

**CALVAY HOUSING ASSOCIATION MINUTES OF 2020/2021  
MANAGEMENT COMMITTEE: 22 APRIL 2021**

**1 SEDERUNT**

|                |                  |   |                            |
|----------------|------------------|---|----------------------------|
| Present:       | Anna Ellis       | - | Chairperson                |
|                | Pauline Barr     | - | Secretary                  |
|                | Eddie Dunlop     | - | Committee Member           |
|                | Margaret Lynch   | - | Committee Member           |
|                | John Lyon        | - | Committee Member           |
|                | Jim Gourlay      | - | Co-opted Member            |
| Apologies:     | Chris Warwick    | - | Treasurer                  |
|                | Sandra McIlroy   | - | Committee Member           |
| In Attendance: | Nick Dangerfield | - | Director                   |
|                | Tracy Boyle      | - | Corporate Services Manager |

**2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3 MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 25 MARCH 2021 APPROVED**

The minutes of the Management Committee meeting held on 25 March 2021 were circulated to Committee prior to the meeting and noted. These were approved on a motion by Eddie Dunlop, seconded by Pauline Barr.

**4 MATTERS ARISING FROM PREVIOUS MEETING**

There were no matters arising.

**5 BUSINESS PLAN REFRESH – ADDITION OF KEY PERFORMANCE INDICATORS – WRITTEN REPORT BY DIRECTOR APPROVED, SUBJECT TO ADDITION OF FURTHER INDICATOR**

A written report by the Director was circulated to Committee prior to the meeting and noted. He advised that KPI's had now been included against all of the strategic objectives, apart from 'Enhance Community Capacity', as it was difficult to establish a meaningful KPI against this at the moment. Most of the KPI's related to information that is already collected for the Annual Return on the Charter (ARC). The plan is to bring these to Management Committee on the quarterly basis, which will give Committee an overview and assurance on the stats that are important to the business.

A Committee Member enquired as to whether there should be something included for tenant participation and also on progress in terms of the legislation on smoke alarms/detectors. The Director advised that we do not have anything reportable at the moment for tenant participation. In terms of the installation of smoke alarms/detectors, there is more detail behind this that is currently reported to the Operations Sub Committee. The Director stated that the Association is currently on schedule with this project and is confident of meeting the (extended) deadline.

In response to a further question from a Committee Member on including stats on factoring, it was agreed that this would be added in. It was also agreed that the minutes from the other Sub Committees would be posted on Decision Time, to allow those Committee Members not on the subs to view them.

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**6 FORMAT OF MANAGEMENT ACCOUNTS – WRITTEN REPORT BY DIRECTOR APPROVED**

A written report by the Director was circulated to Committee prior to the meeting and noted. The new format was approved, subject to confirmation of inclusion of a note to discuss any variances to the budget and also to the notes appearing at the front of the accounts.

**7 ANNUAL MEETING PLAN – WRITTEN REPORT BY DIRECTOR APPROVED, SUBJECT TO INCLUSION OF FURTHER INFORMATION**

A written report by the Director was circulated to Committee prior to the meeting and noted. It was agreed that more information is required, e.g. expected dates of internal audits, annual HR report, policy review dates. It was also agreed that discussions are held with the Chairs of the various subs to establish when reports will be expected. It was also noted that this should be reviewed at the away day for the previous and forthcoming years.

**8 COMMITTEE TRAINING PLAN – WRITTEN REPORT BY DIRECTOR NOTED**

A written report by the Director was circulated to Committee prior to the meeting and noted. Committee noted that most of the training dates have now been programmed in up to the end of this year.

**9 APPLICATIONS FOR MEMBERSHIP**

The Corporate Services Manager confirmed that no new applications for membership had been received since the last meeting.

**10 TRAINING AND EVENTS**

This item discussed under Item 8.

**11 DEVELOPMENT UPDATE – VERBAL REPORT BY DIRECTOR NOTED**

The Director advised that he had contacted all of the local Councillors as instructed. Subsequent to this, a senior officer from the Planning Department responded to the Councillors who had contacted them on the Association's behalf. A meeting with the Flood Risk Officer and Senior Management Team was due to have taken place this week and the Director is expecting to hear back from this that the Association will need to put more mitigation in place in terms of the flooding levels.

Committee expressed their disappointment at the time it is taking to resolve this matter. The Director was instructed to arrange a meeting with the 4 Councillors, Flood Risk Officer, Planning Department and Scottish Water. Margaret, Nick, Eddie and Anna will also attend.

Margaret Lynch offered to contact Archie Graham and Susan Aitken, to see if they can be of any assistance on this.

**12 NOTIFIABLE EVENTS TO THE REGULATOR – VERBAL REPORT BY DIRECTOR NOTED**

The Director advised there had been no notifiable events since the last meeting.

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**13 SCOTTISH HOUSING REGULATOR – UPDATE – VERBAL REPORT BY DIRECTOR**

The Director advised that the Association continues to submit its monthly Covid return to the Regulator on time. He also reminded Committee that the ARC is due for submission at the end of May.

**14 SIGNING OF MINUTES BY CHAIRPERSON**

This to be done once we return to the office.

**15 MINUTES OF OTHER MEETINGS**

There were no minutes available for this meeting.

**16 OUTSIDE BODIES**

i. **Employers in Voluntary Housing**

It was noted that the representative had arranged for the EVH Monthly Report to be circulated to Committee.

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

No update was available as the representative was not present.

iii. **Easterhouse Housing and Regeneration Alliance**

The draft minutes of the EHRA meeting held on 14 April 2021 were circulated prior to the meeting and noted. Discussion took place on the hustings event which had taken place the previous evening.

iv. **SHARE**

No update was available as the representative was not present.

**17 AOCB**

There was no other competent business.

**18 DATE OF NEXT MEETING**

The next meeting is due to take place on Thursday 20 May 2021.

APPROVED \_\_\_\_\_

DATE \_\_\_\_\_