

**SPIRE VIEW HOUSING ASSOCIATION LTD**  
**MINUTE OF HYBRID MANAGEMENT COMMITTEE MEETING**  
**HELD ON TUESDAY 30TH JANUARY 2024 AT 5.30PM IN THE OFFICE AT**  
**43 THARSIS STREET / VIA ZOOM**

**PRESENT:** CHARLIE LUNN CHAIRPERSON  
MAUREEN FLYNN VICE CHAIRPERSON  
CLARE O'DONNELL SECRETARY  
ALAN BROWN TREASURER  
ANGELA HEANEY COMMITTEE MEMBER (ZOOM) (Item 3.0 onwards)

ROSEMARY GALLAGHER COMMITTEE MEMBER  
ALAN SHUTE COMMITTEE MEMBER  
OSMAN LAMIN SIDIQUE COMMITTEE MEMBER  
DREW COLLIER COMMITTEE MEMBER (ZOOM)  
MARY GIBSON COMMITTEE MEMBER  
GERALDINE McLAUGHLIN COMMITTEE MEMBER  
FLORENCE DIOKA COMMITTEE MEMBER (ZOOM) (Until item 10.3)

**IN ATTENDANCE:** FIONA MURPHY DIRECTOR  
MARGARET BROWNLIE DEPUTE DIRECTOR  
JORDAN HENDERSON FINANCE MANAGER  
GILLIAN SPENCE CORPORATE GOVERNANCE OFFICER  
ALEX CAMERON QUINN INTERNAL AUDTIORS (Zoom) (Item 5.0 only)

**1.0 APOLOGIES, INTRODUCTIONS AND WELCOME**

The Chairperson welcomed everyone to the meeting and wished everyone a Happy New Year.

**1.1 Apologies**

RACHEL COOPER COMMITTEE MEMBER  
ALLAN STEWART COMMITTEE MEMBER (LOA)  
CRAIG ALLAN COMMITTEE MEMBER

**2.0 MINUTES OF PREVIOUS MEETING**

**2.1 Minute of Management Committee Meeting 28<sup>th</sup> November 2023**

The Minute of the Management Committee meeting held on 28<sup>th</sup> November 2023 was approved by Committee.

**2.2 Confidential Minute of Staffing Sub-Committee Meeting 24<sup>th</sup> October 2023**

The Confidential Minute of the Management Committee meeting held on 24<sup>th</sup> October 2023 was noted by Committee.

**2.3 Confidential Minute of Staffing Sub-Committee Meeting 30<sup>th</sup> November 2023**

The Confidential Minute of the Management Committee meeting held on 30<sup>th</sup> November 2023 was noted by Committee.

**2.4 Amended Minute of Annual General Meeting 19<sup>th</sup> September 2023**

The amended Minute of the Annual General Meeting on 19<sup>th</sup> September 2023 was noted by Committee and will be taken to the next AGM in 2024 for approval.

*Angela Heaney arrived at 5.35pm*

### **3.0 MATTERS ARISING (Including Action Tracker)**

Committee noted that there was 1 open item contained within the actions tracker which has now been concluded and will be marked as 'closed'.

### **4.0 DECLARATION OF INTEREST**

4 members of staff declared an interest in item 10.9 EVH Salary negotiation and it was agreed they would leave the meeting when this item is discussed.

*Alex Cameron joined the meeting at 5.40pm*

### **5.0 INTERNAL AUDIT REPORT**

Alex presented reports on the following Internal Audits;

Internal Audit Follow Up Report 2022/2023 – Full assurance - no recommendations made.  
Internal Audit Annual Report 2023/2024 – Full assurance - no recommendations made.  
Internal Audit Report on Development – Full assurance - no recommendations made.  
Internal Report on Treasury Management – Full assurance – 1 Priority 3 recommendation made.

Alex went over each report, highlighting any recommendations made and progress made in relation to these. Alex advised that staff provided all the information requested to allow him to spot check and carry out these audits. He thanked staff for their support with this.

Alex highlighted to Committee, the Internal Audit Charter and reminded them that they can approach him directly and confidentially at any time, should they wish to do so. His contact details are on all the Internal Audit reports.

If Committee have any questions regarding the audits carried out, they can email or call Alex directly too.

*Alex left the meeting at 6pm.*

### **6.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS**

#### **6.1 Transfer of Engagements – Confidential Report**

Committee considered the content of report (copy available) along with the various attachments. The Director provided a verbal overview of all documentation.

The Director further advised that we are awaiting confirmation that the Scottish Housing Regulator has deregistered Copperworks before we can progress the remaining items on the Project Plan. The Director advised Committee that all tasks that should have been completed by the Association to allow this to happen have been completed. Overall, the Director advised that she is satisfied with the progress made.

Committee attention was drawn to 2 actions contained in the Integration Plan;

- **Customer satisfaction survey for Copperworks tenants** – This will be captured as part of the 3 yearly Tenant Satisfaction Survey that is due to be undertaken this year.
- **Evaluation and review of TOE process and outcomes** – We will discuss this with the Internal Auditor with a view to including this in the programme for 2024 / 2045.

Committee therefore;

- **Noted** the update contained within the report in relation to the close down of Copperworks Housing Association.
- **Noted** the content of the Outstanding Due Diligence Actions Log including some revised completion dates, Project Plan and Integration Plan.

## **6.2 Potential Transfer of Engagements (Blochairn)**

Committee discussed the potential Transfer of Engagements from Blochairn Housing Association (BHA). She advised that we are still not at the stage where we could comfortably proceed in line with the discussion at the Business Planning Away Day in November 2023. The Director advised that John Mulholland from Mulholland Housing Consultancy is working closely with Spire View on this to ensure that the association mitigates as much risk as possible.

The Director advised that a full report will be presented to Committee at the appropriate time for consideration.

## **6.3 Rent Review 2024/25**

Committee considered the content of report (copy available). The Director gave a verbal overview of the main areas contained within the report and outlined the tenant responses following the rent consultation. Following some discussion on this matter Committee proceeded to:

- **Note** the responses received from the tenant consultation exercise
- **Approve** a rent increase of 3.6% on former Copperworks properties from 1<sup>st</sup> April 2024
- **Approve** a rent increase of 4.6% on the remaining Spire View properties from 1<sup>st</sup> April 2024.

## **6.4 Business Plan Progress Report to 31<sup>st</sup> December 2023**

Committee considered the content of report (copy available).

Committee **noted** that a new risk was added to the Risk Register in relation to the Copperworks Transfer of Engagements.

Committee also **noted** the change in timescales within the delivery plan in relation to 'Agree Roystonhill Masterplan with partners and decide on next steps'

## **6.5 Membership Report**

Committee noted the content of report (copy available). Committee approved 8 membership applications and the use of the seal.

## **6.6 Committee Appraisal**

The Corporate Governance Officer advised that all Self-Assessment surveys have now been completed and with Olwyn Gaffney from SHARE. Olwyn would now collate these surveys and devise individual learning plans along with an organisational training plan. Olwyn will present her findings on this to Committee in March 2024.

## **6.7 Complaints Handling Report to 31<sup>st</sup> December 2023**

Committee noted the content of report (copy available). Committee noted 29 complaints in total for the year to date. 1 x Stage 2 complaint and 28 x Stage 1 complaints. During the period 1<sup>st</sup> October – 31<sup>st</sup> December 2023 there were 7 x Stage 1 complaints received and no stage 2 complaints.

## **6.8 Roystonhill Community Hub report to 31<sup>st</sup> December 2023**

Committee noted the content of report (copy available). The Director confirmed that sadly both the Digital Engagement Officer and Volunteer Assistant posts were made redundant at the 31<sup>st</sup> December 2023 due to not being able to source continuation funding. As a result, the Volunteer Co-ordinator and the Corporate Governance Officer are now covering at the Hub with support from the evening and weekend caretaker. The Director advised that the Hub is almost breaking even with regards to running cost however this does not include staff salaries and further funding will continue to be sought.

## **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 the following additional information;

## **Stairways and Balustrades**

The Depute Director referred to the attachment contained in the papers in relation to the request for an Urgent Decision issued to Committee on 7<sup>th</sup> December 2023. She confirmed for the minute that over 75% approval was received in relation to this matter and the Depute Director had thereafter proceeded to appoint Covanburn Contracts Ltd to progress these works.

## **Kitchen/Boiler Renewal Contract**

The tender for these works came back higher than anticipated. The Depute Director advised that this is not considered unusual given the current economic position of the market at the moment. She sought permission from Committee to consider the tender in more detail with the Quantity Surveyor and the preferred contractor to ascertain if there was any potential for making cost savings. Committee agreed to this request and the Depute Director advised she will report back on this exercise in February 2024.

## **Window Contract**

The Depute Director advised that the Window Contract was on target to meet the deadlines previously issued to Committee.

A Committee Member asked when bathrooms were due to be replaced at Roystonhill. The Chairperson reminded all Committee that personal questions should be directed to the office during office hours. The Depute Director did not have this date to hand but advised that the Combined Investment Strategy 2024-2027 has been promoted on the website and in the newsletter.

## **Grounds Maintenance Contract**

Negotiations are ongoing with John O'Conner with regards to an extension of this Contract from 1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2025.

### **7.2 Roystonhill Masterplan**

The Depute Director advised that C&S Developments are hoping to conclude the purchase of this site from City Property very soon. Technical plans and estimated costs were submitted to NRS for consideration and were met with a favourable response. We have been requested to submit a scheme proposal for the project to NRS for the development. This will not commit the Association to the project but allows consideration to be given to progression of the scheme by Glasgow City Council (NRS). The Depute Director along with Mulholland Housing Consultancy are meeting with C&S next week to discuss this further. Committee noted that the scheme proposal would be submitted as outlined but that this did not formally commit the Association to progressing the development at this stage.

A full report would be brought to Committee for discussion and approval at the appropriate time.

### **7.3 Triangle Site**

The Depute Director advised that we now have the funding legal agreement, and she was seeking approval to have the Final Draft Standard Security signed tonight by both the Director and the Chairperson. Committee accepted this document and approved the signing of this. The Depute Director will now move forward with the appointment of the Contractor and progression of the works on site.

## **8.0 POLICY REVIEW**

### **8.1 Attendance Management Policy**

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

### **8.2 Committee Members Expenses Policy**

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

### **8.3 Financial Regulations Policy**

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

#### **8.4 Financial Procedures**

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

#### **9.0 DATE & TIME of NEXT MEETING**

The next hybrid Management Committee meeting will take place on Tuesday 27<sup>th</sup> February 2024 at 5.30pm.

#### **10.0 A.O.C.B**

#### **10.1 SFHA Membership**

The Director advised that following the Transfer of Engagements, SFHA allowed Spire View to continue Copperwork's SFHA membership until 31<sup>st</sup> March 2024. The Director outlined the costs involved and asked Committee to consider whether Spire View wishes to continue with membership from 1<sup>st</sup> April 2024. Committee discussed the benefits of SFHA membership and agreed to affiliate from 1<sup>st</sup> April 2024.

#### **10.2 EVH Membership**

The Director advised that EVHA membership is also due for renewal. She outlined the costs and the role that EVH has in supporting Employers and the wider organisation. Committee discussed HR support and benefits that the association receives and following discussion Committee agreed to affiliate for 2024/2025.

*Florence left the meeting at 715pm*

#### **10.3 SHARE Membership**

The Director advised that SHARE have reviewed their membership fee structure along with their e-learning portal. Committee were asked to consider if they wished to continue with membership of SHARE under the new structure from 1<sup>st</sup> April 2024. Following discussion, Committee agreed to proceed with Corporate Membership for the coming year and add on additional staff as and when required / appropriate.

#### **10.4 The National Lottery Heritage Fund**

The Director advised that the association was successful in securing a grant of £78,584 from the National Lottery Heritage Fund. This funding will allow the association to employ a Heritage Engagement Officer potentially for 2 days per week over a 2 year period, based at Roystonhill Community Hub. This project will be 'What was there before the Tenements?' and will include the creation of a digital platform in partnership with the Mitchell Library. Community Links Scotland are currently preparing a Job description and person specification to allow us to progress the recruitment process.

#### **10.5 Confidential Staffing Report**

A separate confidential minute is available for this item.

#### **10.6 External Audit Tender Report**

Committee considered the content of report (copy available). Following some discussion Committee agreed to the following;

- Committee agreed the review process to be adopted
- Committee agreed the Tender documents to be issued
- Committee agreed the list of external auditors that will be approached.

#### **10.7 Staff Structure**

The Director advised that Tony Carruthers is currently preparing the Staff Structure Review report and plans to present this to Committee in March 2024. In his report, Tony intends to recommend that the Association commence the recruitment of a part-time Housing Officer to fill the vacant post that occurred last year and is currently being filled in part by another Housing Officer. The arrangement for the current HO to 'fill the gap'

comes to and end on 31/3/2024 and Tony has therefore suggested that, rather than wait for his report, we seek to fill the post sooner. We are therefore in the process of recruiting to this vacant post on a temporary basis to allow sufficient time to recruit a new permanent staff member.

**10.8 Staffing matter**

A separate confidential minute is available for this item.

**10.9 EVH Pay Negotiations**

***Fiona Murphy, Margaret Brownlie, Gillian Spence and Jordan Henderson left the meeting whilst this item was discussed.***

The Management Committee considered the proposal present by EVH and agreed the response to be sent. The response form was completed and passed to the Director for submission,

Meeting closed at 8.00pm

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 \_\_\_\_\_