

**CALVAY HOUSING ASSOCIATION MINUTES OF 2022/2023
MANAGEMENT COMMITTEE: 23 JUNE 2022 – HELD AT CALVAY CENTRE.**

1 SEDERUNT

Present:	Jim Gourlay	-	Chair
	Alison A'Hara	-	Vice Chair
	Pauline Barr	-	Secretary
	Sandra Mcllroy	-	Committee Member
	Margaret Lynch	-	Committee Member
	Stacy Shaw	-	Co-opted Member (via Zoom)
In Attendance:	Nick Dangerfield	-	Director
	Eileen Stevenson	-	Corporate Services Assistant
	Freya Lees	-	North Star (via Zoom Item 5 Only)
Apologies:	Chris Warwick	-	Treasurer (Leave of Absence)
	Bryce Wilson	-	Committee Member

2 DECLARATION OF INTEREST

There were no declarations of interest.

3 MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 26 MAY 2022 - APPROVED

The minutes of the Management Committee meeting held on 26 May 2022 were circulated prior to the meeting and noted. During consideration of the minutes a committee member enquired whether flowers had been arranged for the previous Chair and it was confirmed this was in hand.

Otherwise the minutes were approved on a motion by Sandra Mcllroy and seconded by Pauline Barr.

4 MATTERS ARISING FROM PREVIOUS MEETINGS

There were no further matters arising.

5 ORGANISATIONAL REVIEW – PRESENTATION OF REPORT BY NORTH STAR – NOTED - SUBJECT TO REVIEW

A written report by North Star Consulting & Research was circulated to Committee prior to the meeting and noted. An in depth discussion followed on the contents of the report however a final decision on the recommendations contained therein was delayed pending further information that was requested by Committee, together with changes to the report itself. It was agreed that a separate Committee Meeting would be held on 4th August to fully discuss the revised report and hopefully make a final decision.

Post meeting note: 4th August was the date of the Audit & Risk Committee therefore the revised date to discuss the North Star report will now be 11th August 2022.

**CALVAY HOUSING ASSOCIATION MINUTES OF 2022/2023
MANAGEMENT COMMITTEE: 23 JUNE 2022 – HELD AT CALVAY CENTRE.**

6 LOAN PORTFOLIO – RETURN TO SCOTTISH HOUSING REGULATOR – WRITTEN REPORT BY FINANCE CONSULTANT - APPROVED

A written report by the Finance Consultant was circulated to Committee prior to the meeting and noted. The purpose of the report was to provide Management Committee members with details of the Association's loan portfolio at year end and to receive approval for submission of the return to the Scottish Housing Regulator (SHR).

There were no questions or comments on the report which was unanimously approved by Committee for submission to the SHR.

7 EQUALITIES DATA COLLECTION – WRITTEN REPORT BY DIRECTOR – APPROVED

A written report by the Director was circulated to Committee prior to the meeting and noted. The purpose of the report was to seek approval to collect equalities data on an anonymous basis. The Chair enquired whether the Equalities Monitoring Form was for new tenants only or for existing tenants too. The Director advised the new form would in fact be used for Committee, staff, existing tenants and prospective tenants being added to the waiting list but initially for all current tenants.

There were no further questions and the report was unanimously approved by the Committee.

8 DRAFT CCTV POLICY – FOR APPROVAL – 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 is a new policy to ensure the Association complies with data protection legislation at all times as recommended by the Association's Data Protection Officer.

In reply to a comment the Director confirmed the display screen in reception, visible to staff, was now restricted to showing output from the main reception area, the courtyard and the entrance corridor with no display being shown from the cameras in the hall and the Lounge (Robert Bennie Room).

There were no further questions or comments and the policy was unanimously approved.

9 MEMBERSHIP OF AUDIT & RISK SUB COMMITTEE

The Director advised that membership numbers for the Audit & Risk Sub Committee were getting low and enquired whether any other committee members would like to join. In addition the (new) Chair would not be attending the next meeting as it is generally not appropriate for the Chair to attend this Sub. After some discussion on availability it was agreed that Sandra McIlroy

**CALVAY HOUSING ASSOCIATION MINUTES OF 2022/2023
MANAGEMENT COMMITTEE: 23 JUNE 2022 – HELD AT CALVAY CENTRE.**

would join A&R Sub, and she confirmed she would be available to attend the August meeting.

10 REVIEW OF MANAGEMENT COMMITTEE DECISION – CO-OPTIONS TO COMMITTEE – NOTED/REMIT TO MC MEETING IN SEPT

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

Committee requested that the Cover Sheet for this Agenda point be amended to read “To review the decision made at March’s Committee Meeting.”

It was agreed that as the investigation was not yet concluded and the organisational review was not yet approved the decision of co-optees would be deferred for a further 3 months.

In the interim it was also agreed that Eddie Dunlop, a former Committee Member, would be contacted to ascertain if he would have availability to re-join.

11 APPLICATIONS FOR MEMBERSHIP

There were no new applications for membership.

12 TREASURY MANAGEMENT – WRITTEN REPORT BY THE FINANCE CONSULTANT - NOTED.

A written report by the Finance Consultant was circulated to Committee prior to the meeting and noted. This report detailed the current Treasury Management operations, including the amount and status of existing loans, the amount of stock secured against loans, future proposed borrowing and the management of cash available for investment.

No comments or questions were raised and the report was noted.

13 TENANT PARTICIPATION STRATEGY – REVIEW – WRITTEN REPORT BY SENIOR HOUSING OFFICER - NOTED

A written report by the Senior Housing Officer was circulated to Committee prior to the meeting and noted. This was an updated report focusing solely on tenant participation over the past year.

A committee member commented that the report did not have a lot of content. The Director concurred and added the Association previously had a Community Regeneration Manager but when this post was vacated it was agreed a Centre Manager position would be more beneficial, however the pandemic occurred before the post was filled. He agreed it would be ideal to have tenant panels and scrutiny groups in place and hopefully this can be looked at again once the organisational review has concluded.

Committee noted the report.

**CALVAY HOUSING ASSOCIATION MINUTES OF 2022/2023
MANAGEMENT COMMITTEE: 23 JUNE 2022 – HELD AT CALVAY CENTRE.**

14 COMMUNITY SUPPORT – WRITTEN REPORT BY THE DIRECTOR - NOTED.

A written report by the Director was circulated to Committee prior to the meeting for Committee to note activities planned over the summer school holidays to mitigate the cost of living crisis.

A committee member commented that whilst the planned activities were worthwhile they expressed their concern for the winter months when the fuel crisis will be hitting families more and requested that we start planning now for the Autumn/Winter. They also requested that an advert be placed in the Autumn Newsletter urging tenants to contact the Association if they wished to be added to our Vulnerable Adult List for support over the winter months.

The same committee member enquired whether the Centre could be opened up during the October school break for homework clubs and/or to provide a warm environment for families or those struggling to heat their homes. The Director advised we would need to speak to Connect CT about the homework groups as this would involve child protection issues. He is also hoping that the Child Food Programme being held over the summer would be replicated for the October break and is waiting to hear whether the funding has been approved. If it is not then the Association could consider funding this themselves.

It was requested that a paper be added to the Agenda for the August Management Committee to formulate a plan on how the Association will support families and vulnerable elderly tenants over the winter.

15 SENIOR OFFICER'S TRAINING – WRITTEN REPORT BY DIRECTOR - NOTED

A written report by the Director was circulated to Committee prior to the meeting for Committee to note the training undertaken by the Director over the previous year.

A committee member enquired whether any other staff had attended the CIH Conference in May with the Director advising it was only himself that attended from Calvay's staff, however Stacy Shaw was in attendance too.

Committee noted the report.

16 RISK MANAGEMENT

This is a standing item on the Agenda.

A committee member enquired what the current position was regarding the Risk Registers. The Director advised they have been transferred over to the format provided by the internal auditor. The Strategic Risk Register will be presented to the Audit & Risk Sub Committee in the first place then to the Management Committee.

No further questions were raised.

**CALVAY HOUSING ASSOCIATION MINUTES OF 2022/2023
MANAGEMENT COMMITTEE: 23 JUNE 2022 – HELD AT CALVAY CENTRE.**

17 TRAINING AND EVENTS

(i) Committee Training Programme

The Director informed Committee that the proposed Performance Management Training did not take place as there was no take up. The Chair added that once the Committee Appraisals had taken place then we will be in a better position to plan appropriate training for everyone.

18 NOTIFIABLE EVENTS TO THE REGULATOR – VERBAL REPORT BY DIRECTOR – NOTED.

Nothing new to report.

19 SCOTTISH HOUSING REGULATOR UPDATE

The Director advised that the Regulator has closed the previous event that was reported regarding the development.

The Chair advised he had had a conversation with our Regulation Manager to keep him updated on the progress of the investigation and the organisational review. Both reports are to be forwarded to him when they are ready.

20 SIGNING OF THE MINUTES BY CHAIRPERSON

These will be signed by the Chair following the meeting.

21 MINUTES OF OTHER MEETINGS

No other minutes were presented.

22 OUTSIDE BODIES

i. Employers in Voluntary Housing

The representative confirmed the office is now back to normal and fully open. JNC will resume their normal monthly meetings in July and are working on a number of items including a review of the Appeal mechanism and ongoing development changes to working practices. Mini training sessions are available on Governance, Dignity at Work and Coping after Covid. Work on “Betty’s Room” should be finished by August. Currently waiting for the SHARP Scheme Assessment results to be released. The annual conference is back this year and will be held at the Double Tree, Hilton at Strathclyde Park, with the 2 day event costing £475. The theme is “Looking Ahead, Thinking Aloud”

**CALVAY HOUSING ASSOCIATION MINUTES OF 2022/2023
MANAGEMENT COMMITTEE: 23 JUNE 2022 – HELD AT CALVAY CENTRE.**

ii. Glasgow and West of Scotland Forum

No updates to report as these are received regularly by email.

iii. Easterhouse Housing and Regeneration Alliance

Training was held in the Calvay Centre earlier today by Angela Spence on Supporting Senior Officers/Staff. Once the slides are available these will be added to Decision Time. The website should be launched in August. Funds are low at the moment so if anyone has outstanding invoices please pay. It was confirmed that Calvay had paid their membership fee. Attendance has been on the low side lately and the Chair of EHRA is keen to attend its members Committee meetings to explain the work EHRA does and to boost EHRA attendance. A few committee members advised they had no capacity to attend any further meetings while the Director noted that Calvay always has a good attendance rate for EHRA.

A party of Australian MP's are visiting on 28th June to learn about social housing and will be meeting with EHRA Directors and Committee members.

iv. SHARE

The Representative for SHARE was absent from the meeting therefore no update was provided.

20 AOCB

Nothing to report.

APPROVED _____

DATE _____