

SPIRE VIEW HOUSING ASSOCIATION LTD
MINUTE OF HYBRID MANAGEMENT COMMITTEE MEETING
HELD ON MONDAY 2nd DECEMBER 2024 AT 5.30PM IN THE OFFICE AT
43 THARSIS STREET / VIA ZOOM

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| PRESENT: | CHARLIE LUNN | CHAIRPERSON |
| | CLARE O'DONNELL | SECRETARY |
| | GERALDINE McLAUGHLIN | COMMITTEE MEMBER |
| | MARY GIBSON | COMMITTEE MEMBER |
| | RACHEL COOPER | COMMITTEE MEMBER |
| | ANGELA HEANEY | COMMITTEE MEMBER |

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| IN ATTENDANCE: | FIONA MURPHY | DIRECTOR |
| | DONNA RICHARDSON | HOUSING MANAGER |
| | MARGARET BROWNLIE | DEPUTE DIRECTOR (ZOOM) |
| | JORDAN HENDERSON | FINANCE MANAGER (ZOOM) |
| | GILLIAN SPENCE | CORPORATE GOVERNANCE OFFICER |
| | OLWYN GAFFNEY | SHARE |
| | ALEX CAMERON | QUINN INTERNAL AUDITOR (ZOOM - Item 6.0 |

only)

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

Charlie Lunn welcomed everyone to the meeting.

1.1 Apologies

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|---------------------|------------------------|
| ALAN BROWN | TREASURER |
| MAUREEN FLYNN | VICE CHAIRPERSON |
| FLORENCE DIOKA | COMMITTEE MEMBER |
| DREW COLLIER | COMMITTEE MEMBER |
| ALAN SHUTE | COMMITTEE MEMBER |
| CRAIG ALLAN | COMMITTEE MEMBER |
| ROSEMARY GALLAGHER | COMMITTEE MEMBER |
| OSMAN LAMIN SIDIQUE | COMMITTEE MEMBER (LOA) |

2.1 Minute of Management Committee Meeting 29th October 2024

The Minute of the Management Committee meeting held on 29th October 2024 was approved by Committee.

2.2 Minute of Confidential Management Committee Meeting 29th October 2024

The Confidential Minute of the Management Committee meeting held on 29th October 2024 was approved 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

Geraldine McLaughlin declared an interest at item 12.1 Allocation in Accordance with EPB Policy.

5.0 HEALTH & SAFETY REPORT

Committee noted the content of report (copy available). Committee noted that the Health & Safety Walkaround scheduled for today did not go ahead due to Committee members conflicting schedules. However, the Corporate Governance Officer advised that she would contact Committee members separately and rearrange this.

6.0 INTERNAL AUDIT FEEDBACK REPORT

Alex Cameron joined the meeting at 5.35pm.

Committee noted the content of report (copy available). Committee welcomed Alex Cameron from Quinn Internal Auditors to the meeting. Alex presented his report on Rent Arrears Management and advised that the association was awarded 'substantial' assurance with no recommendations. He advised that this is the highest level of assurance that can be awarded.

Alex outlined the various areas covered during the audit and confirmed that overall arrears performance was very good and he and he was happy with the outcome. He also commented on the various measures in place to support tenants including financial capability, money advice and tenancy support. Alex asked if there were any questions. As there were none Alex reminded Committee that should any Member wish to ask any questions about his report at anytime that they could contact him directly. His contact details are on the report.

The Chairperson thanked Alex for his report and thanked staff for their efforts.

Alex left the meeting at 5.45pm.

7.0 FINANCE REPORTS

7.1 Management Accounts to 30th September 2024

Committee noted the content of report (copy available). The Finance Manager presented the Management Accounts to 30th September 2024. He went over the Statement of Comprehensive Income, Statement of Financial Position and Statement of Cash Flows. The Finance Manager drew Committee attention to Hub income, reactive repairs and planned investment.

Committee noted an error on page 35 where the date should read 30th September 2024 and not 30th June 2024.

The Finance Manager confirmed that overall, the association has a healthy financial outlook, and he has no concerns at this time.

A Committee member asked for an update on a recent insurance claim on a property. The Depute Director advised that the broker is still pursuing this through legal avenues.

7.2 Draft Budget 2025/2026

Committee noted the content of report (copy available). The Finance Manager explained that the Committee meeting had to be moved from the 26th November 2024 to 2nd December to allow for CPI to be announced and this didn't happen until 20th November 2024. Committee considered the report and agreed the draft budget on the basis of consulting on a 2.3% rent increase for former Copperworks tenants and 3.3% rent increase for the remaining Spire View tenants. This will be subject to Committee agreeing the recommendations contained in the Directors report at Item 8.1.

The Finance Manager advised that further scrutiny and risk analysis will be carried out in the new year however he advised that the association is still in a healthy financial position.

7.3 Factoring Report to 30th September 2024

Committee noted the content of report (copy available). The Housing Manager presented this report to Committee and apologised that it contained an error at section 3.2 which should read opening balance at 1st April 2024 and not 1st October 2023 or 1st October 2024. A Committee member asked the frequency in which the management fee was charged. The Housing Manager confirmed that this was twice a year.

8.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS

8.1 Rent Review 2025/2026.

Committee noted the content of report (copy available). The Director went through the report outlining service and investment requirements, financial viability, affordability & value for money and comparability. She further outlined the proposed consultation process which has been used in previous years and has worked well.

Following discussion Committee approved the following recommendations;

- To consult former Copperworks tenants on a rent increase of 2.3% to be implemented from 1st April 2025.
- To consult the remaining Spire View tenants on a rent increase of 3.3% to be implemented from 1st April 2025.
- To proceed with the proposed consultation process.

8.2 Potential Transfer of Engagements (Blochairn)

A separate confidential minute is available for this item.

8.3 Code of Conduct Investigation

A separate confidential minute is available for this item.

8.4 Membership Report

Committee noted the content of report (copy available). Committee approved 5 membership applications and the use of the seal. Committee also noted 17 cancelled shares in accordance with the 5 Year Rule.

8.5 Committee Appraisal

Committee noted the content of report (copy available). The Corporate Governance Officer advised that a draft Committee appraisal survey had been circulated for comment as requested at the last meeting and asked all members to provide any comments that they had by Monday 9th December 2024.

Olwyn Gaffney presented a report to Committee on the process of this year's Appraisals. Committee agreed that the Chairperson should undertake a 360 appraisal and agreed that a representative from SHARE would carry out this year's 1:1 meetings.

The Corporate Governance Officer advised that she would contact the Chairperson and Vice Chairperson to set up a meeting with Olwyn to discuss progress made and Committee effectiveness.

8.6 Recruitment Report

An updated report was circulated to Committee for consideration. Committee noted the content of report (copy available).

9.0 DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS

9.1 Revised Investment Strategy

Committee noted the content of report (copy available) The Depute Director advised that tender costs returned for each contract were higher than anticipated which has resulted in a potential increased cost of £1.5 million over the 3 years of previously agreed Investment plan. In addition, we require to review the specification for our window replacement contract to confirm with new fire regulations and building regulations and as such, works need to be reprofiled. Therefore, the plan has had to be revised. The expenditure and projections based on this were outlined by Finance Manager earlier in the meeting. Committee noted that the revised plan still allows the association to deliver the promises made to former Copperworks tenants.

Committee approved the revised Investment Strategy and provided approval for the Depute Director to progress procurement of Year 2. The Depute Director advised that should any further changes happen at any point throughout the year then she would revise the plan and report back to Committee.

9.2 Planned / Cyclical Maintenance Report

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

Painterwork

Tender will go out in early 2025.

Panelling at 299 Roystonhill, 2 & 4 Dunolly Street and 290-288 Royston Road.

The Quantity Surveyor and Architect are currently considering works required. Once this information is available, the Depute Director will report back to Committee and provide recommendations for works to be progressed.

Stock Condition Survey

A meeting has been arranged to take place this week with the surveyor with a view to commencing works early in the New Year.

Committee approved progression of Year 2 Planned works. A Committee Members asked how long the lifecycle of boilers were. The Depute Director confirmed that our projections are based on a life cycle of 18 years.

9.3 Triangle Site

The Depute Director advised that she is awaiting 1 more payment certificate and would hope to have this before the end of 2024. She went on to advise that all works are now complete and grant funding expended and any final certificate and retentions monies would be taken from the budgeted amounts for these works. The Depute Director confirmed that she would continue to work with Community Links Scotland to explore further funding opportunities to allow us to move onto Phase 3 of the works.

A Committee member asked if a satisfaction survey would be carried out with tenants to gauge their views on the improvements. The Depute Director advised that this will be done 3-6 months post completion of the project.

9.4 RDT Lease of SVHA Owned Land

The Depute Director advised that the position with regards to the RDT Lease Agreement for the Provanhill Street site remains unchanged. However, both the Director and Depute Director can now begin to progress with the lease for the section of Spire View land RDT have requested given all legal matters in relation to security over this land have been resolved and they would move this matter forward at the appropriate time. The Depute Director went on to add the current delays with the RDT lease from Glasgow City Council has been delayed as GCC are having difficulty obtaining copies of the Title Deeds for this land.

A Committee member asked the Depute Director for an update on the Milburn Street site. The Depute Director advised that the site was put back on the market by City Property and she believes there is currently 1 bidder. However, she had no other information on this at this time. She advised she would report back when further information became available.

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 be 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.

10.0 POLICY REVIEW

10.1 Protocol for Declaring and Managing Conflicts of Interest.

Committee noted the content of report (copy available). Committee considered the revised draft Protocol for Declaring and Managing Conflicts of Interest and agreed to the adoption and implementation of this protocol.

10.2 Committee Learning, Development and Support Policy

Committee noted the content of report (copy available). Committee considered the revised draft Committee Learning, Development and Support Policy and agreed to the adoption and implementation of this Policy.

10.3 Smoking Policy

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

10.4 Rent Arrears Policy

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

10.5 Universal Credit Policy

Committee noted the content of report (copy available). The Housing Manager apologised to committee and advised that since circulating the Committee papers there had been a few further minor revisions to the Policy wording, as noted below;;

1.3 *Finance sentence changed to 'Thereafter, the Department of Work & Pensions intended to move existing benefit claimants onto UC by 2023, however this is still ongoing'.*

1.6 *The Association's main source of income is rents and it is therefore critical that losses in this area are kept to an absolute minimum. A key factor in achieving this is to ensure that tenants receive their maximum UC entitlement and any other benefits. Housing Benefit is paid on average to 49% of Association tenants and this will be paid directly to tenants migrating onto UC (known as the UC rent element).*

1.7 *Second sentence changed to; ' The most recent SIMD information released in 2020 shows that Spire View stock is located within 5 data zones, 3 of which can be described as 'very deprived' as they are within the top (worst) 5%, ranging from 1.53% to 4.62%'.*

4.1 *Change dates to 2024-2027.*

6.3 *Change amount to £91.47.*

7.4 *Change 'Glasgow Simon Community' to 'Simon Community Scotland'.*

Committee considered the updated draft Universal Credit Policy and agreed to the adoption and implementation of this Policy.

10.6 Staff Training and Development Policy

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

11.0 DATE & TIME of NEXT MEETING

The next hybrid Management Committee meeting will take place on Tuesday 28th January 2024 at 5.30pm in the office at 43 Tharsis Street / via zoom.

12.0 ANY OTHER COMPETENT BUSINESS

12.1 Allocation in accordance with EPB Policy

Geraldine McLaughlin declared an interest in this item and left the room whilst discussion took place.

Committee noted the content of report (copy available). Following discussion, Committee approved the allocation in accordance with the Entitlements, Payments and Benefit Policy.

12.2 Committee Christmas Night Out

The Corporate Governance Officer advised that this year's Committee Christmas Night out has been booked to take place on Friday 6th December 2024 at the Eagle Lodge in Bishopbriggs.

Meeting closed at 7.30pm

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 _____