

**CALVAY HOUSING ASSOCIATION MINUTES OF 2022/2023  
MANAGEMENT COMMITTEE: 24 NOVEMBER 2022 – HELD CALVAY HOUSING  
ASSOCIATION**

**1 SEDERUNT**

Present:	Jim Gourlay	-	Chair
	Alison A'Hara	-	Vice Chair
	Chris Warwick	-	Secretary
	Bryce Wilson	-	Treasurer
	Sandra McIlroy	-	Committee Member
	Jim Munro	-	Co-opted Member
	Steven Blomer	-	Committee Member
	Geri Mogan	-	Co-opted Member
In Attendance:	Nick Dangerfield	-	Director
	Melissa Craig	-	Property Services Assistant
	Fettes McDonald	-	Finance Consultant (Item 1-5)
Apologies:	Stacy Shaw	-	Committee Member (Leave of Absence)
	Julia Okun	-	Committee Member

Further to a discussion at the previous Management Committee meeting, it was agreed that a signing in sheet was no longer required for face-to-face meetings due to the attendance being recorded in the minutes.

**2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3 MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 27 OCTOBER 2022 – APPROVED**

The minutes of the Management Committee meeting held on 27 October 2022 were circulated prior to the meeting and noted. The minutes were unanimously approved.

**4 MATTERS ARISING FROM PREVIOUS MEETINGS**

In regards to the minutes of the Management Committee meeting held on 27 October 2022 a committee member asked for more information on the business plan. At the meeting in October, there was not enough time to discuss the business plan in detail; the Director confirmed it was on the agenda for this meeting.

No other matters were raised.

**5 QUARTER 2 REPORTING – MANAGEMENT ACCOUNTS TO END SEPTEMBER 2022 – WRITTEN REPORT BY FINANCE CONSULTANT – APPROVED.**

The Management Accounts to end September 2022 were circulated to Committee prior to the meeting and noted. The Finance Consultant proceeded to take Committee through the accounts where the following points were discussed in some detail

**Staffing costs** relating to employed staff are underspent by £13k. This is the result of vacancies, higher employment allowance and lower

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national insurance and pension costs. Agency Costs are over by (£1k). This relates entirely to the finance services and is partly a timing issue with many of the larger tasks taking place in the first half of the year.

- **The reactive maintenance** expenditure is around £28k over budget this was questioned by a Committee member as to whether this should be a concern. The Finance Consultant explained that this overspend could still be partly due to post COVID activity and hopefully will settle.
- **Cyclical Maintenance** again noted as around £41k over budget. Costs relating to electrical testing, roof anchors and water tanks have far exceeded the sums included in the budget.
- **Loan Interest** payable is around £1k under budget. Interest is lower due to the repayment of one of the Clydesdale loans at the end of 21/22 but this is partially offset by the inclusion of non-utilisation fees (£13k to date) relating to the new loan facility.

After the presentation of the accounts there was some discussion surrounding maintenance costs, there were also discussions around increased material costs and COVID backlogs as well as contractor's prices increasing. There was a suggestion of relooking at the contractors which the Association currently employ to ensure the best value for money, suggested maybe something the new Operations Manager could look at when in post. A Committee member also questioned whether the balcony works (discussed later in the meeting) were included in this budget however, they are not.

Overall, the budget for the period to September 2022 projected a surplus of around £371k. Based on the results to date the actual surplus is sitting at around £377k. Therefore, there is an overall positive variance of £6k at this stage. The Association has performed reasonably well financially in comparison to the annual budget at this stage in the year; there is a budgeted surplus for the year of £700k. There were no further questions regarding the accounts and Management Committee unanimously approved them. The Committee thanked the Finance Consultant for attending the meeting and he then left the meeting.

## **6 DRAFT BUSINESS PLAN**

A copy of the draft business plan was circulated to the Committee prior to the meeting and noted. The Director asked the Committee to go over the business plan and approve its contents for 2022-2025.

A Committee member noted that the plan has valid content and lots of useful information, however felt the Association is already behind as the business plan is dated 2022–2025. The same Committee member also commented that delayed implementation of the business plan would be beneficial, as we will know the outcome of the rent freeze consultation. The impact of a possible rent freeze instructed by Government would change the business plan in its current form therefore it was suggested that we wait for the outcome of this first.

Another Committee member also agreed on delaying the implementation of

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the business plan on the basis that the Association still does not know the impact of the overspend on maintenance contracts and other upcoming projects such as the render works at Calvay Crescent. Therefore if the business plan were delayed until early 2023, costs and budgets may be more accurate.

A Committee member also highlighted that the outcome of the funding bid for Wider Role positions within the organisation would be finalised by early 2023 therefore budgets etc. will show a more accurate reflection. Following considerable discussion, it was agreed that the Director would bring the business plan back to Committee's meeting in February 2023.

**7 HR SUPPORT FOR COMMITTEE – WRITTEN REPORT BY DIRECTOR – APPROVED**

A previous Indigo House report identified the need to strengthen the Committee's HR skills. This was also identified by the Regulator as an issue which needed immediate attention. Due to the urgent nature of this issue, it is proposed that Committee agree to delegate this matter to the Chair. It is anticipated that this will involve commissioning expert external support for the Committee. Committee agreed that the Chair has delegated authority to spend up to £10,000 on HR consultancy in order to strengthen the Committee's skills in dealing with this area of work. The Chair confirmed he will feed back to Committee any progress.

**8 QUARTER 2 REPORTING - MANAGEMENT COMMITTEE DECISIONS TRACKER TO END SEPTEMBER 2022 – 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 were asked to approve the removal of actions marked as completed. Committee agreed the removal of the completed tasks however there was some discussion regarding the "ongoing" and "not completed" tasks.

Some Committee members were requesting a timescale for when the Cumulative column will be added into KPI's as currently only partially complete. There was also discussion around the relevance of these figures and how these figures were expected before now. It was agreed this action to be complete for February's Management Committee meeting. Following this there was also discussion around the Association's ARC data verification. It was suggested that it might be good practice to get an external source to come in and verify the Association's data and processes. After a lengthy discussion it was agreed the Director would contact Christine Dugan to see what her availability is like.

There was also significant discussion around the Annual Meeting Plan and Committee requested to see the draft version. There were concerns that this was due to be complete a long time ago and would be useful to have available for Committee and staff so they know what is ahead. The agreement was that the draft version would be put on Decision Time for Committee to look at and the final version to be in place for the start of the

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next financial year.

**9 ELECTION OF CHAIRS FOR SUB COMMITTEES – WRITTEN REPORT BY DIRECTOR**

A written report by the Director was circulated to Committee prior to the meeting and noted. The sub-committees were elected back in October however, chairs for each sub now need to be elected. The following Committee members were unanimously voted as chairs of the relevant sub committee:

Bryce Wilson was elected as Chair of the Property Services, Jim Gourlay was elected as Chair of staffing sub and Christopher Warwick as Chair of Audit & Risk. Due to time constraints, Sandra McIlroy withdrew from Audit & Risk Committee and Jim Munro stepped in to cover the vacancy.

**10 EMAIL ADDRESSES FOR COMMITTEE – WRITTEN REPORT BY DIRECTOR - APPROVED**

A written report by the Director was circulated to Committee prior to the meeting and noted. Currently, all committee members use personal email addresses to communicate with Calvay / on Calvay business by email. The Director proposed that all Committee members are supplied with Calvay email and all communication on Calvay business will only be via a Calvay email address from 1<sup>st</sup> December 2022. All Committee present agreed to have Calvay email addresses therefore the Director will liaise with the IT providers to try to get these established as soon as possible.

**11 EVH PAY BALLOT – WRITTEN REPORT BY DIRECTOR – APPROVED**

A written report by the Director was circulated to Committee prior to the meeting and noted. Calvay HA is a full member of EVH and as such EVH negotiates pay collectively for us and all other full members. Part of this process involves balloting full members to find out if there is support for a proposed pay deal. EVH have written to Calvay about a pay proposal they wish committees to vote on, the letter was also circulated to Committee beforehand. The Director and Property Services Assistant left the meeting at this point.

Committee agreed with the EVH pay recommendation.

**12 NOTIFIABLE EVENT TO THE REGULATOR – FAILURE OF RENDER - WRITTEN REPORT BY DIRECTOR**

A written report by the Director was circulated to Committee prior to the meeting and noted. The report detailed on Friday 11<sup>th</sup> November, the Association was told about a piece of rendering that had fallen from height from a property at the rear of Calvay Crescent. Note this is a separate to the previously reported balconies etc. issue (and subject to a previous notifiable event). On 15<sup>th</sup> November, a notifiable event explaining that rendering had come off a building and that structural engineers had been instructed to investigate was lodged on the Regulator's portal, Committee were asked to note the event.

Just prior to the start of the meeting, the Director informed Committee he had

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received a report from the engineers who had been appointed with their view on the condition of the block from which the piece of render had fallen. The engineers reported a medium concern regarding the condition of the render. The Director advised that the Association will alert residents to the risks identified make them aware that we have also made as safe as possible for the moment.

**ITEMS 13 - 18**

Due to time constraints the above items were not discussed in any detail.

**19 WIDER ROLE REQUIREMENTS – FEEDBACK FROM STAFF – WRITTEN REPORT BY DIRECTOR – NOTED.**

A written report by the Director was circulated to Committee prior to the meeting and noted. The report detailed the history of Calvay and its wider role activities and also gave background on recent discussions and actions taken regarding wider role. The Director noted In June, Calvay applied to the Investing in Communities Fund for three year funding of over £300K to pay for a Wider Role Officer and a Centre Manager. We will not know the outcome of this bid until February. It was requested the Director makes the application available for Committee to see. [Post-meeting note, the application was uploaded to Decision Time on 25<sup>th</sup> Nov 22]

The Chair also added the he recently met with staff to discuss Wider Role and that good ideas and suggestions were put forward to him. It was agreed to wait for the outcome of the funding bid and then make a plan.

**ITEMS 20 – 24**

Due to time constraints of the meeting, the above items were not discussed in any detail.

**25 AOCB**

There was no other competent business.

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

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