

SPIRE VIEW HOUSING ASSOCIATION LTD
MINUTE OF HYBRID MANAGEMENT COMMITTEE MEETING
HELD ON TUESDAY 29th OCTOBER 2024 AT 5.30PM IN THE OFFICE AT
43 THARSIS STREET / VIA ZOOM

PRESENT:	CHARLIE LUNN	CHAIRPERSON
	CLARE O'DONNELL	SECRETARY
	ALAN BROWN	TREASURER
	MAUREEN FLYNN	VICE CHAIRPERSON
	FLORENCE DIOKA	COMMITTEE MEMBER
	DREW COLLIER	COMMITTEE MEMBER
	ROSEMARY GALLAGHER	COMMITTEE MEMBER
	GERALDINE McLAUGHLIN	COMMITTEE MEMBER
	ALAN SHUTE	COMMITTEE MEMBER
	CRAIG ALLAN	COMMITTEE MEMBER (Zoom)
	MARY GIBSON	COMMITTEE MEMBER

IN ATTENDANCE:	FIONA MURPHY	DIRECTOR
	MARGARET BROWNLIE	DEPUTE DIRECTOR
	JORDAN HENDERSON	FINANCE MANAGER
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

Charlie Lunn welcomed everyone to the meeting.

1.1 Apologies

OSMAN LAMIN SIDIQUE	COMMITTEE MEMBER
RACHEL COOPER	COMMITTEE MEMBER
DONNA RICHARDSON	HOUSING MANAGER

2.1 Minute of Management Committee Meeting 24th September 2024

The Minute of the Management Committee meeting held on 24th September 2024 was approved by Committee.

2.2 Minute of Annual General Meeting 17th September 2024

The Minute of the Annual General Meeting held on 17th September was noted by Committee.

3.0 MATTERS ARISING (Including Action Tracker)

Committee noted that there were no open items contained within the action's tracker.

4.0 DECLARATION OF INTEREST

There were no declarations of interest noted.

5.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

5.1 Self-Assessment and Annual Assurance Statement.

Committee noted the content of report (copy available). The Director advised that the full evidence bank was sent to Committee recently via email and sought feedback and comments on this. A discussion followed and Committee;;

- Approved the self-assessment outcome up to October 2024.
- Agreed that the self-assessment against SHR Regulatory Standards of Governance and Financial Management is conducted annually going forward.

- Approved continuation of a Governance and Financial Management Improvement Plan that will be reviewed annually as part of the business planning process.
- Agreed that Committee has had sufficient assurance to give it confidence to sign the 2024 Annual Assurance Statement confirming full compliance on the date of this meeting and authorised the Chairperson to sign the letter to the SHR confirming this decision.

The Director advised that although a full annual review of the Improvement Plan and evidence bank will be carried out, this will be a live working document for the SMT with an update report to Committee at the 6 month stage. .

The Chairperson then signed the Annual Assurance Statement.

5.2 Copperworks Transfer Promises Action Plan Progress to 30th September 2024

Committee noted the content of report (copy available). The Director went over this report and following some discussion, Committee;

- Noted the progress made in relation to the Transfer Promises Action Plan to 30th September 2024.
- Approved the proposal to amend the completion timescale for the name change from September 2024 to November 2024.
- Approved the proposal to amend the completion timescale for the introduction of a Tenant Portal from August 2024 to April 2025.

A Committee member noted an error at item 4.2.2 which should read 1st April 2025 and not 1st April 2024.

A Committee member asked what benefit there would be from implementing a tenant portal. The Director advised that this will be an interactive system where tenants can log in and get real time information on their rent accounts and other tenancy related information.

A Committee member asked if tenants are aware that this is something we were exploring and if so, would we communicate this delay with them. The Director advised that tenants have been informed that we are currently exploring a tenant portal but we have not as yet provided them with timescales for this task.

5.3 Potential Transfer of Engagements (Blochairn)

A separate confidential minute is available for this item.

5.4 Business Planning Progress Report to 30th September 2024

Committee noted the content of report (copy available). Committee noted that good progress has been made in relation to the KPI Report, Delivery Plan Report and Risk Report.

A Committee Member asked if tenants satisfied with repairs carried out in the last 12 months figure had changed since the Transfer of Engagements. The Director advised that there was not much of a difference, our recent Tenants Satisfaction Survey showed a slight dip but nothing to be concerned with at this stage.

5.5 ICT Disaster Recovery Plan

Committee noted the content of report (copy available). Committee noted that our IT Company M2 are carrying out regular checks on our ICT system throughout the year. They also noted that our DMARC email compliance needed some attention last year and this matter has now been resolved.

A Committee Member asked if M2 will work with our new housing software provider HomeMaster and assist in the implementation of this. The Director confirmed that M2 have other clients who have also moved to HomeMaster and will continue to offer us support.

5.6 Name Change

Committee noted the content of report (copy available). Committee noted the outcome of our recent tenant consultation. It was noted that the overall 69% of those tenants who voted wished for the association to remain Spire View Housing Association. Following a lengthy discussion, Committee unanimously agreed that the Associations name would remain Spire View Housing Association.

5.7 Roystonhill Community Hub Report to 30th September 2024

Committee noted the content of report (copy available). Committee noted that the Hub continues to go from strength to strength. We continue to develop all services at the hub to suit the community. The building is well used with over 5,000 people visiting us each quarter. We had 178 let during July – September 2024 and recruited 3 new volunteers. 2 volunteers also gained accreditation during this time.

5.8 Annual Business Planning Event

Committee noted the content of report (copy available). The Corporate Governance Officer encouraged all Committee Members to attend this year's Business Planning Event / Away day on Friday 8th and Saturday 9th November 2024 which will be held at the Garfield House Hotel. She asked any members that had not yet confirmed their attendance to do so as soon as possible to allow her to finalise these details with the hotel. Committee noted the draft agenda ahead of this event and discussed the current format.

5.9 Membership Report

Committee noted the content of report (copy available). Committee approved 2 membership applications and the use of the seal.

5.10 Complaint Handling Report to 30th September 2024

Committee noted the content of report (copy available). The Corporate Governance Officer apologised that the complaints dashboard was not attached to this report. This is due to the dashboard incurring an error and needing to be repaired. She advised that a manual calculation had been carried out on this occasion, However, Lilian Peters from Visual Stat Solutions would review the dashboard on her return from annual leave.

5.11 Committee Appraisal

Committee noted the content of report (copy available). Committee approved the SHARE proposal to carry out Committee appraisals from 2025-2027. They agreed that a representative from SHARE should carry out 1:1 meetings and agreed to include a 360 appraisal for the Chairperson.

Committee agreed the proposed timetable was acceptable.

A Committee Member asked to be able to review the draft self-assessment survey before it is circulated for completion. The Corporate Governance Officer agreed that she would arrange this with SHARE.

6.0 DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

6.1 Planned / Cyclical Maintenance Report

Committee noted the content of report (copy available) The Depute Director apologised as she explained she noted an error contained at item 4.1.1. The balance to pay should have read £421,487.71 and not £495,287.71. The spend to date at Item 4.1.3 should have read £285,780.00 and not £166,740.00. Committee noted all information contained within the report.

6.2 Triangle Site

The Depute Director advised that lighting to the pathways on this site was completed yesterday. Tarmac will be laid in the coming days. She advised that she hoped the site and in particular the event space would be ready to use this coming December.

A Committee member advised that they did not think the benches were appropriate for the site. The Depute Director advised that the benches and their locations were previously agreed by committee, funded and made by a project at Barlinnie Prison and both she and the Director felt they were of good quality. Committee noted that there were no bins on site. The Depute Director advised this was agreed at the outset to avoid any issues of misuse/vandalism and that the area would be litter picked on a regular basis. However, in general staff have asked GCC for more bins throughout the entire community as there was a general agreement amongst staff and Committee that more were required.

6.3 RDT Lease of SVHA Owned Land

The Depute Director confirmed the discharge of the stock required to progress this lease had now been concluded and both the Depute Director and Director would now commence work on the lease of this land to RDT. A full report will be brought to Committee at the appropriate time.

7.0 HOUSING MANAGEMENT REPORTS

7.1 Outcome Report – Money Advice, Financial Capability and Tenancy Support

Committee noted the content of report (copy available). The Director apologised that this report was updated and an additional report circulated. She explained that we were awaiting the partners sharing case studies with us and hoped to include them before the original report was sent. The Director advised that the Money Advice service and Financial Capability services remain sought after by tenants. Funding is in place for these services until 31st March 2026.

The Tenancy Support service is currently funded in partnership with Blochairn and Cadder Housing Associations, however Community Links are looking for funding for this service. We continue to make provision for this in our budgets.

A Committee Member asked if it would be better if the association employed a funding officer to source funding. The Director advised that buying time from Community Links Scotland was more cost effective.

A Committee Member suggested that Spire View consider promoting how much funding they manage to achieve each year. The Director advised that this is something we could improve on going forward.

7.2 Write off Report – Former Tenants, Legals and Recharges to 30th September 2024

Committee noted the content of report (copy available). Committee approved the proposed former tenant write-offs and the proposed rechargeable repair write-offs. They also noted the balance on former tenant legal expenses.

8.0 POLICY REVIEW

8.1 Committee and Office Bearers Role Descriptions

Committee noted the content of report (copy available). Committee considered the Committee and Office Bearers Role Descriptions and agreed to the adoption and implementation of these.

8.2 Staff Expenses Policy- Review

Committee noted the content of report (copy available). Committee considered the revised draft Staff Expenses Policy and agreed to the adoption and implementation of this Policy. A Committee Member asked if staff will be reimbursed mileage costs for using an electric car. The Director advised that this would be provided at 0.07p per mile as per HMRC guidelines. Committee approved this addition to the policy.

9.0 DATE & TIME of NEXT MEETING

The next hybrid Management Committee meeting will take place on Tuesday 26th November 2024 at 5.30pm in the office at 43 Tharsis Street / via zoom.

10.0 ANY OTHER COMPETENT BUSINESS

10.1 Nationwide Building Society

Committee noted the content of report (copy available). The Finance Manager went over this report with Committee. Following discussion Committee approved the signing and submission of the Mandated Officers Form to the Nationwide.

10.2 Heritage Project Update

Committee noted the content of report (copy available). Committee were pleased to see that the Heritage Project was going very well. A Committee Member suggested that the staff could potentially draft a new webpage on the website depicting Royston's history.

10.3 Access Technology Scotland

The Director advised Committee that the Association has worked with Access Technology Scotland (ATS) in the past on our digital project. ATS has secured some funding and needs our help. They are keen to sign up as many people as they can to 'Learn My Way' This is an online platform that provides digital skills training. The Director sought Committee permission to invite ATS along to our January meeting to explain the service and encourage sign up. Committee approved this request.

10.4 Recruitment

The Director provided Committee with the following update. We recently recruited permanent staff members to 4 posts that had been vacant for some time and filled on a temporary basis. Following a thorough recruitment process we now have the following staff filling permanent posts;

Tracey Dargan – Part Time Housing Officer – previously reported

Alana Park – Part Time Housing Officer

Billy Cassidy – Full time Maintenance Officer

Margaret Gillespie – Finance Assistant.

We are also recruiting a full-time Corporate Services Assistant and have 1 more interview to carry out this evening before the appointment will be made. The Director advised that a formal recruitment report will be provided to Committee in November 2024.

10.5 Area Partnership Funding - Mandate

The Director advised Committee that a recent funding application to the Area Partnership was delighted successful and we were awarded £6,150 towards the Mobile Heritage Exhibition. However, Glasgow City Council requested a new bank mandate signed as our current version is out of date. Committee approved this signing of this mandate by all signatories.

10.6 Lottery – Awards for All Funding

The Director further advised that we had been awarded £18,925 from The National Lottery Awards for All. This funding will allow us to purchase roof blinds and AV equipment for the hub to allow us to host a Community Cinema.

10.7 Energy Project

The Director advised that, as a result of another unsuccessful funding bid, our Energy Project will come to an end on 31st October 2024. However, a further application has been submitted and we hope to hear the outcome early in 2025.

10.8 Committee Christmas Night Out

Committee advised that they would like to attend a Christmas Night out on Friday 6th December 2024. They instructed the Corporate Governance Officer to investigate suitable venues and book.

Meeting closed at 7.25pm

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
