

**CALVAY HOUSING ASSOCIATION MINUTES OF 2021/2022
MANAGEMENT COMMITTEE: 25 NOVEMBER 2021 – HELD AT CALVAY
CENTRE, MAIN HALL**

1 SEDERUNT

Present:	Anna Ellis	-	Chairperson
	Alison A'Hara	-	Vice Chair
	Pauline Barr	-	Secretary
	Jim Gourlay	-	Committee Member
	Margaret Lynch	-	Committee Member (Item 7 onwards)
	Sandra McIlroy	-	Committee Member
Apologies:	Chris Warwick	-	Treasurer
In Attendance:	Nick Dangerfield	-	Director
	Tracy Boyle	-	Corporate Services Manager
	Gill Montgomery	-	Development Consultant (Items 1-8 only)
	Bryce Wilson	-	Observer (Items 1-16 only)
	Stacy Shaw	-	Observer (Items 1-16 only)
	Reagan Eddins	-	Observer (Items 1-16 only)
	Steven Blomer	-	Observer (Items 1-16 only)
	Ryan Cowan	-	Observer (Items 1-16 only)

2 OBSERVERS

The Chairperson introduced the observers, who had been invited to the meeting after expressing an interest in joining the Management Committee. The other Committee and staff members present introduced themselves to the observers.

3 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

4 MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 21 OCTOBER 2021 APPROVED

The minutes of the Management Committee meeting held on 21 October 2021 were circulated to Committee prior to the meeting and noted. During consideration of these minutes the following items were noted:

Item 9.9.1 Scrutiny and Challenge Masterclass – 2 December

It was agreed that due to low numbers, this session would be cancelled.

Otherwise the minutes were approved on a motion by Pauline Barr, seconded by Jim Gourlay.

5 MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 9 NOVEMBER 2021 APPROVED

The minutes of the Management Committee meeting held on 9 November 2021 were circulated to Committee prior to the meeting and noted. The Chair asked if anyone had any questions on this minute. In response to a question from a Committee Member, it was agreed to check whether this meeting

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should have been deemed a Special Management Committee.

The Chair advised that she wished to make clear to Committee that, although the Director had sought advice on this from the Association's Solicitor, he had done this before discussing it with the Chair. This was noted.

Otherwise the minutes were approved on a motion by Alison A'Hara, seconded by Pauline Barr.

6 MATTERS ARISING FROM PREVIOUS MEETINGS

There were no other matters arising.

7 MANAGEMENT ACCOUNTS TO END SEPTEMBER 2021 – WRITTEN REPORT BY FINANCE CONSULTANT APPROVED

The Management Accounts to end September 2021 were circulated to Committee prior to the meeting and noted. The Director advised that the Finance Consultant was not able to attend this meeting due to technical issues with remote access and that the Director would present the important points from the accounts.

- Negative variance in Staffing Costs relates to recruitment of temporary staff.
- Negative variance in Non Housing Account relates to staff secondment which is now balanced out.
- Negative variance on Interest Payable due to non-utilisation fee for Nationwide loan.

A Committee Member made a comment on Note 11 – Interest Receivable and queried whether the Association should consider paying down some of the loans, as the interest received is virtually non-existent. Committee agreed that FMD should be asked to explore this further and return to Management Committee.

The same Committee Member queried the £8k amount spent on the Service Level Agreement with the Council for anti-social behaviour services. Another Committee Member stated that it was in fact about £30k per annum in reality and perhaps the Association should consider whether this could pay for another member of staff.

Following queries regarding increased telephone costs, computer costs and the costs for external penetration testing, a Committee Member suggested that the budget for these had not been set correctly. Committee requested a breakdown of computer costs and asked for a report back.

Margaret Lynch joined the meeting at this point.

Statement of Financial Position showing healthy reserves at c.£5.5m.

Statement of Cash Flows show closing cash balance as better than expected and FMD confirm that the Association is meeting all of its loan covenants.

In response to a question from a Committee Member on Note 6, it was agreed

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to return to Committee to confirm that tenants are paying for the Burnmouth Court Personal Alarms and not the Association.

In response to a question from a Committee Member on the cyclical and major repairs underspends, the Director confirmed that this was an ongoing knock-on effect of the pandemic. He advised Committee that it might take a while to catch up, particularly as there are delays on the kitchen and painterwork contracts.

Otherwise the Management Accounts to end September 2021 were approved by Committee.

8 DEVELOPMENT REPORT – WRITTEN REPORT BY DEVELOPMENT CONSULTANT APPROVED

A written report by the Development Consultant was tabled at the meeting and noted. The Development Consultant confirmed that the increase in tender price will be covered by grant, therefore the Association's private finance commitment will remain the same.

In response to a question from a Committee Member, the Development Consultant confirmed that gas central heating systems will be installed as part of this development, as this is in line with current standards. A discussion took place on the requirement for alternative heating systems going forward and the Development Consultant confirmed that whatever and whenever this is decided, it will be an additional cost to the Association. Another Committee Member advised that reports are suggesting the targets for phasing out gas central heating systems will not be met and we are probably some considerable way away from having to do this in our existing stock. The Development Consultant advised that all housing association new build developments will have to factor alternative heating systems into future developments. She also advised that MAST Architects have been running seminars on heating systems and Passivhaus and suggested that Committee think about inviting them along to run a session.

The Development Consultant went on to talk about the substantive risks that require to be dealt with at the Blyth Road site. It was noted that the specific type of water butt requested by the Flood Officer may result in an additional cost. Committee were advised that Crudens have suggested a site start of February, however lead-in times for labour and materials may push this on to April. Committee were also advised of the severe underspend in grant as invoices can only be submitted as and when costs are incurred. The Association's Solicitor are looking at collateral warranties which are needed because the architect and structural engineer come under the remit of the contractor. Draft contracts are being drawn together by Brown and Wallace, ready for signing at the Committee meeting on 16 December.

The Development Consultant advised Committee that she had previously put off a recommendation for a Clerk of Works as there had been no point. This is a crucial role in the development process to ensure that all conditions are being adhered to. There are normally 3 or 4 practices on Quick Quotes for this service. However in this instance the Development Consultant is recommending the direct appointment of David Hendry from Smart Inspection Services. The Development Consultant has worked with this Clerk of Works on several developments and he has worked on 2 previous Calvay

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developments. He is very experienced and good to work with. Although this is not usual procurement practice, the Development Consultant did ask for a fee quote which has come in at £37,500. She asked Committee how they would view a direct appointment on this occasion.

Committee were of the opinion that after all the delays to this development, the last thing needed is a poor performing Clerk of Works. Additionally, because the fee is under the £50k procurement threshold, they approved this direct appointment.

The Development Consultant left the meeting at this point.

The Chair advised that Items 9 and 10 would be dealt with later on in the agenda and proceeded to the next item on the agenda.

9 KPI'S FOR QUARTER TWO – WRITTEN REPORT BY DIRECTOR NOTED

A written report by the Director was circulated to Committee prior to the meeting and noted. The Director took them through the report, noting as below:

- Attendance at Management Committee meetings down, however this is only the 2nd quarter and can be made up
- Noted the box positive variance for rent arrears should be green, not red.
- Relet times slightly worse
- Factoring arrears – this will go up and down during the year, depending on the billing cycle
- Emergency repairs – slightly down on last quarter, but still well within published target
- Non emergency repairs – slightly down on last quarter, but still well within published target

In response to a question from a Committee Member, the Director advised that he did not know why the repairs timescales were slightly down, but suggested it could be due to volume of repairs being reported. Committee requested further feedback on this.

The Director referred to the separate report on gas servicing. He advised that in a normal year 100% of gas services would be carried out, however as of the end of September 2021 58 had not been completed. He was pleased to report that as of this meeting, there were now no services outstanding. A Committee Member asked what the maximum time was that any service had been outstanding. The Director stated that he thought it was perhaps beyond 18 months, as we had not been taking any cases to the point of forced access during the height of the pandemic. The Committee Member stated that this was concerning from a landlord safety point of view. Committee requested further information about any services that had been outstanding for a long period of time and why. Concern was also raised that members of the Operations Sub Committee had not reported on this to the Chair or Management Committee.

The Secretary explained for the benefit of the observers that a process was followed before it got to the stage of forcing entry to tenants' properties who had refused a gas service, i.e. reminder letters being sent in the first instance.

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Otherwise the KPI's report was noted.

10 MANAGEMENT COMMITTEE DECISIONS TRACKER FOR QUARTER TWO – WRITTEN REPORT BY DIRECTOR NOTED

A written report by the Director was circulated to Committee prior to the meeting and noted. It was agreed that items 47, 49 and 50 could be removed from the tracker. It was also suggested that items 45 and 46 were too low level and not needed on the tracker.

A Committee Member queried why decisions on a performance management system and updates to the risk management process/register were not on the tracker. The Corporate Services Manager suggested this could be either because this tracker only reported decisions up to September or perhaps these had been discussed at a Sub Committee, e.g. Audit & Risk. It was agreed to check back on the minutes.

A Committee Member requested that timescales are added for all items.

Committee requested that items 34 and 37 are completed by January and item 44 by February.

11 TRAINING AND EVENTS

13.1 Scrutiny and Challenge Masterclass

This was discussed under Item 4.

12 NOTIFIABLE EVENTS TO THE REGULATOR – WRITTEN REPORT BY DIRECTOR NOTED

A written report by the Director was circulated to Committee prior to the meeting and noted. The Director explained notifiable events for the benefit of the observers. The latest notifiable event was noted.

13 NOTIFIABLE EVENTS – QUARTERLY REPORT – WRITTEN REPORT BY DIRECTOR NOTED

A written report by the Director was circulated to Committee prior to the meeting and noted. A Committee Member pointed out that No. 1004179 should be Calvay Road, not Calvay Crescent. This was noted.

14 SCOTTISH HOUSING REGULATOR – UPDATE – VERBAL BY DIRECTOR

The Director advised that 2 corrections to the ARC have had to be submitted to the Regulator. One relates to gas service reporting and the other relates to the Scottish Housing Quality Standard (SHQS). Associations are no longer allowed to report properties with storage heating as being in abeyance, therefore they fail the Energy Efficiency Standard for Social Housing (ESSH) which in turn means they automatically fail the SHQS standards. This means that we should have reported 11 properties with electric heating has fails under SHQS.

At this point, the Chairperson thanked the Observers for attending the meeting and advised that they would be contacted shortly in terms of their applications to join Committee. The Observers left the meeting at this point.

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15 CASUAL VACANCY – VERBAL REPORT BY DIRECTOR

The Director advised that he was pleased to see that a number of tenants had applied to join, especially as we have struggled to appoint tenants to the Committee in recent times.

Following discussion, Committee agreed to appoint Bryce Wilson to fill the casual vacancy and to appoint Stacy Shaw as a co-optee. It was agreed to invite the remaining observers to be part of either a focus group or scrutiny panel, due to be established next year. It was also agreed to pursue Sandra's recommendation.

16 APPLICATIONS FOR MEMBERSHIP

No new applications for membership received.

17 SIGNING OF MINUTES BY CHAIRPERSON

The Chairperson will arrange to come into the office and sign these minutes, together with those from previous meetings.

18 MINUTES OF OTHER MEETINGS

i. Draft Minutes of the Audit & Risk Sub Committee held on 5 August 2021 noted

The draft minutes of the Audit & Risk Sub Committee meeting held on 5 August 2021 were circulated to Committee prior to the meeting and noted.

ii. Draft Minutes of the Operations Sub Committee held on 14 September 2021 noted

The draft minutes of the Operations Sub Committee meeting held on 14 September 2021 were circulated to Committee prior to the meeting and noted.

iii. Draft Minutes of the Staffing Sub Committee held on 7 October 2021 noted

The draft minutes of the Staffing Sub Committee meeting held on 7 October 2021 were circulated to Committee prior to the meeting and noted.

19 OUTSIDE BODIES

i. Employers in Voluntary Housing

The representative reported on the following:

- presentation from Emma Willey of ACS on Wellbeing - slides are available on Decision Time.
- EVH will be sending out information mailouts over the next year and have put a variety of short videos on their website.
- As October's CPI was 4.2%, this has triggered wage

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renegotiations.

- EVH staff will also be doing another Jobs Week, with all funds raised going to CHAS.
- Improvement works to Betty's Room ongoing
- Subscription increases held at CPI – 1%
- CEO Event being rescheduled
- Mindfulness session due to take place on 30/11

ii. Glasgow and West of Scotland Forum

GWSF are co-ordinating a response to City Building, who are trying to impose a price increase for emergency repairs.

They have also circulated information on potential rent rises across the sector.

iii. Easterhouse Housing and Regeneration Alliance

The Big Presentation promotions company have been appointed to do a report on deprivation and how Covid affected Greater Easterhouse. A meeting with is taking place with them on 9/12 to discuss how to tackle the media side of this.

iv. SHARE

The representative was not present at the meeting to provide a report, however the Director advised that Olwyn Gaffney is acting as Interim Director at the moment and will be attending a future meeting of EHRA to talk about SHARE's services.

20 AOCB

i. Use of Seal

Following approval of new members at a previous meeting, approval was given for the use of the Association's seal for share certificate nos. 1082-1085 (inc.).

ii. KPI's

A Committee Member asked if they could return to the KPI's report and commented that the rent arrears performance was very good. They asked that this be relayed to staff.

APPROVED _____

DATE _____