

**CALVAY HOUSING ASSOCIATION MINUTES OF 2023/2024  
MANAGEMENT COMMITTEE: 21 SEPTEMBER 2023**

**1 SEDERUNT**

Present:	Jim Gourlay	-	Chair
	Chris Warwick	-	Treasurer
	Steven Blomer	-	Committee Member
	Jim Munro	-	Committee Member
	Geri Mogan	-	Committee Member
	Peter Howden	-	Committee Member
Apologies:	Alison A'Hara	-	Vice Chair
	Bryce Wilson	-	Secretary
In Attendance:	Nick Dangerfield	-	Director
	Tracy Boyle	-	Corporate Services Manager
	Derek Baker	-	Operations Manager (Items 1-8)
	Julie-Ann Cloherty	-	SHARE (Items 1-9)
	Michael Carberry	-	Observer
	Helen Forsyth	-	Observer

**2 INTRODUCTION OF OBSERVERS**

The Chairperson introduced two observers to the meeting; Michael Carberry and Helen Forsyth. Michael and Helen gave a brief background to their skills and experience and the reason for their interest in joining the Management Committee.

**3 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4 MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 17 AUGUST 2023 APPROVED**

The minutes of the Management Committee meeting held on 17 August 2023 were circulated prior to the meeting and noted. These were unanimously approved.

**5 MATTERS ARISING FROM PREVIOUS MEETING**

In response to a question from a Committee Member, the Director confirmed there had been no further update from the Regulator and the monitoring of the Governance Action Plan will be a standing item on future agendas. The inception meeting with Indigo House, who will be supporting the Association in delivering on the action plan, was held the previous day.

**6 CHAIR'S UPDATE**

The Chair advised that the Association had received the internal audit report on procurement. At the moment, the auditor is saying they cannot give any assurance. Whilst it is acknowledged that 'weak' would be a fairer observation, 'no assurance' is not considered reflective of recent and current practice. The Operations Manager advised that there were some historical contracts that hadn't been procured properly, however equally there is substantial evidence of proper procurement. The Chair commented that it would be good to get some context around where the auditor is coming from on their recommendation. The Director and Operations Manager will return to

**CALVAY HOUSING ASSOCIATION MINUTES OF 2023/2024  
MANAGEMENT COMMITTEE: 21 SEPTEMBER 2023**

the auditor on this matter.

With regard to Gravitare HR's work, the staff appraisals are almost complete, with two currently outstanding but in the diary. As part of the Governance Review Action Plan, this process needs to be brought back to Committee to formally approve.

The Chair advised Committee that he had received the EVH report on the Director's Salary and will bring this back to Committee for a decision.

**7 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 this report was an extension of the original timeline and stated where we were up to in terms of the remedial works, with the contractor due on site on Tuesday 26 September. Committee were asked to note that costs may increase for this work once the contractor starts and gets a closer look. The affected tenants have received letters by hand today and posters have been put up in closes. The Operations Manager also spoke to some residents at their homes.

The Operations Manager then updated Committee on the position with funding and private finance. A Committee Member asked if the Finance Consultant would be able to run some figures based on the increased private finance that may be required and how this might affect the cashflow.

In response to a question from a Committee Member, the Operations Manager advised that an EWI project will help us to meet EESSH2 at the moment, but any further works that may be required further down the line should be able to be done with EWI in place.

The Operations Manager advised that he will need to discuss capacity amongst the staff team in order to focus on the funding application. Jim Munro offered some assistance on this as his association had been successful in obtaining this funding.

An observer at the meeting advised that they had done similar works at their previous association and had also made use of scaffolding being in place by carrying out other works such as gutters, etc. This was noted.

**8 ANNUAL ASSURANCE STATEMENT WORKING GROUP – WRITTEN  
REPORT BY OPERATIONS MANAGER APPROVED**

A written report by the Operations Manager was circulated to Committee prior to the meeting and noted. A Committee Member who attended the workshops advised that they generally felt assured on the standards that were covered, however they would hope to see it dealt with in smaller chunks in future and in a more considered way. They did advise though that going through the standards in this way did highlight areas that Committee would like to look at in more detail.

A Committee Member advised that in terms of the statement itself, Committee should be paying attention to the national policy agenda and things that the Regulator are currently interested in, both of which should feature in the risk

**CALVAY HOUSING ASSOCIATION MINUTES OF 2023/2024  
MANAGEMENT COMMITTEE: 21 SEPTEMBER 2023**

register. Otherwise Committee felt sufficiently assured in the areas they had looked at and the report was approved.

**9 BOARD APPRAISAL REPORT – PRESENTATION BY JULIE-ANN CLOHERTY, SHARE**

Committee welcomed Julie-Ann to the meeting, who was in attendance to present on the findings from the recent Committee appraisals exercise. Following the presentation, Committee were asked if they had any questions. Committee Members noted the recommendations and were please that the report was fairly positive. Julie-Ann advised that individual learning and development plans will be issued in the next couple of weeks.

The Chair thanked Julie-Ann for attending and she left the meeting at this point.

**10 TENANT SATISFACTION SURVEY – INITIAL REPORT – WRITTEN REPORT BY DIRECTOR NOTED**

A written report by the Director was circulated to Committee prior to the meeting and noted. The Director gave a short presentation on the results and advised that the Scottish Housing Network are coming to November's Committee meeting to present on the wider ARC results.

A Committee Member noted that the tenant satisfaction results were still pretty good and those areas where satisfaction had dipped would need to be looked into in more detail in order to understand the reasons. SHN can provide the dataset and some cross tabulation analysis could be carried out.

Some discussion took place about the methodology, different working practices across the peer group and possible reasons for dissatisfaction. It was suggested that a deeper dive into the TSS results could perhaps be a topic for a scrutiny panel.

Otherwise the report was noted.

**11 DATA PROTECTION POLICIES FOR REVIEW – 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. Committee noted the minor amendments to the Data Protection Policy, Freedom of Information Policy and Environmental Information Regulations Policy and approved all three policies.

The two observers were asked to step out of the meeting for the following item.

**12 CO-OPTIONS / APPOINTEES TO COMMITTEE**

Committee agreed that of the three observers at the last meeting, Gordon Laurie and Lawrie West would be brought on to the Committee as Appointed Members up to the AGM 2025 and Emma Connelly would be co-opted to the next AGM. The Director to contact all successful parties in this regard.

**CALVAY HOUSING ASSOCIATION MINUTES OF 2023/2024  
MANAGEMENT COMMITTEE: 21 SEPTEMBER 2023**

**13 MEMBERSHIP OF SUB COMMITTEES**

**Audit & Risk Sub Committee**

Steve Blomer (Chair)  
Chris Warwick  
Jim Munro  
Bryce Wilson

**Staffing Sub Committee**

Jim Gourlay (Chair)  
Bryce Wilson  
Peter Howden  
Geri Mogan

Two places remain on each sub committee and it was agreed to revisit this once more people had been appointed to Committee. Chris Warwick offered to withdraw from the Audit & Risk sub committee if someone more experienced in the field wants to take his place. It was agreed to revisit this at November's meeting.

**14 ELECTION OF SUB COMMITTEE CHAIR(S)**

As noted above.

**15 OUTSIDE BODIES**

This item to be deferred to next meeting.

**16 ATTENDANCE AT MANAGEMENT COMMITTEE MEETINGS**

This was noted.

**17 AOCB**

**1. SFHA Finance Conference – 14-15 November – Aviemore**

The Chair expressed his interest in attending this conference

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

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