

**CALVAY HOUSING ASSOCIATION MINUTES OF 2020/2021
MANAGEMENT COMMITTEE: 20 MAY 2021**

1 SEDERUNT

Present:	Anna Ellis	-	Chairperson
	Alison A'Hara	-	Vice Chair
	Pauline Barr	-	Secretary
	Chris Warwick	-	Treasurer
	Eddie Dunlop	-	Committee Member
	Margaret Lynch	-	Committee Member
	John Lyon	-	Committee Member
	Sandra McIlroy	-	Committee Member
	Jim Gourlay	-	Co-opted Member
In Attendance:	Nick Dangerfield	-	Director
	Tracy Boyle	-	Corporate Services Manager
	Fettes McDonald	-	Finance Consultant (Items 1-5 Only)

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 22 APRIL 2021 APPROVED

The minutes of the Management Committee meeting held on 22 April 2021 were circulated to Committee prior to the meeting and noted. Alison A'Hara requested that her apologies be recorded. Otherwise the minutes were approved on a motion by Anna Ellis, seconded by John Lyon.

4 MATTERS ARISING FROM PREVIOUS MEETING

Following a question raised by a Committee Member, some discussion took place on how the Association is going to deal with Tenant Participation. It was acknowledged that we are doing some work on this, however more is needed, particularly in gaining feedback from customers on service provision. The Director advised that he had proposed seeking some external help to set up a tenant scrutiny panel which was rejected, however it was agreed that this was not the only method of tenant participation available.

In response to a further question from a Committee Member regarding KPI's for tenant participation, it was agreed that this would be hard to quantify. It was subsequently agreed that the Association should improve on recording tenant participation activity as evidence that it is carrying out work in this area. There should be a focus on the quality of tenant participation, how well are we doing at it and what have we changed as a result.

5 MANAGEMENT ACCOUNTS TO END MARCH 2021 – FINANCE CONSULTANT IN ATTENDANCE – 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 introduced the new format of the accounts and proceeded to go through them, highlighting the salient points:

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Statement of Comprehensive Income

- SHG Amortised is a new entry, this is a non cash item and reflects an element of all HAG received brought into the accounts each year.
- Management Expenses down as overheads have been lower due to most staff working from home.
- All repairs under budget due to the limited ability to carry out repairs over the last year.
- Direct Services – this includes additional spend to assist with bulk uplifts, landscaping, etc.
- Budgeted/Actual/Variance columns for all headings will be included in the accounts from now on.
- Positive variance in the Housing Surplus figure of just under £150K – budget assumed more costs than income on the non housing account.
- Loan interest charges below budget – figures up to the tune of £191K overall as the surplus is noted at £632k for the year as opposed to the budgeted £441k.

Management Expenses

- Increased agency costs (FMD) in the last 5 months, but staff costs in overall terms in line with budget.
- Affiliation fees well above budget, this includes the 19/20 fee for GWSF which didn't go through the 19/20 accounts. Detailed analysis showed that the fees for the Pensions Trust; EVH; SHARE; SHN, etc. totalled around £25K, which was already over budget before any other affiliations fees or smaller subscriptions were added.
- Computer costs over budget due to setting up for home working, licences for online programmes (e.g. Decision Time) and also some other sundries such as phones/powers supplies, etc. Some upgrades to servers were also carried out during the last year. The Finance Consultant noted that these would normally go through the Balance Sheet, however it has been Calvay's practice that these go through day to day.

Statement of Financial Position

- The Association currently holds cash balances totalling just over £5M.
- Adjustment required to the Revenue Reserves B/Fwd, the rent debit run on 28/3 meant that the arrears were artificially high. This adjustment has been made to bring back into line with what housing management are reporting.
- Overall net assets noted at just under £11m

Ratio Analysis

- The Finance Consultant noted a lower cost per unit than the Association's peers for management costs and advised that the association had performed reasonably well in the year.
- More detailed information now being provided on the loan covenants.

The Finance Consultant advised that he will be working on preparing the annual accounts for the Auditor. He is not expecting any material impact, although the pension deficit valuation may affect this.

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In response to a question from a Committee Member, the Finance Consultant agreed to provide a more detailed breakdown to Committee on the consultancy fees.

In response to a question regarding the factoring adjustment not matching expenditure, the Finance Consultant advised that the income shown is fees only and the costs will be an allocation of staff time/overheads.

Some considerable discussion then took place on the costs for the bin stores contract as Committee felt the overspend was of great concern. In response to a question from a Committee Member, the Finance Consultant advised that the VAT income due was actually due back to the Association as a result of the bin store work undertaken as part of the stock transfer agreement from GHA.

With regard to staff costs, the Finance Consultant has asked the Finance Officer for a detailed breakdown as these did not match the budget figure.

In response to a question regarding the fixed asset spend being the same each month, the Finance Consultant this was because he was awaiting an updated cash flow from the Development Consultant. In the meantime he has just divided the total project cost by 18 months.

In response to a question regarding the pension deficit evaluation, the Finance Consultant advised that we have not yet received details for this year.

Otherwise the Management Accounts to 31 March 2021 were approved and the Finance Consultant left the meeting.

6 ANNUAL RETURN ON THE CHARTER – FOR APPROVAL – WRITTEN REPORT BY DIRECTOR APPROVED

A written report by the Director was circulated to Committee following issue of the papers and was also posted on Decision Time. The Director took Committee through a short presentation showing the highlights from the ARC return.

Some of the points noted were as follows:

- More properties were let in the period to end 2021, despite Covid
- More lets to Section 5 cases and existing tenants
- 99% of properties meet the Scottish Housing Quality Standard, this due to the small element of customers who refuse gas central heating.
- Fewer repairs carried out due to Covid restrictions
- Improvement in number of days taken to complete repairs.
- One failure to carry out gas safety check within timescale – related to Covid
- Significant rise in anti-social behaviour cases, equivalent to 1 in 8 properties, which has taken up a substantial amount of staff time.
- Improved complaints recording
- Arrears under control

Some discussion then took place regarding validation of the ARC. A Committee Member advised that some associations do gain extra assurance by having it externally validated, however the Director advised that when he had suggested this, Committee decided it was not an option they wished to

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pursue. Another Committee Member was of the opinion that this could be handled in house.

Committee approved the ARC on the recommendation of the Director.

7 SFHA – GOVERNANCE GUIDANCE REVIEW – WRITTEN REPORT BY DIRECTOR/CORPORATE SERVICES MANAGER APPROVED

A written report by the Director/Corporate Services Manager was circulated to Committee prior to the meeting and noted. The Corporate Services Manager drew Committee's attention to the following:

Code of Conduct

It was noted that the current Standing Orders did not contain in its Scheme of Delegation, who would deal with breaches of the Code of Conduct. These responsibilities were subsequently agreed and an updated set of Standing Orders to reflect this will be brought to the next meeting for approval.

Entitlements, Payments and Benefits Policy

Committee noted the requirement within this policy that Committee Members must declare any adaptations, payment of decoration allowances or incentive/reward payments and prizes or awards in the Declaration of Interests register. The onus is also on Committee to report these kinds of benefits/payments for anyone connected to them.

Governing Body Members' Guide

This was noted.

Model Role Descriptions for Governing Body Members and Office Bearers

This was noted.

8 VACANCIES – AUDIT & RISK/OPERATIONS SUB COMMITTEE – VERBAL REPORT BY DIRECTOR NOTED

Committee noted the vacancies left by the recent resignation of Laura Sneider from the Management Committee. It was agreed that Jim Gourlay will take the place on Audit & Risk Sub Committee. The vacancy on the Operations Sub Committee remains.

It was also noted that this means there is no representative for the GWSF meetings. It was agreed that as these are open meetings, the Corporate Services Manager would circulate the next agenda when it becomes available and if anyone wishes to attend they can.

The Chair advised that Pauline is stepping down from attending the EHRA meetings; Alison A'Hara will attend in her place.

9 POLICY FOR APPROVAL – DISASTER RECOVERY PLAN – WRITTEN REPORT BY DIRECTOR APPROVED

A written report by the Director was circulated to Committee prior to the meeting and noted. Committee approved the recommendation from the Audit

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& Risk Sub Committee to approve this policy.

10 STAFF SECONDMENT REQUEST – WRITTEN REPORT BY DIRECTOR APPROVED

A written report by the Director was circulated to Committee prior to the meeting and noted. The Director advised that he had been approached by two staff members regarding secondment and he had advised them that the Association would look at secondment requests in principle. Subsequently, one staff member has been offered a 6 month contract with another association on a secondment basis and another staff member is shortly due to attend interview for a temporary post, which they would look to take up as a secondment if offered the position.

Discussion took place around the pros and cons of offering secondments, with one of the major pros being that the staff member should return with broader skills that would in turn benefit the Association. The cons include the staff member being offered a permanent position with the association, costs to backfill the post and further reduced capacity during the recruitment process. It was noted that the Association would run a risk that they would not be able to backfill the post with someone of a suitable standard.

Some further discussion took place around current projects, staff development and opportunities, etc. and the two requests were put to a vote.

Property Services Officer (Maintenance)

6 For
3 Against

Property Services Officer

7 For
2 Against

Both requests were subsequently approved, with the Property Services Officer's dependent on being offered the post.

It was agreed that a Secondment Policy should be developed and no further secondment requests will be considered for a period of one year. The Standing Orders will also require to be updated, specifying who has authority to agree to secondment requests.

11 APPLICATIONS FOR MEMBERSHIP

No new applications have been received since the last meeting.

12 TRAINING AND EVENTS

The Corporate Services Manager advised that an updated training calendar had been emailed round to all Committee Members.

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13 MANAGEMENT COMMITTEE DECISIONS TRACKER TO END MARCH 2021 – WRITTEN REPORT BY CORPORATE SERVICES MANAGER NOTED

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

14 ANNUAL REVIEW OF REGISTER OF INTERESTS – VERBAL REPORT BY CHAIR NOTED

The Chairperson confirmed that they had reviewed the Register of Interests for both Committee and Staff. This was noted.

15 DEVELOPMENT UPDATE – VERBAL REPORT BY DIRECTOR NOTED

The Chairperson requested that given its importance, this item is placed higher on future agendas.

It was noted there was still no progress on Blyth Road and nothing has been heard back from GCC. The Director advised that he had written to the Councillors requesting a meeting. Annette Christie had responded advising she would speak to the Planning Team. Margaret advised that she had contacted Susan Aitken who had advised that discussions were ongoing.

Committee expressed their dissatisfaction at the ongoing delay with this. It was agreed that the Director would return to the Design Team to establish the process for developing 4 larger properties instead of 6. It was requested that the Development Consultant would present to Committee on the response.

16 NOTIFIABLE EVENTS TO THE REGULATOR – VERBAL REPORT BY DIRECTOR NOTED

There were no new Notifiable Events to report.

17 ANNUAL REVIEW OF NOTIFIABLE EVENTS REGISTER – WRITTEN REPORT BY CORPORATE SERVICES MANAGER NOTED

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

18 SCOTTISH HOUSING REGULATOR – UPDATE – VERBAL REPORT BY DIRECTOR NOTED

The Director advised Committee that the Regulator was now requesting the Covid information return on a quarterly basis, rather than monthly. However, they are asking for more information. This was noted.

19 SIGNING OF MINUTES BY CHAIRPERSON

This will be done when we are back in the office.

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20 MINUTES OF OTHER MEETINGS

- i. **Draft Audit & Risk Sub Committee Minutes – Meeting held on 6 May 2021 noted**

6. Risk Management Policy

It was agreed that this will be brought to Management Committee on 24 June. It was requested that Committee dates are specified in future when referring to bringing back reports.

21 OUTSIDE BODIES

- i. **Employers in Voluntary Housing**

The representative advised that there had been a break of the Management Committee meetings in May. However, the Executive Committee had met to discuss the pension revaluation. The next Management Committee meeting is due to take place in June.

- ii. **Glasgow and West of Scotland Forum**

It was noted that there is currently no representative from Calvay.

- iii. **Easterhouse Housing and Regeneration Alliance**

The draft minutes of the meeting held on 6 May 2021 were circulated prior to the meeting and noted. The Chairperson advised that a good opportunity had arisen to work with Platform via a place on their board, something that rarely becomes available. EHRA are still deciding on how to take this up.

- iv. **SHARE**

The representative advised that a new Director has been appointed, Mary McLuskey. A Board Strategy meeting will be held in July. A staff wellbeing policy is being developed and it is hoped that they will return to in person meetings soon.

22 AOCB

- i. **Ad Hoc Committee Meetings**

The Chair advised that a meeting of the Management Committee had been held on 13 May with no staff present and no agenda. This had been mainly for Committee to establish where they see themselves at present and it was agreed that these meetings would continue on a quarterly basis.

- ii. **Additional Staffing Sub Committee meetings**

A Committee Member advised that he had suggested on Decision Time that staffing sub committee meetings be

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increased to 4 per year. This was agreed.

iii. Bin Store Contract

A Committee Member raised concerns once again at the costs of this project and seeming lack of project management, in particular the part being played by the Clerk of Works. Committee requested a written report on this for the next Management Committee meeting. This report should include the scope and extent of works, terms, contract sum, progress and money spent. The contract should also be included in the Risk Register.

APPROVED _____

DATE _____