

**SPIRE VIEW HOUSING ASSOCIATION LTD**  
**MINUTE OF HYBRID MANAGEMENT COMMITTEE MEETING**  
**HELD ON TUESDAY 31ST OCTOBER 2023 AT 5.30PM IN THE OFFICE AT**  
**43 THARSIS STREET / VIA ZOOM**

<b>PRESENT:</b>	CHARLIE LUNN	CHAIRPERSON
	MAUREEN FLYNN	VICE CHAIRPERSON
	CLARE O'DONNELL	SECRETARY
	ALAN BROWN	TREASURER
	GERALDINE McLAUGHLIN	COMMITTEE MEMBER
	OSMAN LAMIN SIDIQUE	COMMITTEE MEMBER (from item 7.1 onwards)
	DREW COLLIER	COMMITTEE MEMBER (from item 3.0 onwards)
	RACHEL COOPER	COMMITTEE MEMBER (ZOOM)
	MARY GIBSON	COMMITTEE MEMBER
	ANGELA HEANEY	COMMITTEE MEMBER (ZOOM – from item 3.0 onwards)

<b>IN ATTENDANCE:</b>	FIONA MURPHY	DIRECTOR
	MARGARET BROWNLIE	DEPUTE DIRECTOR
	DONNA RICHARDSON	HOUSING MANAGER
	JORDAN HENDERSON	FINANCE MANAGER
	GILLIAN SPENCE	CORPORATE GOVERNANCE OFFICER

**1.0 APOLOGIES, INTRODUCTIONS AND WELCOME**

The Chairperson welcomed everyone to the meeting.

**1.1 Apologies**

ALLAN STEWART	COMMITTEE MEMBER
CRAIG ALLAN	COMMITTEE MEMBER
ROSEMARY GALLAGHER	COMMITTEE MEMBER
ALAN SHUTE	COMMITTEE MEMBER
FLORENCE DIOKA	COMMITTEE MEMBER

**2.1 Minute of Management Committee Meeting 26<sup>th</sup> September 2023**

The Minute of the Management Committee meeting held on 26<sup>th</sup> September 2023 was approved by Committee.

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

The Minute of the Annual General meeting held on 19<sup>th</sup> September 2023 was noted by Committee.

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

Committee noted that there were 2 open items contained within the action's tracker. 1 of which was closed off as the information had been shared with Committee via email and the other open item was on the agenda to be discussed at tonight's meeting and would be discussed at the appropriate time.

**4.0 DECLARATION OF INTEREST**

Maureen Flynn, Alan Brown and Clare ODonnell all declared and interest at item 10.1 and agreed to leave the meeting when this matter is discussed.

**5.0 DIRECTOR / CORPORATE GOVERNANCE REPORTS**

**5.1 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.

Committee therefore;

- **Noted** the update contained within this 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.
- **Noted** the progress made thus far in relation to the Transfer Promises Action Plan.
- **Noted** that previous Copperworks Committee members will meet at 4.30pm on 28<sup>th</sup> November 2023 to consider the Copperworks Accounts to 31<sup>st</sup> July 2023.

## **5.2 Self-Assessment and Annual Assurance Statement.**

Committee considered the content of report provided by Mulholland Housing Consultancy (copy available). The Director gave a verbal overview of main areas contained within the report at section 3.2. Committee proceeded to:

- **Approve** the self-assessment outcome up to October 2023
- **Agreed** that self-assessment against the Scottish Housing Regulators Regulatory Standards of Governance and Financial Management is conducted annually.
- **Approve** the continuation of Governance and Financial Management Improvement Plan and **noted** that this will be presented annually as part of the business planning process.
- **Agree** that Committee has had sufficient assurance to allow them to sign the 2023 Annual Assurance Statement confirming full compliance on the 31<sup>st</sup> October 2023 and **authorised** the Chairperson to sign the letter to SHR confirming this decision.

The Director advised that the signed Annual Assurance Statement would be submitted to SHR this evening following the meeting.

## **5.3 Business Plan Progress Report to 30<sup>th</sup> September 2023**

Committee considered the content of report (copy available). Committee noted that the association is still awaiting a draft legal agreement from Glasgow City Council therefore they agreed a change of timescale within the delivery plan in relation to completion of phase 2 of the Triangle Site from October 2023 to May 2024.

## **5.4 ICT Disaster Recovery Plan – Verbal Report**

The Director advised Committee that in previous years in order to test the ICT Disaster Recovery Plan we would have needed to have deliberately crashed our system and rebuild it. Technology has now moved on and this is no longer required. M2 our IT specialist have advised that now we can take a backup of our system and load it onto a remote server to ensure it works okay. M2 have done this for Spire View's system, and everything worked perfectly well. The only issue noted was that when it finished setting up the system defaults to using a USA keyboard and not a UK Keyboard however this is easily resolved and would cause no concern.

Committee agreed they were satisfied with this level of testing.

## **5.5 Staff Structure Review**

Committee considered the content of report (copy available). Committee approved the proposal provided by Guardian People Solutions to undertake a staff structure review.

## **5.6 Roystonhill Community Hub Report to 30<sup>th</sup> September**

Committee noted the content of report (copy available).

## **5.7 Business Planning Event / Away day**

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 24<sup>th</sup> and Saturday

25<sup>th</sup> November 2023 which will be held at the Westerwood Hotel. Committee noted the content of the draft agenda ahead of this event.

### **5.8 Membership Report**

Committee noted the content of report (copy available). Committee approved 3 membership applications and the use of the seal. Committee also noted the cancellation of 29 shares.

### **5.9 Committee Appraisal**

Committee considered the content of report (copy available). Committee agreed/approved the following:

- The Chairperson and Vice Chairperson would conduct this year's appraisal with one new committee member.
- The process should include a 360 appraisal for the Chairperson as outlined in SHARE's proposal.
- The arrangements and proposed timetable for appraisals.

Committee noted that the Chair and Vice Chair will be meeting with Olwyn Gaffney from SHARE later this week to get the appraisal process underway.

### **5.10 Complaints Handling Report to 30<sup>th</sup> September 2023.**

Committee considered the content of report (copy available). The Depute Director advised that she had recently met with the garden Maintenance Contractor in relation to a spate of complaints that have been received regarding their service. She advised that she hopes this means we will see an improvement in these works.

Committee noted that this contract would be tendered again at the appropriate time.

## **6.0 DEPUTE DIRECTOR / MAINTENANCE / DEVELOPMENT REPORTS**

### **6.1 Planned / Cyclical Maintenance Report**

Committee noted the content of report (copy available) The Depute Director advised that she is currently working with Reid Associates and Mulholland Housing Consultancy to progress the procurement for the investment plan. Further information on this matter would be provided to Committee as soon as possible.

Committee noted that retentions from the Gadshill Street major remedial works have been released and all outstanding works have been signed off.

### **6.2 Roystonhill Masterplan**

The Depute Director advised that Roystonhill Masterplan had been put on hold during the Transfer of Engagements. However, as Committee are aware, we were requested to submit an Strategy & Development Funding Plan for the site(s) to ensure it was included in Glasgow City Council's Strategic Housing Investment Plan (SHIP).

Committee noted that City Property recently decided to place the Milburn Centre on the open market. C&S Development have been advised they are the preferred bidder to purchase the site.

They have approached the Depute Director for initial discussion on the potential for a back-to-back development contract for refurbishment of the existing Milburn centre to provide accommodation for rent. This arrangement, if progressed would involve C&S building division being contracted to undertake the building works. Committee noted that no decision has been made as yet and any decision to progress would entail a full risk analysis beforehand. A full report would be brought to Committee for discussion and approval at the appropriate time.

### **6.3 Triangle Site**

Committee noted the content of report (copy available). The Depute Director advised that she continues to chase Glasgow City Council weekly for the funding legal agreement. We have been advised that this is with GCC legal team and when a draft is received, we will need to send this to our Solicitors for review.

The Depute Director outlined the history to the site for the benefit of all Committee members and advised that this next phase will include the installation of pathways, lighting, open green play space, an event space and planting/seeding. The Depute Director advised that she would keep Committee updated as this matter progresses.

#### **6.4 Staffing Report - Confidential**

Committee considered the content of the confidential staffing report and approved the recommendation.

### **7.0 HOUSING MANAGEMENT REPORTS**

*Osman Lamin Sidique arrived at 6.22pm*

#### **7.1 Outcome Report**

Committee noted the content of report (copy available). Committee noted really good outcomes and results for tenants achieved by using these external services.

#### **7.2 Write off Report**

Committee noted the content of report (copy available). Committee noted an error contained within this report and noted that balances at section 4.1 should read 11/3/22 - 6/10/23 and not 01/10/22 – 10/03/23 as stated within the report. Following this correction Committee approved both the legal expense write offs and the former tenant write offs.

### **8.0 POLICY REVIEW**

#### **8.1 Protocol for entering into Settlement Agreements**

Committee noted the content of report (copy available). Committee considered the revised draft Protocol for entering into Settlement Agreements with Employees and agreed to the adoption and implementation of this Protocol.

#### **8.2 Asset Management Strategy- Review**

Committee noted the content of report (copy available). Committee considered the revised draft Asset Management Strategy and agreed to the adoption and implementation of this Strategy for 2024-2027.

#### **8.3 Recruitment and Selection Policy**

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

#### **8.4 Salary Sacrifice – Electric Vehicles**

Committee noted the content of report (copy available). The Finance Manager went over this proposed draft policy with Committee. Committee noted that investigations have been carried out with our peers in the sector and suppliers. The Finance Manager advised that implementing a Salary Sacrifice Electric Vehicle Policy would generate a £13.80 tax saving on every £100 staff spent on leasing a new electric vehicle. This saving will be retained by the association. Committee agreed that this saving should be used as a contingency to mitigate any risk. The biggest risk to the association takes place in the first 3 months, which would primarily happen if staff were to leave our employment; however, the Finance Manager explained this is a rare occurrence but any NI savings generated from the scheme will assist with mitigating this risk in case of any shortfall. The Finance Manager advised that a legal agreement is currently with our Solicitor for review. Committee asked if the association had taken advice from the Scottish Housing Regulator, the Director advised that this Policy had been discussed with Mulholland Housing Consultancy and she did not foresee any Regulatory issues. This is a policy that has been in place in other associations for some time.

Committee considered the draft Salary Sacrifice Electric Vehicles Policy and agreed to the adoption and implementation of this.

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

The next hybrid Management Committee meeting will take place on Tuesday 28<sup>th</sup> November 2023 at 5.30pm.

The 7 former Copperworks will meet at 4.30pm on the same day to approve CHA Accounts to 31<sup>st</sup> July 2023.

The Corporate Governance Officer reminded Committee that the Annual Business Planning event would take place on 24<sup>th</sup> and 25<sup>th</sup> November 2023.

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

### **10.1 Rosemount Development Trust**

***Maureen Flynn, Alan Brown and Clare O'Donnell all declared an interest and left the meeting whilst this discussion took place.***

The Director advised that she had been approached by Rosemount Development Trust (RDT) with a request from them to purchase some staff services from Spire View. Following the recent departure of their Community Development Officer and an unsuccessful recruitment campaign, RDT has asked if the Association's Depute Director would be in a position to assist them to progress their Provanhill Street project until a suitable candidate could be found. The Director has discussed this with the Depute Director and they both feel that this would be manageable for a couple of months possibly leading up to early in the new year. Following discussions Committee agreed to this proposal.

***Maureen Flynn, Alan Brown and Clare O'Donnell rejoined the meeting.***

### **10.2 RAAC**

The Depute Director advised that earlier in the year the association received a Freedom of Information request on the associations properties that may contain RAAC (Reinforced autoclaved aerated concrete). The Scottish Housing Regulator (SHR) Chief Executive has now also issued a request to all associations for information on this. This involved analysing information relating to properties built between 1950-1990. The Maintenance team have carried out a desktop analysis and are confident that none of our properties contain this material. We were required to submit a return on this to the SHR by 31<sup>st</sup> October 2023 and have done so. To ensure robustness, we have also instructed our engineer to double check these findings and we will be carrying out some additional physical surveys and the Depute Director will keep Committee updated on findings. Any changes to the information submitted to SHR will also be advised to them.

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)

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Date

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