

**CALVAY HOUSING ASSOCIATION MINUTES OF 2023/2024  
MANAGEMENT COMMITTEE: 17 AUGUST 2023**

**1 SEDERUNT**

Present:	Jim Gourlay	-	Chair
	Chris Warwick	-	Secretary
	Bryce Wilson	-	Treasurer
	Steven Blomer	-	Committee Member
	Jim Munro	-	Co-opted Member (via Zoom)
	Geri Mogan	-	Co-opted Member
Apologies:	Alison A'Hara	-	Vice Chair
	Julia Okun	-	Committee Member
In Attendance:	Nick Dangerfield	-	Director
	Tracy Boyle	-	Corporate Services Manager
	Fettes McDonald	-	Finance Consultant (Items 1-14)
	Gordon Barbour	-	Development Consultancy Services (Item 11 only)
	Scott Bradshaw	-	NBM Consultants (via Zoom) (Item 11 only)
	Gordon Laurie	-	Observer
	Lawrie West	-	Observer
	Emma Connelly	-	Observer

**2 INTRODUCTION OF OBSERVERS**

The Chair introduced the three observers to the meeting and introductions were made around the table.

**3 DECLARATIONS OF INTEREST**

The Director declared an interest in Item 19.

**4 ATTENDANCE AT MANAGEMENT COMMITTEE MEETINGS – STANDING ITEM**

Item noted.

**5 MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 22 JUNE 2023 APPROVED**

The minutes of the Management Committee meeting held on 22 June 2023 were circulated to Committee prior to the meeting and noted. The minutes were approved on a motion by Bryce Wilson, seconded by Steve Blomer.

**6 MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 20 JULY 2023 APPROVED**

The minutes of the Management Committee meeting held on 20 July 2023 were circulated to Committee prior to the meeting and noted. The minutes were approved on a motion by Bryce Wilson, seconded by Steve Blomer.

**7 MATTERS ARISING**

There were no matters arising.

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**8 DRAFT RESPONSE TO SHR LETTER OF 28 JULY 2023 APPROVED,  
SUBJECT TO MINOR AMENDMENTS**

The draft response to the Regulator containing an action plan was circulated to Committee prior to the meeting and noted. Committee considered these documents and requested the following changes:

- Change the wording in the first page of the letter from 'forty-nine- to 'sixty-one'
- Change the column heading 'Timescale' to 'Completion Timescale'
- Point 1.2 – change timescale from March 24 to December 23.
- Point 4.1 – change timescale from December 23 to 'ongoing'
- Point 4.5 – change timescale from April 24 to February 24

In response to a question from a Committee Member regarding the recommendations, the Director confirmed these are more detailed in the actual delivery plan itself. In response to a further question from a Committee Member, it was agreed that the long term funding will have to be looked at again following a decision on the render works and the results of the stock condition survey.

The Chair asked if there were any further questions.

Some considerable discussion took place on the recent lengthy meeting agendas. It was agreed that the Director and Chair will work together to reduce these. It was also requested to put the item Committee Attendance towards the end of the agenda. The Chair reminded Committee Members that they can ask questions on Decision Time in advance of the meetings. It was also suggested that timings could be placed against agenda items on Decision Time. It was also agreed that the Chair should have more input to the agendas.

Otherwise, Committee agreed to the response to the Regulator subject to the minor changes outlined above.

**9 COMPLIANCE WITH GOVERNANCE REVIEW – APPOINTMENT FOR  
OPERATIONAL SUPPORT – WRITTEN REPORT BY DIRECTOR  
APPROVED, CHANGE TO APPOINTMENT PROCESS NOTED**

A written report by the Director was circulated to Committee prior to the meeting and noted. It was agreed that the Director would obtain competitive quotes via Quick Quotes for this work. As this may cause a slight delay, it was agreed that the Director would confirm with the Regulator if this would be acceptable.

Otherwise, the recommendations contained within the report were approved.

The Chair brought forward Item 11 and Gordon Barbour and Scott Bradshaw joined the meeting.

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**11 CALVAY CRESCENT, CALVAY ROAD AND BARLANARK ROAD  
EXTERNAL WORKS – OPTIONS APPRAISAL – WRITTEN REPORTS BY  
NBM CONSULTANTS AND OPERATIONS MANAGER NOTED**

Written reports by NBM Consultants and the Operations Manager were circulated to Committee prior to the meeting and noted. Gordon Barbour introduced himself to the group and gave a quick recap on the current position. He reminded Committee that the work carried out over June and July did not constitute a comprehensive look at the properties, but were ground level surveys conducted for speed. The ultimate aim for the Association is to get to a position where any works will sort out the problems and assist with energy efficiency. As there were no questions at this point Gordon handed over to Scott Bradshaw who gave a presentation on the options contained within the report.

Some considerable discussion took place regarding the options, funding/procurement, and risks. In response to a question from a Committee Member, it was confirmed that the prices quoted were ex-VAT, however there is a relaxation on VAT for EWI works (5% v 20%). In response to a further question from a Committee Member, the Finance Consultant advised that if render is not currently a capitalised component, this can be introduced as one. However his concern is more around how the Association would ultimately fund these works.

In response to a question from the Director regarding the urgent works and whether or not doing these would reduce the risk to zero, the consultant advised that there would still be an element of risk, especially as we are just heading into winter and it would not be possible to do EWI before then. The consultant also advised that no guarantees could be given without carrying out further hammer testing, which would remove immediate risk. The Director stated that some comfort is sought that tenants would not be placed at risk. The Operations Manager advised that carrying out the urgent works would give the Association some time to explore other options.

The Chair thanked Gordon and Scott for their presentation and they left the meeting at this point.

Following some further discussion, Committee approved the two recommendations contained within the report. A Committee Member cautioned that the figure estimated for the urgent works is a best estimate and could turn out to be an underestimation, therefore staff would need to report any variance back to Committee quickly.

**12 ANNUAL ACCOUNTS TO 31 MARCH 2023 – WRITTEN REPORT BY  
FINANCE CONSULTANT APPROVED**

A written report by the Finance Consultant was circulated to Committee prior to the meeting and noted. The Finance Consultant advised that Audit & Risk Sub Committee had gone through the accounts in detail and found no material changes to figures were required; only some minor typos. In response to a question from a Committee Member, the Finance Consultant confirmed that the requirement to sign the Statement of Comprehensive Income was new.

Committee subsequently approved the Annual Accounts and signed these accordingly, along with the Management Response, Letter of Representation and Covenant Compliance certificates.

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**13 Q1 REPORTING – MANAGEMENT ACCOUNTS TO END JUNE 2023 –  
WRITTEN REPORT BY FINANCE CONSULTANT APPROVED**

A written report by the Finance Consultant was circulated to Committee prior to the meeting and noted. The Finance Consultant took Committee through the accounts, noting the salient points.

- Voids at half budgeted level
- Management expenses c.20k over; mainly due to increased insurance costs
- Reactive maintenance c.41k over budget; more voids (not uncommon because of new build) due to internal transfers and some voids returned in particularly bad condition
- Cyclical maintenance – costs higher due to electrical works
- c.35k over budget overall, but not a material concern
- Rent arrears reduced again in last quarter

Some discussion took place regarding the potential £200k unbudgeted spend due to urgent works and consultants costs. The Finance Consultant advised the budget had limited headroom of around £220k and potential savings would require to be made in order to achieve covenant compliance. The Finance Consultant asked if Committee had any questions.

In response to a question from a Committee Member regarding covenants, the Finance Consultant advised that interest rates will use up approximately £60k of the budget headroom. However, he will return to Committee on this in due course.

With regard to a comment on the underspend of the training budget, the Director advised that this will catch up due to the Committee training planned for the next year as part of the Governance Review.

In response to a question from a Committee Member regarding the overspend on reactive maintenance, the Finance Consultant confirmed that about 30% of this was on voids, but we can keep an eye on this.

Jim Munro left the meeting at this point.

**14 TREASURY MANAGEMENT – WRITTEN REPORT BY FINANCE  
CONSULTANT NOTED**

A written report by the Finance Consultant was circulated to Committee prior to the meeting and noted.

A Committee Member pointed out that as we have two loans over 10 years, would the Association need to extend these in the event that it needs additional loan funding for the external works. The Finance Consultant advised that the Association could seek to refinance part of the loan with the Nationwide.

Otherwise the Treasury Management report was noted.

**15 Q1 REPORTING – KPI'S TO END JUNE 2023 – WRITTEN REPORT BY  
OPERATIONS MANAGER AND SENIOR HOUSING OFFICER APPROVED**

A written report by the Operations Manager and Senior Housing Officer was

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circulated to Committee prior to the meeting and noted. In response to a question from a Committee Member, the Operations Manager advised that he is currently looking to put together a framework to attract mid-size reliable contractors to the area.

In response to a question from a Committee Member regarding including new lets with the relets, the Operations Manager advised that this was on advice from Christine Dugan.

In response to a further question regarding the ARC validation report, it was noted that this has been received, however an action plan has not yet been prepared. A suggestion was made to book Christine in advance of next year's ARC submission.

**10 Q1 REPORTING – MANAGEMENT COMMITTEE DECISIONS TRACKER TO END JUNE 2023 – WRITTEN REPORT BY CORPORATE SERVICES MANAGER APPROVED**

A written report by the Corporate Services Manager was circulated to Committee prior to the meeting and noted. This was approved.

**16 Q1 REPORTING – REVIEW OF RISK REGISTER – WRITTEN REPORT BY DIRECTOR NOTED – AMENDMENTS REQUESTED**

A written report by the Director was circulated to Committee prior to the meeting and noted. The Director advised that this had been considered at the Audit & Risk Sub Committee and a couple of changes were made as noted in the report.

A request was made to further increase the scores against render and EESSH2, particularly following the earlier presentation from NBM Consultants.

It was also noted that a recommendation from the Governance Review is to add a costs column to the Risk Register. In response to a question from a Committee Member, the Director confirmed there is no operational risk register in place at the moment, however we will be seeking assistance in this area.

It was agreed to upload the full Risk Register to Decision Time and update this following A&R sub committee meetings.

**17 AGM PREPARATION 2023 – WRITTEN REPORT BY DIRECTOR NOTED**

A written report by the Director was circulated to Committee prior to the meeting and noted. Due to the current absence of the Committee Member with over 9 years' service for personal reasons, it was agreed to base the decision on last year's appraisal and it was subsequently agreed that they were able to demonstrate continued effectiveness as a Committee Member and may stand for re-election at the AGM.

Otherwise the arrangements for this year's AGM were noted.

**18 COMMITTEE CALENDAR 2023-24 – WRITTEN REPORT BY DIRECTOR NOTED**

A written report by the Director was circulated to Committee prior to the

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meeting and noted.

The Director, Operations Manager and Corporate Services Manager left the meeting at this point.

**19 DIRECTOR GRADE REVIEW**

A written report was circulated to Committee prior to the meeting and noted. The recommendation contained within the report was subsequently approved.

The Director, Operations Manager and Corporate Services Manager rejoined the meeting at this point.

**20 Q1 REPORTING – HEALTH & SAFETY COMPLIANCE – WRITTEN REPORT BY OPERATIONS MANAGER NOTED**

A written report by the Operations Manager was circulated to Committee prior to the meeting and noted. Committee noted the recommended actions to be taken by staff within the report.

The Operations Manager advised that an electrical safety policy is being developed alongside the gas policy. In response to a question from a Committee Member, the Operations Manager confirmed that we carry out audits of gas safety on 10% of our properties and will be looking to procure this service for both gas and electric next year.

In response to a question regarding dampness and mould, it was agreed that the Operations Manager would add a section on this to Decision Time and will also cover this at the Annual Assurance Statement workshop.

**APPROVED** \_\_\_\_\_

**DATE** \_\_\_\_\_