

**CALVAY HOUSING ASSOCIATION MINUTES OF 2023/2024
MANAGEMENT COMMITTEE: 19 OCTOBER 2023**

1 SEDERUNT

Present:	Jim Gourlay	-	Chair
	Alison A'Hara	-	Vice Chair
	Bryce Wilson	-	Secretary
	Chris Warwick	-	Treasurer
	Steven Blomer	-	Committee Member
	Geri Mogan	-	Committee Member
	Peter Howden	-	Committee Member
	Gordon Laurie	-	Appointed Member
	Lawrie West	-	Appointed Member
	Emma Connelly	-	Co-opted Member
Apologies:	Jim Munro	-	Committee Member
	Julia Okun	-	Committee Member
In Attendance:	Nick Dangerfield	-	Director (except Item 15)
	Tracy Boyle	-	Corporate Services Manager (except Item 15)
	Derek Baker	-	Operations Manager (except Item 15)
	Fettes McDonald	-	Finance Consultant, FMD (Items 1-8 only)
	Nicola Thom	-	Consultant, Indigo House (Items 10 & 11 only)
	Lauren Austin	-	Observer (except Items 7, 14 & 15)
	Margaret Sharkey	-	SHR (Items 1-7 only)
	Carly Stewart	-	SHR (Items 1-7 only)

3 DECLARATIONS OF INTEREST

The Director declared an interest in Item 15. There were no other declarations.

4 MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 14 SEPTEMBER 2023 APPROVED

The minutes of the Management Committee meeting held on 14 September 2023 were circulated prior to the meeting and noted. As there were no matters arising the minutes were approved on a motion by Bryce Wilson, seconded by Alison A'Hara.

5 MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 21 SEPTEMBER 2023 APPROVED, SUBJECT TO AMENDMENT

The minutes of the Management Committee meeting held on 21 September 2023 were circulated prior to the meeting and noted. During consideration of these minutes, the following amendments were noted:-

Item 12 – Co-options/Appointees to Committee

It was agreed to amend the minutes to show the names of the co-optees/appointees.

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Otherwise the minutes were approved on a motion by Jim Gourlay, seconded by Steve Blomer.

6 MATTERS ARISING FROM PREVIOUS MEETING

There were no matters arising.

7 SCOTTISH HOUSING REGULATOR – UPDATED ENGAGEMENT PLAN – SHR IN ATTENDANCE

The Chair welcomed Margaret Sharkey from the Scottish Housing Regulator, who introduced a new member of the SHR team, Carly Stewart. Ms Sharkey advised that following the Regulator's recent case conference, it had been agreed to retain the Association's status as 'Working towards Compliance'. She advised Committee that the Regulator is assured by the Governance Action Plan but realises there is a lot of work ahead in delivering the outcomes and asked if there were any concerns about capacity.

The Chair advised that expert advice had been taken on the render and the Association was seeking funding for additional EWI works. In terms of Management Committee capacity, 3 new members had recently been recruited who had significant RSL experience and Committee are also considering a further 3 applicants who have similar experience.

A Committee Member stated that it was good to hear the Regulator has a certain level of assurance in the Association's plans. Ms Sharkey responded that this was due to the Governance Action Plan and Committee's action to address capacity. Ms Sharkey advised that the updated engagement plan is due to be published on Thursday 26 October and asked if this was sufficient time to notify stakeholders, etc. The Director advised there should be no issue, particularly as there is no change to the status. Ms Sharkey advised that she has confidence in the Association's ability to deliver on the GAP. It was noted that the Association should also be ready to handle any potential press queries.

It was agreed to forward the GAP progress report and update on render to the Regulator once approved by Committee.

The Chair thanked the representatives from the Regulator for attending and they left the meeting at this point.

2 INTRODUCTION OF OBSERVERS

The Chair welcomed Lauren Austin as an observer to the meeting. Lauren gave Committee a brief overview of her background and experience.

8 CALVAY LONG TERM FINANCIAL PROJECTIONS – IMPACT OF EWI PROJECT – WRITTEN REPORT BY FINANCE CONSULTANT NOTED

A written report by the Finance Consultant was circulated to Committee prior to the meeting and noted. Some considerable discussion took place regarding the impact of the planned improvement works on the Association's financial position. It was noted that results from the recent stock condition survey and any proposed rent increase would also have an effect on the cashflow projections. The Operations Manager will update on the application for funding as part of future reports on progression of the render works.

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In response to a question from a Committee Member on RAAC (Reinforced Autoclave Aerated Concrete), the Operations Manager advised that a desktop assessment is underway to verify whether or not any of the Association's properties contain RAAC, however it is thought unlikely that we have any. The Operations Manager also advised that the draft stock condition survey report is due in at the end of the month, following which the database cloning exercise will take place and then surveys of the common areas (loft spaces, etc.). It was noted that the final stock condition survey information would be available in January 24, at which point further updates to the long term projections will be prepared.

The Finance Consultant sought Committee's view on the formula for a 24/25 rent increase. Various options were discussed however a decision was not made at this point. The Finance Consultant advised that if a rent increase is based on CPI only this will have a substantially detrimental effect on the Association's reserves. It was noted that without remedial action the cash position would go into overdraft and the year 30 cash position would be negative £4.8m (a reduction of around £12m). It was agreed that more intensive consultation will be required on any rent increase proposals and more face to face options should be offered to tenants.

In response to a question from a Committee Member regarding covenants, the Finance Consultant advised that we will have a better idea once the stock condition survey results are in.

Committee noted the report and the Finance Consultant left the meeting at this point.

It was agreed to deal with Items 10 and 11 before Item 9.

10 GOVERNANCE REVIEW ACTION PLAN – WRITTEN REPORT BY GOVERNANCE CONSULTANTS, INDIGO HOUSE – APPROVED SUBJECT TO AMENDMENT

A written report by the Governance Consultants was circulated to Committee prior to the meeting and noted. Committee were advised that this is the first formal report coming back to Committee, however other actions are being progressed verbally as the process is going along. Committee feedback was sought on the format and content of the report. It was agreed that there were too many tables and the format should be simplified to show completed actions, actions not started/when they will be started/whether still within timescale. If not started and pushing timescale, the reason for this. It was also requested that a column is added to show the number of actions outstanding.

The recommendations contained within the report were approved, subject to the amendments above being actioned.

11 STANDING ORDERS REVIEW – WRITTEN REPORT BY DIRECTOR AND GOVERNANCE CONSULTANT APPROVED – SUBJECT TO AMENDMENT

A written report by the Director and Governance Consultant was circulated prior to the meeting and noted. The Consultant advised Committee of the key changes made to the Standing Orders, including:

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- the removal of Property Services Sub Committee, as previously approved by Committee
- the updating of job titles as appropriate
- the addition of role descriptions for Management Committee, Office Bearers and Director (in relation to working with Committee)
- removal of Treasurer from Office Bearers.

Following discussion on the role of Treasurer, it was agreed to remove this role from the Standing Orders, however the current Treasurer will remain in their role until the next AGM.

Under Item 4.1.13, it was agreed to change the wording to reflect that a Committee Member *should* leave the meeting if declaring an interest, unless Committee decide they can remain in the meeting.

Under 5.3, it was agreed that this should be changed to sub committees appointing their own chair, rather than this having to be done at a Management Committee meeting.

Under 5.25, it was agreed to change the wording this to reflect that meetings can only be extended by half an hour.

It was agreed that the consultant should advise on a process for continuing a meeting if all business cannot be concluded within the allowed time.

Otherwise, the revised Standing Orders were approved, subject to amendment. It was noted that these do not have to be brought back to Committee, but should be uploaded to Decision Time once the changes are made.

The consultant agreed to make the changes and left the meeting at this point.

9 APPROVAL OF APPRAISAL SYSTEM – WRITTEN REPORT BY CONSULTANT, GRAVITATE HR - APPROVED

A written report by the HR consultant was circulated to Committee prior to the meeting and noted. The Director advised that all job descriptions have now been reviewed and agreed. All staff appraisals have been carried out, with dates in the diary for the first quarterly reviews (1-1's).

In response to a question from a Committee Member, the Director and Operations Manager advised that staff had found this to be a positive process and any relevant training highlighted as a result of the appraisals is being put in place. Some discussion took place around the use of Virtual College, particularly modules on mental health.

Otherwise, Committee approved the report.

12 ANNUAL ASSURANCE STATEMENT – WRITTEN REPORT BY DIRECTOR APPROVED, SUBJECT TO AMENDMENT

A written report by the Director was circulated to Committee prior to the meeting and noted. Some discussion took place regarding the recent training that had taken place. It was agreed that Committee's comments would be fed back to the trainer.

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It was agreed to add a paragraph to the Annual Assurance Statement relating to tenant safety, including dampness and mould. The Operations Manager further assured Committee that there are processes in place for dealing with dampness and mould issues, including a property being used as a pilot for environmental sensors.

Otherwise Committee approved the Annual Assurance Statement for submission to the Regulator, subject to inclusion of a paragraph on resident health and safety.

13 ANNUAL REPORT – APPROVED FOR PUBLICATION

A draft copy of the Annual Report had been uploaded to Decision Time and a copy tabled at the meeting. The Chair noted again that tenant satisfaction had dropped off, however Committee acknowledged that overall results were good. It was noted that the report will be uploaded to the Association's website and signposted from the Facebook page.

In response to a question from a Committee Member, the Director advised that although we cannot direct the scrutiny panel on areas to look at, his hope is that they will choose the Annual Report as a topic in order to get some good feedback on format, content, etc.

Otherwise Committee approved the Annual Report for publication.

14 CO-OPTIONS/APPOINTMENTS TO COMMITTEE

Following discussion, Committee agreed to appoint Helen Forsyth to the Management Committee, but not to proceed with the application from Michael Carberry. The Director to contact both applicants in this regard.

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

15 DIRECTOR'S SALARY REVIEW – WRITTEN REPORT BY EVH

Refer to confidential minute.

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

**16 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 noted that the remedial works had begun and are due to be completed by 21 December (weather dependent). Committee also noted a nominal additional spend on the works that have been carried out so far, with a further £1-2k anticipated. The Operations Manager advised that the contractor has been highlighting other works whilst the scaffolding has been up, such as gutter repairs, etc. In response to a question from a Committee Member, the Operations Manager advised that when visiting the affected blocks the tenants have seemed satisfied with the works and ongoing contact from staff.

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The Chair asked if any support is required in obtaining grant funding for the EWI works. The Operations Manager advised that support would give us the best chance of success and to this end he has contacted other housing associations who have been successful in obtaining the funding, in order to pull together their knowledge and expertise. It is anticipated that the Project Manager will be involved in any funding applications.

The Chair expressed concern that the Association procures and funds this work and then EESSH2 demands further works or is not compatible with EWI. The Operations Manager assured the Chair that these works will definitely improve the energy rating of the affected properties and any requirements for EESSH2 will be unlikely to necessitate the modification to EWI, it is more likely to involve a different kind of heating system, or solar panels on the roof.

17 NOTIFIABLE EVENTS TO THE REGULATOR – STANDING ITEM

There have been no notifiable events since the last meeting.

18 BUSINESS PLANNING AWAY DAY

This was confirmed as Saturday 4 November 2023 at the Radisson Blu Hotel. The Chair advised that although it would not have been his preference to attend on a weekend, he appreciates that this date suits the majority.

19 SIGNING OF MINUTES BY CHAIRPERSON

Post Meeting Note: These were amended as instructed under Item 5 and signed by the Chair via Docusign.

20 ATTENDANCE AT MANAGEMENT COMMITTEE MEETINGS – STANDING ITEM

The attendance at Management Committee

21 AOCB

1. RAAC

In response to a question from a Committee Member, the Operations Manager advised that the team is currently looking at plans, etc. It is his view that we will return to the Regulator by the 31 October deadline to confirm that our properties do not contain RAAC.

2. Application for Membership

Committee approved the application for membership and the use of the seal for share certificate number 1093, which was duly signed by Committee.

3. November Meeting

The Chair advised that he will not be present at the meeting on 16 November and the Vice Chair will chair the meeting.

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22 DATE OF NEXT COMMITTEE MEETING

The next Management Committee meeting will take place on Thursday 16 November 2023.

APPROVED _____

DATE _____