

**CALVAY HOUSING ASSOCIATION MINUTES OF 2021/2022
MANAGEMENT COMMITTEE: 27 JANUARY 2022 – HELD VIA ZOOM VIDEO
CONFERENCING**

1 SEDERUNT

Present:	Anna Ellis	-	Chairperson
	Alison A'Hara	-	Vice Chair
	Pauline Barr	-	Secretary
	Chris Warwick	-	Treasurer
	Jim Gourlay	-	Committee Member
	Margaret Lynch	-	Committee Member (Item 13 onwards)
	Sandra McIlroy	-	Committee Member
	Bryce Wilson	-	Committee Member
	Stacy Shaw	-	Co-opted Member
In Attendance:	Nick Dangerfield	-	Director
	Tracy Boyle	-	Corporate Services Manager
	Gill Montgomery	-	Development Consultant (Items 1-5 only)
	Tricia Thomson	-	Property Services Manager (Items 1-7 only)

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 16 DECEMBER 2021 APPROVED

The minutes of the Management Committee meeting held on 16 December 2021 were circulated prior to the meeting and noted. During consideration of these minutes the following items were noted:-

Item 4 Matters Arising from Minutes of Management Committee Meeting held on 25 November 2021

In response to a question from a Committee Member, the Chair confirmed that answers to all the queries raised had been posted on Decision Time.

Item 4(iii) Office Bearers Meeting

The Chair apologised as she had forgotten about this meeting, however the February meeting has now been scheduled. It was noted that the time of this meeting could be changed to allow the Treasurer to attend.

Item 8(i) Corporate Services Manager Cover

The Corporate Services Manager asked Committee to note that she was not off on leave for 4 weeks; this included the two weeks the Association was closed for Christmas and New Year.

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

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4 MATTERS ARISING FROM PREVIOUS MEETINGS

There were no further matters arising.

5 SIGNING OF BUILDING CONTRACT – WRITTEN REPORT BY DEVELOPMENT CONSULTANT APPROVED

A written report by the Development Consultant was circulated to Committee Members prior to the meeting and noted. The Development Consultant advised that the contract had now been delivered to the office, to be signed by the Chair subject to approval. It was also noted that the Association had received additional grant from the Council to cover Crudend's cost increases. Committee also noted there is one remaining condition to be discharged relating to ground remediation, however this will not prevent a site start. A pre-contract meeting is due to take place next week and the contractor will hopefully be on site by April.

In response to a question from a Committee Member on the shortage of materials and labour, the Development Consultant advised that she has sent emails to query the current situation on this, but has not yet received a response.

It was noted that the contract documents will be signed in advance of the pre-contract meeting and the Chair will be in attendance at this meeting.

In response to a question from a Committee Member regarding the issue of ground remediation, the Development Consultant advised that the Remediation Officer has requested further testing to be done for ground gases. The Architect advised that some additional ground checks would not be able to be carried out until they were on site anyway.

Committee unanimously approved the signing of the Building Contract; this will be arranged with the Chair early next week.

The Development Consultant left the meeting at this point.

6 RENT SETTING – WRITTEN REPORT BY PROPERTY SERVICES MANAGER APPROVED

A written report by the Property Services Manager was circulated to Committee Members prior to the meeting and noted. The Property Services Manager advised that further to Committee's approval of a prior report on consultation, the exercise had now been carried out and this report contains the results. It was noted that the majority had voted for 4.2%, which is in line with the Association's preference. The Property Services Manager briefly explained rent harmonisation for the benefit of the newer Committee Members. Committee also noted the additional charge for bulk uplift for the tenemental properties, which had previously been agreed.

As there were no further questions, the rent setting report was unanimously approved.

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**7 LANDSCAPE TENDER – WRITTEN REPORT BY PROPERTY SERVICES
MANAGER APPROVED**

A written report by the Property Services Manager was circulated to Committee Members prior to the meeting and noted. The Property Services Manager reminded Committee that it had been decided not to offer the optional 3rd year to the current contractor due to poor performance and a number of complaints from tenants and Committee Members. Following the tendering exercise only 2 contractors responded and John O'Connor (Grounds Maintenance) Ltd emerged as the most competitive.

The Property Services Manager noted the costs have not increased substantially since the last tender. The budget per annum currently stands at £115,000, however the £114,500 + VAT for this contract includes £10K for additional provisional works. This means it will be slightly over budget due to a rise in prices, which is currently the norm due to the effects of Covid restrictions and Brexit.

In response to a question from a Committee Member, the Property Services Manager confirmed that the Association would take up references after the tender is awarded. However, the Association has used John O'Connor for some recent tree works and the Clerk of Works currently works with them on other projects and have no issues. It was noted that the appointment will not be made until after the 10 day standstill period.

Some discussion took place regarding additional works and the Property Services Manager confirmed that we would receive a quote for any additional works which would need to be approved. The Clerk of Works will check all works carried out and the Association will only pay for works it is satisfied with.

In response to a question from a Committee Member, the Property Services Manager confirmed that an inflation cost of 3% had been included in the tender for year 2 of the contract.

Committee subsequently approved the appointment of John O'Connor (Grounds Maintenance) Ltd for the landscape contract for a period of two years.

At this point in the meeting, the Chair advised that she had heard from Margaret Lynch, who did not realise the meeting was being held via Zoom and had turned up at the office. It was noted she may miss the meeting by the time she drives home, but will join if she can.

The Property Services Manager left the meeting at this point.

**8 STRATEGIC OBJECTIVES 2022-2025 – WRITTEN REPORT BY
DIRECTOR APPROVED**

A written report by the Director was circulated to Committee Members prior to the meeting and noted. The Director advised he was looking for Committee to approve the strategic objectives suggested by Linda Ewart, following the Committee away day. A further Committee/Staff away day will be held to agree how these will be delivered.

With regard to the timetable contained within the Director's report, he advised

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that this will not be delivered as the bidders have advised it is far too tight a timescale. As a result and following discussion with the Chair, the Director will go back to the bidders with a revised timetable. It was noted however that the organisational review will not be delivered by March. As far as the Director's concerned, the next logical step is to have the Committee/Staff away day to agree actions (with targets) which will deliver the strategic objectives.

The Chair then advised that she had suggested extending the current Business Plan by 3 months to allow extra time. The Director responded that we could do that, however we could still deliver the Business Plan by March if the organisational review is dealt with later.

The Chair then asked for comments.

A Committee Member stated that the current involvement with the Regulator has already highlighted potential governance issues, so if we delay this, how will that look, and will the Regulator not require an update?

The Chair responded that this is a big task and we should do it properly. She doesn't feel this can be agreed if the consultants don't agree with the timetable.

In response to a further question from the same Committee Member, the Director confirmed that if had not been tendered via Public Contracts Scotland as it was below the required threshold; we chose 3 contractors to approach. It had been agreed to do it this way because otherwise we could have received an abundance of low cost quotes from inexperienced contractors.

In response to a further question from the same Committee Member regarding criteria used, the Director advised that he had contacted 2 contractors we had worked with before, plus a larger organisation in case there was a capacity issue in delivering the work within timescale.

Another Committee Member questioned the brief being sent out on 21 January when they thought it was supposed to go out earlier. The Director confirmed that the draft brief was prepared by 30 December however the revised version was not ready until 19 January. The brief was then issued on 21st January, 2 days later.

The Chair advised that the delay was due to them not fully understanding the brief and they had therefore sent it to another Committee Member for their input. The brief was subsequently added to and then returned to the Director. The Director advised that he welcomed the additional input as it rounded the brief out to meet the wishes of Committee.

Committee agreed that time had to be taken to ensure the Business Planning/Organisational review was done properly, however it was requested that a contractor be appointed before the next Management Committee meeting.

It was agreed that the Director will raise this at the next staff meeting.

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9 SECONDMENT POLICY – WRITTEN REPORT BY DIRECTOR APPROVED

A written report by the Director was circulated to Committee Members prior to the meeting and noted. Following a brief discussion, Committee approved the policy.

10 HALF DAY CLOSING – WEDNESDAY – WRITTEN REPORT BY DIRECTOR APPROVED

A written report by the Director was circulated to Committee Members prior to the meeting and noted. The Chair asked if anyone had any comments. A Committee Member advised that they thought once a week was excessive and not in-line with the rest of the sector. Their view was that we need to think primarily about service to our tenants.

Other Committee Members stated that the Association had half-day closing in the past and it did not cause any major issues. It was subsequently agreed that the office could close for a half day every Wednesday as long as the bases were covered, e.g. emergency repairs being covered without excessive additional costs being incurred.

11 APPLICATIONS FOR MEMBERSHIP

There have been no new applications for membership since the last meeting.

12 SCOTTISH HOUSING REGULATOR – INTERVENTION – WRITTEN REPORT BY DIRECTOR NOTED

A written report by the Director was circulated to Committee Members prior to the meeting and noted. The Director ran through the background to this. In response to a question from a Committee Member as to whether there has been any further communication, the Director advised that the Regulator had requested and been furnished with the accompanying report to the Governance Review Action Plan.

13 POTENTIAL COMMITTEE MEMBERS – VERBAL REPORT BY DIRECTOR NOTED

The Director advised that he and the Chair had discussed two potential appointments to Committee. One on a recommendation from a current Committee Member and the other who had responded to the original advert last year.

Margaret Lynch joined the meeting at this point.

The first person currently works for GHA and the other currently works at Maryhill Housing Association and has maintenance/development experience. Application packs have been sent out to both and it was agreed that they could attend as observers to the March meeting.

Some considerable discussion then took place on the balance of tenants/non tenants on the Committee and the need to remain a community based housing association with community control. A Committee Member cautioned that we need to be realistic about Committee recruitment as we are in different times now. If Committee want the expertise they desperately need, it needs to

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steady the ship and show the Regulator that they are actively recruiting.

Another Committee Member referred to the fact that 2 tenants did recently apply but were not recruited and the Committee Member was confused as to whether we want to be tenant based or not. It was felt that there was some confusion as to whether we wanted to appoint people with skills or whether we could appoint people who are willing to be trained and would allow the make up of Committee to remain a tenant majority.

Another Committee Member stated that they would hope we could strike the right balance, i.e. tenant controlled with competent people which is needed to run a multi million pound business. This was countered by the Committee Member stating the applicants who had been turned down were an ex-Councillor and a graduate which were useful skills and experience to bring to the committee.

The Chair advised that they were offered the opportunity to take part in a focus group and only 2 people were selected from a larger pool of candidates. It should not be a given that everyone who applies will be appointed.

It was noted that further interviews will take place if the 2 potential Committee Members return their application forms.

14 TRAINING AND EVENTS

The Chair advised that it had previously been decided to stop the in house training programme due to low attendance and it had been agreed that Committee would look out for their own training relevant to them. However when the Governance Review was looked at again it was decided that completing the training programme was important therefore it was agreed with the Director to restart the programme and finish the outstanding training items.

The Corporate Services Manager confirmed that apart from Committee Members who could not make one or two of the dates, no-one else had responded to say they could not attend the sessions. She also advised that Committee Members had also attended individual training on Audit Responsibilities of the Board and Business Planning earlier in the week.

The Director confirmed that now that programme has been set we will deliver the sessions according to the agreed timetable

15 NOTIFIABLE EVENTS TO THE REGULATOR – VERBAL REPORT BY DIRECTOR NOTED

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

16 SCOTTISH HOUSING REGULATOR – UPDATE – VERBAL REPORT BY DIRECTOR

The Director confirmed that the quarterly report has been submitted and the Health & Safety Tenant/Resident Safety survey had been completed and submitted on time.

A Committee Member queried if the next Operations Sub Committee meeting

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had been cancelled. The Chair confirmed that it had, but felt it was not right that it had been. The Committee Member raised concerns that this was the 2nd or 3rd Operations Sub that had been cancelled and asked why the Senior Housing Officer could not stand in. The Chair stated that she had asked this repeatedly. The Director advised that it would depend on the agenda and that the Senior Housing Officer would likely be unable to answer maintenance questions. The Committee Member asked if performance could still be discussed and any maintenance questions answered on Decision Time as it had been done for questions raised at Management Committee.

In response to a further question from a Committee Member, it was confirmed that the cancellation had been agreed with both the Chair and Convenor of the Operations Sub Committee. Both stated that they had been advised it was cancelled because of the requirement to complete the Resident Health & Safety questionnaire from the Regulator. The Director added that the completion of the questionnaire was only one of a number of items which were causing work pressure. The Chair confirmed that rent setting and landscape tender reports had been added to tonight's agenda because of the cancellation of the Operations Sub.

17 SIGNING OF MINUTES BY CHAIRPERSON

This to be arranged for a future date, when the Chair can do this in person.

18 MINUTES OF OTHER MEETINGS

i. Draft Minutes of the Staffing Sub Committee meeting held on 9 December 2021 noted

The draft minutes of the Staffing Sub Committee meeting held on 9 December 2021 were circulated to Committee Members prior to the meeting and noted.

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

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

19 OUTSIDE BODIES

i. Employers in Voluntary Housing

The monthly brief for December to be posted on Decision Time. Next meeting is on 7 February.

ii. Glasgow and West of Scotland Forum

No formal meetings have been held since the last Committee meeting.

iii. Easterhouse Housing and Regeneration Alliance

The representative advised there had been a presentation on the Easterhouse response to the pandemic. David Linden MP

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was also in attendance at the meeting as the guest speaker. .

iv. SHARE

The representative advised that Robert Tamburrini had been appointed as Interim Director at SHARE. They are also moving away from the term 'appraisal' and are tending towards 'skills audit'. They are also moving away from sub committees and all business will flow through Management Committee. However these take place on the same day as Calvay's Management Committee meetings. The representative raised the issue of transport as a potential problem. The Corporate Services Manager advised that transport to and from the SHARE meetings could be arranged.

20. AOCB

i. Next Meeting

It was agreed that both Audit & Risk and Management Committee in February will be held in the Hall. Committee requested that a screen is set up.

ii. Operations Sub Committee

Committee returned to the issue of the Operations Sub Committee meeting being cancelled and asked if it could be rescheduled as this was the only place for proper scrutiny. The Corporate Services Manager advised this probably wouldn't be feasible as the Property Services Manager was due to stop for 3 weeks' holiday on 3 February.

The Chair advised that this was not good enough and Committee expressed their concern that Operations Sub Committee was always being cancelled.

A Committee Member instructed that if a sub committee meeting is cancelled then it has to be rearranged within a calendar month. The Director responded that he noted the instruction, however this would not be feasible due to excessive workloads. The Committee Member advised this was not acceptable and if staff resources were working efficiently enough and if we had a good enough Management Team then this would not be happening. It was their view that this demonstrated Management Team did not operate in a collegiate manner.

iii. Return to Office

The Director advised that we will return to the operation of the Team A/B rota on alternate weeks, starting on 7 February. Once restrictions are fully lifted he is hoping to bring a paper on Hybrid Working to Committee. A Committee Member stated that we should be looking at hybrid working now and there is no need to wait on a policy.

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iv. Welfare Rights Officer

The Director advised that the Welfare Rights Officer has tendered her resignation and has obtained a promotion elsewhere. It was agreed with the Chair that this would be readvertised as soon as possible and Committee agreed that they have done a terrific job and this is not the time to be withdrawing assistance. In response to a question from a Committee Member, the Director confirmed that the Welfare Rights Officer's last working day would be Friday 18 February.

In response to a question from a Committee Member as to whether EHRA have been contacted, the Corporate Services Manager advised it was her understanding that they had been contacted but had no capacity, therefore the Senior Property Services Officer was also contacting Citizens Advice, GEMAP, etc.

APPROVED _____

DATE _____