

**CALVAY HOUSING ASSOCIATION MINUTES OF 2022/2023  
MANAGEMENT COMMITTEE: 27 OCTOBER 2022 – HELD AT CALVAY CENTRE.**

**1 SEDERUNT**

Present:	Jim Gourlay	-	Chair
	Alison A'Hara	-	Vice Chair
	Chris Warwick	-	Secretary
	Bryce Wilson	-	Treasurer
	Sandra McIlroy	-	Committee Member
	Julia Okun	-	Committee Member
	Steven Blomer	-	Committee Member
	Geri Mogan	-	Co-opted Member
In Attendance:	Nick Dangerfield	-	Director
	Eileen Stevenson	-	Corporate Services Assistant
Apologies:	Stacy Shaw	-	Committee Member (Leave of Absence)
	Jim Munro	-	Co-opted Member

A committee member enquired whether we were still using a Signing Sheet to mark attendance at Meetings but this has not been in use for the last couple of years and may no longer be necessary with attendance being detailed above. Committee may wish to consider if this process is to be reinstated for face to face meetings going forward.

**2 APPLICATION FOR CO-OPTION TO COMMITTEE – APPROVED (ITEM 14 ON THE AGENDA BROUGHT FORWARD)**

The potential co-optee present at the meeting was asked to step outside while the applications were discussed by Committee. Two applications have been received on the suggestion of the Regulator with both having extensive experience in the sector. After a brief summary of the applications these were approved on a motion by Sandra McIlroy and seconded by Alison A'Hara.

The co-optee was asked to re-enter the meeting at this point.

**3 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4 MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 11 AUGUST 2022 – APPROVED**

The minutes of the Management Committee meeting held on 11 August 2022 were circulated prior to the meeting and noted.

A committee member noted that the minutes from this meeting detailed committee member's names rather than being anonymised as is usually the case. A short discussion followed on whether names should be detailed or not, however it was agreed that minutes should be anonymised. As such the minutes from this meeting would be amended to remove the names. The same committee member also felt the minutes were not detailed enough and didn't capture all the relevant points. The Chair stated all the main points were covered.

No other matters were raised and the minutes were approved.

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**5 MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 18 AUGUST 2022 – APPROVED**

The minutes of the Management Committee meeting held on 18 August 2022 were circulated prior to the meeting and noted.

The Chair commented that the beginning of Agenda point 7 was not clear as it said “A presentation by French Duncan .....” when the actual presentation was carried out on the night by the Financial Consultant. Another committee member commented that it did mentioned this at the end of the sentence were it states “As a representative from French Duncan was unable to attend the Finance Consultant provided an overview of the results” For clarity it was agreed the minute should read “A presentation prepared by French Duncan.....”

No other matters were raised and the minutes were unanimously approved.

**6 MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 21 SEPTEMBER 2022 – APPROVED**

The minutes of the Management Committee meeting held on 21 September 2022 were circulated prior to the meeting and noted.

A committee member noted a small typo in reference to the Membership of the Audit & Risk Sub Committee which has the word “reigned” instead of “resigned”.

Sandra McIlroy also confirmed her acceptance as a member of this Sub Committee.

Otherwise the minutes were approved on a motion by Bryce Wilson and seconded by Christopher Warwick.

**7 MATTERS ARISING FROM PREVIOUS MEETINGS**

The Chair advised this would be discussed at the end of the meeting.

**8 MEMBERSHIP OF SUB COMMITTEES**

**Audit & Risk Sub Committee**

This Sub Committee currently has 3 members but the Director suggested that another member be agreed, to ensure the meeting would still be quorate if one person was unable to attend. Steven Blomer agreed to join with the full membership now Christopher Warwick, Bryce Wilson, Sandra McIlroy and Steven Blomer.

**Property Services Sub Committee**

Agreed members of the Property Services Sub Committee are Bryce Wilson, Alison A'Hara, Christopher Warwick and Steven Blomer.

**Staffing Sub Committee**

Agreed members of the Staffing Sub Committee are Bryce Wilson, Jim Gourlay, Alison A'Hara and Sandra McIlroy.

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There was a short discussion on the merits of the Property Services Sub Committee with a member advising that no actual decisions were made there. Another committee member mentioned that as Committees are moving in a more strategic overview the information discussed at the Property Services Sub could be directed to the Management Committee on a top level overview with a rag status. Anything behind plan would then merit more detailed information. However it was agreed that the present structure would remain until the end of the current financial year when it would be reviewed to decide whether the Property Sub Committee was still effective and made sense for the organisation.

**9 ANNUAL ASSURANCE STATEMENT**

A draft of the Annual Assurance Statement was prepared by the Director and sent to the Chair for review. The Chair advised that now the Regulator has received the Indigo House and associated reports Calvay is deemed to be non-compliant with the regulatory standards so was unable to sign the Statement in its current format and will need to be amended. An action plan will also need to be drawn up to address the issues that have been highlighted, albeit this does not require to be submitted by the October 31<sup>st</sup> deadline. As the Director has not seen any of the reports and does not know which areas the Association is not compliant with he cannot assist with the re-draft. It was agreed the Chair would amend the existing Statement and circulate this to the other committee members for approval and/or any further changes. Thereafter it will be signed by the Chair and sent to the Director for submission. The Director requested that for the sake of good order a written resolution be signed by at least 75% of the committee members and sent to him confirming their approval with the Assurance Statement.

A discussion followed on the supporting evidence held on Decision Time with several committee members confirming they had looked at the documents. A committee member commented that from what they had seen everything was compliant but some sections of the spreadsheet had been highlighted by staff that more work was required in certain areas. Another committee member mentioned that some of the links did not work for them. Another committee member noted that nothing had been done with tenant engagement since 2019/20 and wondered if this had anything to do with Covid. Another committee member advised the tenant satisfaction survey is carried out every 3 years and while a document may be out of date it can still be compliant, therefore we are still meeting the requirements. The Director advised the regulator is looking for material non-compliance i.e. big issues. The Director also advised he is looking to move the evidence bank from Decision Time and to set up a Governance section on the Association's website that can be accessed by the committee members which may be more user friendly. He also mentioned that the Assurance Statement Framework was updated in June which has a lot of emphasis on Equalities information and staff are currently making progress with this.

A committee member enquired whether the evidence bank was looked at throughout the year. Within their organisation a different section is reported quarterly to the Audit & Risk Sub Committee and annually a full Management Committee meeting is dedicated to this prior to the signing of the Assurance Statement. A committee member mentioned this point was brought up at their recent training and agreed that this should be something Calvay introduce to ensure the annual statement and evidence bank is an ongoing piece of work.

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A committee member enquired whether the EICRs were included on the Risk Register with the Director advising he would check this out. **POST MEETING NOTE:** There is a strategic risk regarding failure to manage a number of factors including electrical inspection.

**10 DRAFT BUSINESS PLAN**

As the agenda was quite full and matters pertaining to the regulator would still need to be discussed it was agreed the Business Plan would be discussed at a future meeting when more time was available. The Director will contact the Chair to advise what is already on the agenda for the November meeting. A committee member enquired whether the KPI's could be uploaded to Decision Time as soon as possible for information prior to the meeting with the Director advising these were already on.

**11 ADDITIONAL MANAGEMENT COMMITTEE MEETING – VERBAL REPORT BY DIRECTOR – APPROVED**

The Director requested an additional Management Committee Meeting be held on 15<sup>th</sup> December to discuss the responses from the rent consultation and to make a decision on the percentage increase to be applied which was approved.

A committee member mentioned that the use of verbal reports should be minimised as set out by the regulator and in future could a written report be submitted. The Director advised it was only a verbal report on this occasion as there was nothing further to mention and it was simply a date for a meeting, and agreed that it is good practice to avoid verbal reports.

**12 RENT REVIEW CONSULTATION FOR 2023/24 – WRITTEN REPORT BY INTERIM PROPERTY SERVICES MANAGER - APPROVED**

A written report by the Interim Property Services Manager was circulated to Committee prior to the meeting and noted.

The Interim Property Services Manager introduced herself to Committee then proceeded to give a brief outline of the report setting out the two options for the forthcoming rent increase (3% or 5%) that it is felt we can propose to tenants and the reasons behind this. Following this a committee member queried the amount of rent for a one bedroom apartment as it seemed too low with the Interim PSM advising the figures were an average across all the one bed properties with another committee member advising that some of the rents were not harmonised as yet (ex GHA Stock) which can distort the figures slightly. A committee member enquired whether there was any context being added to the letter/leaflet to accompany the two options to enable tenants to make an informed choice e.g. if x% is selected then this will mean less kitchens, bathrooms etc. will be upgraded. The Interim PSM advised this had not been done as the Business Plan had not yet been approved but would look to see if something could be added. The Director advised that if we have no rent increase then we would breach our loan covenants in Year 6. With a 3% or 5% increase then we would still meet our covenants however the Association's cash flow would be affected. Under the SFHA guidance rents should equate to no more than 25% of disposable income which our rents easily comply with except our single occupancy properties.

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As there were no further questions the proposed options of 3% and 5% were unanimously approved by Committee.

**13 DRAFT WHISTLEBLOWING POLICY – WRITTEN REPORT BY THE CORPORATE SERVICES MANAGER - APPROVED**

The draft Whistleblowing Policy was circulated to Committee prior to the meeting. This policy is based on the model policy from EVH and has minimal changes, such as the introduction of the Audit & Risk Sub Committee. A committee member noted that the information within Appendix 1 was not up to date as it still showed the Auditors as French Duncan. It was also suggested that the List of Prescribed Persons should include the name of the Association's internal auditor and solicitor. The policy was unanimously approved subject to the aforementioned changes being implemented.

**14 COMMON HOUSING REGISTER & COMMON HOUSING POLICY REVIEW – WRITTEN REPORT BY THE SENIOR HOUSING OFFICER - APPROVED**

The draft Common Housing Policy was circulated to committee prior to the meeting. There are no significant changes to the Policy which are mostly new terminology. The Policy has also been reviewed by the Association's solicitors who have also recommended some changes.

A committee member noted that during the recent staff interviews the general consensus was that the CHR did not appear to be good value for the Association with an inconsistency in the allocation of points being applied amongst the members. The Interim Property Services Manager advised that it had been agreed at the recent Management Meeting that both herself and the Senior Housing Officer would meet to discuss this aspect and would revert to Management Committee with the outcome of those discussions. In the meantime the Policy was unanimously approved.

The Interim Property Services Manager left the meeting at this point.

**15 APPLICATIONS FOR MEMBERSHIP**

There were no new applications for membership.

**16 MANAGEMENT COMMITTEE DECISION TRACKER – WRITTEN REPORT BY THE DIRECTOR - NOTED**

A written report by the Director was circulated to Committee prior to the meeting. No comments or questions were raised and the report was noted.

**17 HEALTH & SAFETY POLICY STATEMENT - VERBAL REPORT BY THE DIRECTOR**

Nothing to report.

**18 TRAINING AND EVENTS**

Nothing to report.

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**19 NOTIFIABLE EVENT – WRITTEN REPORT BY DIRECTOR – NOTED.**

A written report by the Director was circulated prior to the meeting to advise Committee that a notifiable event had been submitted to the SHR. This involved a piece of concrete falling off a balcony within Calvay Crescent which was a potentially serious health and safety hazard. Thankfully no one was hurt in the incident. Structural engineers have been appointed and have already carried out “hammer tests” to the balconies within the Crescent and have removed loose chunks of plaster. As a precautionary measure the engineers will also be checking the soffits. We have been assured there is no issue with the structural integrity of the buildings and there is no immediate risk of any more material falling as the engineers have removed anything that was loose. A committee member enquired as to the cause with the Director advising it was at least partially due to water ingress due to the capping stone not protruding enough to allow the water to fall off. Another committee member enquired if the issue was widespread or if this was a one – off incident. The Director is led to believe it is widespread and we have similar properties on Calvay Road and Barlanark Road. Another committee member enquired whether netting should be put in place as a preventative measure however the structural engineers have assured us there is nothing loose left to fall. Going forward the Association will need to look at a longer term solution and the engineers will provide indicative costs which should hopefully be received in time for the November Committee meeting. This cost is not included in the current budget but it is something we will have to deal with and a timeframe dawn up to resolve the issue.

No further questions were raised and the report was noted.

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

Nothing new to report.

**21 SCOTTISH HOUSING REGULATOR UPDATE – VERBAL REPORT BY THE DIRECTOR**

Nothing new to report.

**22 SIGNING OF THE MINUTES BY CHAIRPERSON**

These will be signed by the Chair following the meeting.

**23 MINUTES OF OTHER MEETINGS**

**i. Draft Minutes of Property Services Sub Committee held on 6<sup>th</sup> September 2022 - noted**

The draft minutes of Property Services Sub Committee meeting held on 6<sup>th</sup> September 2022 were circulated to Committee prior to the meeting and noted.

**ii. Draft Minutes of the Audit & Risk Sub Committee held on 5<sup>th</sup> May 2022- noted**

The draft minutes of the Audit & Risk Sub Committee meeting held on 5<sup>th</sup> May 2022 were circulated to Committee prior to the

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meeting and noted.

**24 OUTSIDE BODIES**

**i. Employers in Voluntary Housing**

The Representative for EVH advised the cost for placing adverts for vacancies is being reduced from £200 to £175 until the end of the month with the difference being donated to CHAS. Information sessions are being held on Pay Negotiations if anyone is interested in attending.

The next meeting is scheduled for 7<sup>th</sup> November.

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

No updates to report as these are received regularly by email or can be viewed on the GWSF website.

**iii. Easterhouse Housing and Regeneration Alliance**

The representative for EHRA advised they had attended a talk provided by SFHA on Energy Efficiency – Net Zero and the slides have been added to Decision Time.

The EHRA Quiz is being hosted by Calvay on Friday 28<sup>th</sup> October with everyone welcome.

**iv. SHARE**

The Representative for SHARE advised Daryl McIntosh has been appointed the new CEO. He has again enquired whether there can be more than one representative from the same organisation as the meetings seem to clash with other commitments but unfortunately this has been missed from the agenda and not addressed, although he will continue to pursue this. SHARE have also set up a Committee Chat Room/Forum that can be used for discussions and/or questions amongst the members and enquired if this is something that the Management Committee would be interest in replicating.

**25 AOCB**

Both the Director and the Corporate Services Assistant were asked to leave the meeting at this point to enable Committee to discuss Matters Arising and the discussions held with the Regulator.

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

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