

**CALVAY HOUSING ASSOCIATION MINUTES OF 2021/2022  
MANAGEMENT COMMITTEE: 24 MARCH 2022 – HELD AT CALVAY CENTRE.**

➤ **SEDERUNT**

Present:

Alison A'Hara	-	Vice Chair
Pauline Barr	-	Secretary
Chris Warwick	-	Treasurer
Jim Gourlay	-	Committee Member
Margaret Lynch	-	Committee Member
Sandra McIlroy	-	Committee Member
Bryce Wilson	-	Committee Member

In Attendance: Nick Dangerfield	-	Director
Melissa Craig	-	Property Services Assistant
Fettes MacDonald	-	Finance Consultant

(Items 1-5 only) – VIA ZOOM

Apologies: Anna Ellis	-	Chairperson
Stacy Shaw	-	Co-opted Member

**2 DECLARATIONS OF INTEREST**

There were no declarations of interest. However Pauline Barr took the opportunity here to inform that she only received her minutes on the morning of the meeting therefore she had not read them. Other committee members who do not live in the area confirmed that they received theirs on time therefore might be a local Royal Mail issue.

**3 MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 24 FEBRUARY 2022 - APPROVED**

The minutes of the Management Committee meeting held on 24 February 2022 were circulated prior to the meeting and noted. During consideration of these minutes, the following items were noted:-

**Item 14) Membership of Audit & Risk Committee**

It was questioned if the two potential new committee members that had expressed an interest in joining Calvay's Committee would be refused for now until a decision from committee is made whether to take the regulator's offer of them co-opting two new members on to the existing committee. It was noted that the SHR's offer of assistance was on the agenda.

**Item 16) KPI Reporting for Q3**

It was questioned whether it was checked why the last two gas services were outstanding as in the previous minutes the reasoning behind this was to be checked with the PSM. The Director informed that this was due to COVID-19 restrictions in place at the time the services were due surrounding forcing access.

As there were no further matters arising, the minutes were approved on a motion by Alison A'Hara and seconded by Pauline Barr.

**4 MATTERS ARISING FROM PREVIOUS MEETINGS**

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There were no further matters arising.

**5 ANNUAL BUDGET 2022-23 – WRITTEN REPORT BY FINANCE CONSULTANT – APPROVED.**

The budget for 2022-2023 was circulated to Committee prior to the meeting and noted. Committee were asked to read over the proposed budget and formally approve it for the coming year. The Finance Consultant proceeded to take Committee through the Budget and the following points were noted;

- Cash balance will be reducing significantly (by £2.6m) this is almost entirely accounted for by the loan repayment to Clydesdale by March 2022.
- The budget has allowed for a salary increase of 4% however, it was noted that the pay increase for 2022-2023 has not yet been agreed.
- Cash balance for March 2023 to be around £1.94M and the Finance consultant had no issues regarding the Association's cash balance.

A Committee member raised some questions over the Calvay Centre budget and some concerns were raised that the expenditure was a lot more than the income and questioned whether other committee members were happy with funding this loss. It was confirmed that The Calvay Centre has always run at a loss and this is quite common amongst RSL's for them to fund community activities therefore there were no major concerns around this.

Another point was made that the budget was planned for with an increase of rent arrears to 3% however it was noted that the increased cost of living might have a knock on affect to tenants paying their rent. It was agreed to leave budgeted rent arrears at 3%.

It was confirmed that the legal/professional fees did not include North Star's fee for the organisational review, which they are currently carrying out. Finance consultant asked to include this amount. Subject to this amendment, the budget was approved. The Finance Consultant then left the meeting.

**6 SHR SUPPORT – WRITTEN REPORT BY DIRECTOR – REJECTED.**

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

The report recommended that Committee agree to consider two people the SHR would recommend as candidates for co-option to Calvay's Committee

A detailed debate took place with arguments being put forward both in favour and against agreeing to accept the SHR's offer. A key point raised was that until the conclusion of the ongoing investigation, it would not be clear what additional support (if any) was required.

Some other Committee members were of the same opinion and did not think that there were any governance issues within the Association, it was noted that Committee were there to challenge and scrutinise and they felt that they were doing that appropriately.

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Another Committee member noted that the Regulator may take stronger action if the offer of co-optees is refused. The same Committee member raised concerns over a comment the Regulator made at their meeting where the statement “an atmosphere of considerable intimidation” was made. The Committee member noted that he did feel there was “an atmosphere of considerable intimidation” in the committee, even at the meeting with the Regulator, where some Committee members voiced their opinions more than others, limiting the amount of time for all members to voice their opinions.

Another Committee Member offered to draft a letter to The Regulator explaining the committee’s decision. This letter would be circulated to the whole committee for comment and then signed by The Chair.

A vote was taken to determine whether Committee would agree to consider two co-optees suggested by SHR. There were five votes against this proposal with two in favour.

Committee will review this decision in three months’ time.

The Director was instructed not to contact The Regulator regarding the decision to not take up the SHR’s offer as the letter being composed will explain the Committee’s decision.

**7 FREEDOM OF INFORMATION POLICY – WRITTEN REPORT BY CORPORATE SERVICES MANAGER – APPROVED.**

A written report by the Corporate Services Manager was circulated to Committee prior to the meeting as well as a copy of the updated policy and noted. The Freedom of information policy is out of date, the new updated policy was unanimously approved by all members of the Committee, no questions or issues were raised in relation to this policy.

**8 APPLICATIONS FOR MEMBERSHIP**

There were no new applications for membership.

**9 REGISTER OF INTERESTS – ANNUAL REVIEW BY CHAIR – WRITTEN REPORT BY CORPORATE SERVICES MANAGER – NOTED.**

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

**10 TRAINING AND EVENTS**

i) Governance Masterclass Part 1 – Feedback

General feedback from this training was positive and Committee felt that they took a lot from the training. However there was a comment made from a Committee member that the trainer had referred to some Committee members as “seat warmers” which he considered offensive and inappropriate.

ii) Governance Masterclass Part 2

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Committee asked to note this is taking place on 12<sup>th</sup> May 2022.

**11 NOTIFIABLE EVENTS TO THE REGULATOR – WRITTEN REPORT BY DIRECTOR – NOTED.**

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

As discussed earlier in the meeting following a meeting between the Director, the Chair and two Committee members, it was decided that an independent investigation should be commissioned to look at governance-related issue. As this is a governance issue a notifiable event was issued by The Chair. Subsequent to the notifiable event (and another potentially related governance concern) the regulator has attended an extra committee meeting held on Thursday March 10<sup>th</sup>.

**12 SCOTTISH HOUSING REGULATOR UPDATE**

No further updates regarding The Regulator.

**13 SIGNING OF THE MINUTES BY CHAIRPERSON**

The Chair was not present at the meeting therefore will be signed at a later date.

**14 MINUTES OF OTHER MEETINGS**

There were no other minutes to review, Operations sub and Staffing sub are still to be held in the coming weeks.

**15 OUTSIDE BODIES**

**i. Employers in Voluntary Housing**

The representative confirmed that further negotiations are likely to happen surrounding wage increase. An offer was put to the union by the JNC and this was made clear would be the last offer to them. The exact figure was not revealed. If offer is rejected then ACAS will become involved.

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

No representative for GWSF at present, this is an open meeting where any committee member can attend.

**iii. Easterhouse Housing and Regeneration Alliance**

The representative was absent from the meeting however confirmed that the EHRA meeting with Susan Aitken went well. A report commissioned by EHRA on the effects of COVID in Greater Easterhouse was presented to her.

A note was made that the Glasgow Rocks basketball team was a positive change in Easterhouse, given that they will

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potentially be based at the Sports Centre and was also a good feature in the newsletter. However it was also noted that this could result in job losses as Glasgow Rocks are proposing to take over a GCC building.

**iv. SHARE**

The Representative for SHARE advised this year's annual conference "Pandemic, Planning & Purpose" was held on line and was a success, it is hopeful next year can resume face to face. They are now also considering replacements the Director.

**16. AOCB**

**i) Bulk Uplift**

It was questioned if there was any update of the possible removal of bulk uplift fees as discussed at previous meeting by the Chair. The Director confirmed he has not heard anything further to this and at the moment the charges still remain.

**ii) Additional member of Operations Sub Committee**

The Vice Chair asked if the Committee had any objections to Chris Warwick joining the Operations Sub as they had low numbers. There were no objections and therefore this was agreed.

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

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