

**CALVAY HOUSING ASSOCIATION MINUTES OF 2023/2024
MANAGEMENT COMMITTEE: 20 JULY 2023**

1 SEDERUNT

Present:	Jim Gourlay	-	Chair
	Chris Warwick	-	Secretary
	Bryce Wilson	-	Treasurer
	Steven Blomer	-	Committee Member
	Julia Okun	-	Committee Member
	Jim Munro	-	Co-opted Member
	Geri Mogan	-	Co-opted Member
Apologies:	Alison A'Hara	-	Vice Chair
In Attendance:	Nick Dangerfield	-	Director
	Tracy Boyle	-	Corporate Services Manager
	Fettes McDonald	-	Finance Consultant
	Julie-Ann Cloherty	-	SHARE (Observer)

Due to the walkabout and meeting with the Regulator, it was agreed to deal only with the urgent agenda items or those that require a decision.

Prior to the meeting formally commencing, a walk-about of properties in Calvay Crescent and Barlanark Road were inspected by Committee and representatives from SHR in order to increase the level of understanding around properties which are experiencing the failure of external components.

The SHR met with the Committee in order to give their initial feedback on the Indigo House governance review.

8 COMMITTEE APPRAISAL BRIEFING – VERBAL UPDATE BY JULIE-ANN CLOHERTY FROM SHARE

Julie-Ann took Committee through a short presentation on the format and outcomes of the forthcoming Committee appraisal process. Julie-Ann advised that as part of this, she will remain in the meeting as an observer. Following some discussion on the timescale for presenting the final report to Committee, Julie-Ann will check if it will be feasible to have this ready in advance of August's Management Committee meeting.

The Finance Consultant joined the meeting at this point.

16 AUDIT PLANNING LETTER – WRITTEN REPORT BY DIRECTOR APPROVED, SUBJECT TO CHAIR'S DISCUSSION WITH AUDITOR

The Chairperson advised that he is unwilling at present to sign off on this, until he has had the opportunity to speak to the Auditor regarding the difference in price from the original tender.

9 CASH FLOW PROJECTIONS, EXTERNAL WORKS – UPDATE BY FINANCE CONSULTANT NOTED

A written report by the Finance Consultant was circulated to Committee prior to the meeting and noted. The Finance Consultant took Committee through various scenarios relating to different costs and levels of private finance that may be required to carry out the external works to Calvay Road/Calvay Crescent/Barlanark Road.

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In response to a question from a Committee Member, the Operations Manager advised that indicative costs for Calvay Crescent alone could be in the region of £1.2M. Committee acknowledged that figures are all speculative at the moment, interest rates are still volatile and final costs for the works are still unknown.

However, the Finance Consultant advised that he has no major concerns with the cashflow at the moment and would bring a revised version back to Committee once costs are known. Committee noted the projections.

**10 CALVAY CRESCENT, CALVAY ROAD AND BARLANARK ROAD
EXTERNAL WORKS – UPDATE – WRITTEN REPORT BY OPERATIONS
MANAGER NOTED**

A written report by the Operations Manager was circulated to Committee prior to the meeting and noted. Committee were advised that the only addition to this report was that the 2 balconies in Calvay Crescent had been made safe last week. Otherwise Committee noted the report.

**13 STOCK CONDITION SURVEY PROCUREMENT – WRITTEN REPORT BY
OPERATIONS MANAGER APPROVED**

A written report by the Operations Manager was circulated to Committee prior to the meeting and noted. The Operations Manager advised that 75% of Calvay's stock needs to be surveyed, to meet the Regulator's requirement that stock condition surveys for all properties should not be older than 5 years. He has spoken to the Association's Procurement Consultant who has advised there are only 2 companies in the market who can carry out this type of specialist work. The Consultant has carried out a value for money exercise and concluded that the Association's most cost-effective option would be to stick with its current contractor. This is based on factors such as holding their previous prices and the amount of cost and time it would take to work with a new contractor in building a database from scratch. A Committee Member advised that if the Association was going to continue with its current contractor, it should be assured that these are the only companies available to do the work and must make sure that external validation is carried out on the quality of the contractor's work, particularly as so many properties will be surveyed. The Operations Manager advised that he and the Director had already discussed this and will ensure that something is put in place. The Committee Member further suggested that the contractor ensures they are looking at costs and the impact these may have on future budgets.

Otherwise the Committee approved the appointment of the recommended contractor to carry out the stock condition surveys.

**12 GUTTER MAINTENANCE & ROOF ANCHOR TESTING CONTRACT –
WRITTEN REPORT BY OPERATIONS MANAGER APPROVED**

A written report by the Operations Manager was circulated to Committee prior to the meeting and noted. The Operations Manager assured Committee that it is his intention to tighten up on procurement going forward. In response to a question from a Committee Member on the urgency of this work, the Operations Manager advised that although it's not a 'niche' piece of work in terms of tendering, in this instance he is looking to start this contract quickly as delaying could have a knock-on effect to other repairs, etc. and may also have health and safety implications. The Procurement Consultant has also carried

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out a value for money exercise for this contract and has concluded that it would be more cost effective to stick with the Association's current contractor. This was approved by Committee.

14 COMMITTEE TRAINING – WRITTEN REPORT BY DIRECTOR APPROVED

A written report by the Director was circulated to Committee prior to the meeting and noted. Following discussion, it was agreed that these training sessions would be delivered at a rate of one per month, beginning with the key areas of training recommended in the Governance Review.

15 ANNUAL ASSURANCE STATEMENT WORKSHOPS – WRITTEN REPORT BY DIRECTOR APPROVED

A written report by the Director was circulated to Committee prior to the meeting and noted. Following discussion, it was agreed to deal with sections of the AAS at both Audit & Risk and separate workshops.

APPROVED _____

DATE _____