the interim fieldwork on our financial controls such as rent collection. Stuart advised that during this preliminary audit they found nothing of any significant weakness to report at this time.

Stuart advised that a full Audit has been planned to take place on 26th May 2025 and detailed an overview of the audit process. Stuart advised that CT would take account of the business risks, audit risks and financial reporting risks. They will also look at depreciation, test controls and systems in place, look for fraud and ensure all disclosures are complete. He went on to advise that this will ensure the association meets the requirement of the Scottish Housing Regulator.

A Committee Member asked what trifling means. Stuart advised that this means any value below £9000. Another Committee Member asked for clarification on the difference between trifling and planning materiality. Stuart confirmed that this is the sum between £9000 (trifling) and £185,000 (planning materiality).

Committee noted that the Audit Planning document was very thorough and thanked Stuart for attending the meeting.

Stuart left the meeting at 5.55pm.

Committee approved that audit timetable and cost contained within.

6.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

6.1 Transfer of Engagements

Committee noted the content of report (copy available) and the attached Transfer Promises Action Plan Report to 31/12/2024. The Director advised that all items are on track and no areas of concern noted. She advised she would, as always, update the Scottish Housing Regulator (SHR) with the progress being made.

A Committee Member asked when the Transfer of Engagements item will be closed. The Director advised that the only item being reported is the Promises Action Plan, on a quarterly basis, and it is vital that Committee has oversight of the progress being made. Therefore, this report will continue to be issued to Committee until all items are complete.

6.2 Potential Transfer of Engagements (Blocharin)

A Separate confidential minute is available in relation to this item.

6.3 Rent Review 2025/2026.

Committee noted the content of report (copy available). The Director drew Committee attention to the response from the rent review consultation exercise along with comments made by tenants. The Director advised that any repairs or tenancy issues raised throughout the consultation process have been passed to the relevant department and actioned by staff.

Following discussion Committee approved the following recommendations;

- A rent increase of 2.3% on former Copperworks properties to be applied from 1st April 2025.
- A rent increase of 3.3% on the remaining Spire View properties to be applied from 1st April 2025.

A Committee Member asked how long it would be until both Spire View and Copperworks have the same rent increase. The Director advised that this would be possible from 1/4/2027 However, staff have already

begun to look at a rent harmonisation process over a longer period of time and will report back to Committee about this at a later date.

A Committee Member asked how rent harmonisation works. The Director explained that staff would consider bringing the rents of similar sized properties in line over a period of time. A range of options will be considered and presented to Committee for consideration and final decision.

6.4 Business Plan Progress Report to 31st December 2024

Committee noted the content of report (copy available). The Director apologised that she had not fully completed the recommendations section of this report and advised that they should read;

2.1 That Committee consider the content of the report and any emerging issues.

2.2 Approval required to extend the Stock Condition Survey completion date from March 2025 to April 2025.

Following this the Director went over any areas currently in amber within the KPI report and Committee noted the reasons behind this.

Committee noted the content of the delivery plan and approved the extension from March 2025 to April 2025 for the Stock Condition Survey.

The Director drew Committee attention to an extension of Risk No. 4 following notification from our current IT support provider, M2, indicating that they intend to retire at the end of February 2025. Staff are currently in the process of exploring alternative providers with a view to having new services in place with Focus Group from 1st March 2025.

6.5 Membership Report

Committee noted the content of report (copy available). Committee approved 5 membership applications and the use of the seal.

6.7 Committee Appraisal Update

The Corporate Governance Officer thanked all Committee Members for taking the time to complete their self-assessment questionnaire. She advised that everyone has now been booked into complete their 1-2-1 meetings with Olwyn. A further update will be provided once these are complete.

6.7 Complaints Handling Report to 31st December 2024

Committee noted the content of report (copy available). The Corporate Governance Officer apologised and explained that unfortunately she was still having issues with the complaints dashboard and therefore there is no attachment with this report. However, she went on to confirm that a total of 28 complaints had been received during the year to date. 26 Stage 1 complaints and 2 stage 2 complainants. During the quarter 1st October 2024 – 31st December 2024 we received 8 stage 1 complaints. Committee noted that 53.5% (15 complaints) were upheld however no negative trends or patterns have been identified. The Corporate Governance Officer advised that she would continue to monitor this matter.

6.8 Roystonhill Community Hub report to 31st December 2024

Committee noted the content of report (copy available). The Corporate Governance Officer reported that everything is going very well at the Hub with lots of regular and new lets. The building is open 7 days per week from 9am-9pm. A Committee member enquired about the funding position for the Volunteer Co-ordinator post. The Director advised that funding for this post is due to expire on 30th April 2025 and whilst we have made some provision in the budget for 25/26, the Director is hoping to apply to the Lottery Community Action Fund. She has arranged to meet our Lottery Funding Officer next week to discuss a potential application. The Corporate Governance Officer advised that we would report back on this matter as it progresses. She also advised that the Heritage project is going very well and achieving all their outcomes so far. Committee were encouraged to pop into the Hub to see all the fabulous community engagement works that are underway.

6.9 Committee Recruitment Report

Committee noted the content of report (copy available). Committee agreed that Charlie Lunn, Alan Shute and Maureen Flynn would form the Committee recruitment panel to meet with the applicant and discuss her application. The Corporate Governance Officer advised that she would contact all 3 Committee Members following the meeting to set up this meeting.

7.0 DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

7.1 Planned / Cyclical Maintenance Report

Committee noted the content of report (copy available). The Depute Director provided the following additional information;

Painterwork

The Depute Director met with the Quantity Surveyor to consider the Tender documentation. The surveyor will now tweak as required and we hope to issue this in the coming weeks. She advised that a full report will be provided at the appropriate time.

7.2 Triangle Site

The Depute Director advised that all works on the Triangle Site are now complete. She advised that so far the site looks good and will be monitored throughout the defect period.

She went on to confirm that there have been some reports with regards to dog fouling in this area and staff are monitoring this matter closely. Staff are also considering putting up 'no dog fouling' signs as a deterrent. A discussion took place regarding litter and dog fouling on this site and the wider community. Committee previously took the decision not to place bins in this area however this may be something that Committee wish to reconsider.

A Committee Member asked about the Estate Caretaker and his duties now that the Transfer of Engagement with Copperworks is now complete. The Depute Director advised that this job description has not changed. However, he is now responsible for a much bigger area. Therefore, he works through a rota to ensure all areas are attended to as much as possible. We have recognised that one person to cover all required duties is not realistic and that is why we have committed to carrying out investigation into the potential of having an Estate Caretaking Team. The Director and Depute Director have commenced this exercise and will report back to Committee at the appropriate time.

A Committee Member raised an issue regarding the steps at 287 Roystonhill. She advised that these are cracked following recent works. The Depute Director confirmed that this is something she is aware of and has been reported under defects. The member went on to report that the same area is covered in leaves and litter and not being regularly swept. The Depute Director advised that both the Estate Caretaker and Ramora the Grounds Maintenance Contractor are aware of this and the area is being swept. They are trying to ensure it is swept up regularly however this is fairly difficult during leaf fall season and during high winds issue can also be an issue.

7.3 RDT Lease of SVHA Owned Land

The Depute Director advised the legal documents are now signed. The next step will be to request permission from Rosemount Development Trust board to progress with Contractor appointment and it is hoped the project will be on site asap.

8.0 POLICY REVIEW

8.1 Standing Orders and Delegated Authorities

Committee noted the content of report (copy available) and the revised document with tracked changes. The Director advised that main areas reviewed relate to changes as a result of the ToE concluding and service sharing coming to an end. Committee Remits have also been reviewed as has the Role Description for Committee Members which was updated in October 2024. Committee considered the revised Standing Orders, Remits and Delegated Authority and agreed to the adoption and implementation of this.

8.2 IT System Security Policy

Committee noted the content of report (copy available). Committee considered the revised draft IT System Security Policy and agreed to the adoption and implementation of this Policy. The Finance Manager advised that he flagged up section 30 as he had requested assistance from Alex Cameron the Association's Internal Auditor to ensure this section, and punishable terms were still correct. He confirmed that Alex has agreed these are still the most up to date terms however he had provided a slightly different format. The Finance Manager advised that he circulate a copy of this to Committee for their reference following the meeting.

8.3 Communications Tool Policy

Committee noted the content of report (copy available). Committee considered the revised draft Communications Tool Policy and agreed to the adoption and implementation of this Policy.

8.4 Dignity at Work Policy

Committee noted the content of report (copy available). Committee considered the new draft Dignity at Work Policy which now includes a section on sexual harassment and agreed to the adoption and implementation of this Policy. Committee noted that all staff will be asked to sign that they have read and understood this new Policy. Training will also be provided if required. A Risk assessment on this matter will also be carried out.

8.5 Menopause Policy

Committee noted the content of report (copy available). Committee considered the new draft Menopause Policy and agreed to the adoption and implementation of this Policy. Committee noted that all staff will be asked to sign that they have read and understood this new Policy. Training has already been arranged to take place on this matter and further training for managers will be provided.

9.0 DATE & TIME of NEXT MEETING

The next hybrid Management Committee meeting will take place on Tuesday 25th February 2025 at 5.30pm in the office at 43 Tharsis Street / via zoom.

10.0 ANY OTHER COMPETENT BUSINESS

10.1 Confidential Staffing Report This matter was discussed at the end of the meeting. A separate confidential minute is available in relation to this item.

10.2 Energy Redress Fund

The Director advised that the association was successful in securing £95,796 funding from the Energy Redress Fund which will allow us to employ 1 full time Energy Advisor at the Hub for 2 years. Recruitment for this post is underway with 22 applicants being considered. The Corporate Governance Officer is currently shortlisting and interviews will take place on Monday 3rd February 2025.

10.3 Subscriptions

The Director provided cost on membership for 2025/2026;

EVH - £4,851

SHARE - £2,625 + £150 per staff member that's wishes to become a member

SFHA - £10,231

Positive Action in Housing - £700

Committee agreed that the benefits of being a member of these organisations assists the association and therefore they agreed to subscribe again during 2025/26.

10.4 Potential Insurance Claim

A separate confidential minute is available for this item.

Meeting closed at 7.20pm

Minute taken by Gillian Spence

I certify that the above minute has been approved as a true and accurate reflection of the proceedings.

Signed (Chair)

Date
