

**CALVAY HOUSING ASSOCIATION MINUTES OF 2022/2023  
MANAGEMENT COMMITTEE: 28 APRIL 2022 – HELD AT CALVAY CENTRE.**

➤ **SEDERUNT**

Present:	Anna Ellis	-	Chair
	Alison A'Hara	-	Vice Chair
	Jim Gourlay	-	Committee Member
	Margaret Lynch	-	Committee Member
	Sandra McIlroy	-	Committee Member
	Bryce Wilson	-	Committee Member

In Attendance:	Nick Dangerfield	-	Director
	Eileen Stevenson	-	Corporate Services Assistant
	Gill Montgomery	-	Development Consultant (Item 13 only) – Via Zoom

Apologies:	Pauline Barr	-	Secretary
	Chris Warwick	-	Treasurer
	Stacy Shaw	-	Co-opted Member

**2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

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

The minutes of the Management Committee meeting held on 24 March 2022 were circulated prior to the meeting and noted. These minutes were approved on a motion by Alison A'Hara and seconded by Jim Gourlay.

**4 MATTERS ARISING FROM PREVIOUS MEETINGS**

Item 6 – SHR Support

A committee member requested that Item 6 from the Minutes of the last meeting be revisited as they felt this was not documented clearly enough, particularly where the statement “an atmosphere of considerable intimidation” was referred to. In relation to the previous meeting the committee member did not think there was any atmosphere of intimidation and that recollections differed dramatically.

The same committee member who initially requested that the minutes be revisited went on to clarify that an important part of the role of a board member is to challenge and scrutinise which is entirely different from intimidation.

A separate committee member requested that it be documented that at the meeting with the Regulator everyone was expressly given the opportunity to raise their points/opinions but not everyone did.

It was noted Committee had agreed to review the decision to reject the offer of support by the Regulator in 3 months' time, however a committee member enquired whether it would be better to await the outcome of the investigations first rather than abiding to the 3 month review timescale as it is unclear how

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long the investigation will take albeit it was hoped this would be within the timescale.

Item 10 – Governance Masterclass Part 1 – Feedback

A committee member wished to clarify that they had attended this meeting and whilst the comment about “seat warmers” was made the trainer had stated clearly she was not aiming this at Calvay but to Committees in general. Another committee member concurred with this. The Director advised he had spoken to the trainer in this matter and she would bring it up at the next session.

The Chairperson advised that Item 13 on the agenda would now be brought forward as the Development Consultant was attending via zoom.

**5 DEVELOPMENT UPDATE – WRITTEN REPORT BY DEVELOPMENT CONSULTANT – NOTED (ITEM 13 BROUGHT FORWARD ON AGENDA).**

A written report by the Development Consultant was circulated to Committee prior to the meeting and noted.

An in-depth discussion followed on the implications of the increased costs, who would fund this, the legal implications of allowing the Contractor a further 6 week deferment to commence on site, and whether they would then request further extensions if a favourable reply was not received from GCC on the additional funding request.

It was noted the site delay is already adversely affecting the Association in terms of solicitor fees, payment of non-utilisation fees for the loan and delayed rental income. On a positive note we do have the Performance Bond which is underwritten by Zurich although this would only be enforced as a last resort.

Committee felt that a decision on a further extension could not be made until written legal advice was sought on the following:

- We have a Fixed Price Contract – can we enforce this?
- What protection does the fixed price contract provide?
- The implications of calling up the contract
- Consequences of providing a further extension
- Implication of enforcing the Performance Bond
- Our options if the Contractor decided to walk away

The Director advised he had already received some written advice from TC Young and would circulate this to Committee.

The Development Consultant reiterated that this was unprecedented times and other Housing Associations were in the same position as Calvay and we should try and resolve this with the Contractor. Both the Employer’s Agent and TC Young are of the opinion we should allow a further extension and a meeting should be arranged as soon as possible with all parties to discuss this more fully.

A committee member enquired whether we had formally written to the Contractor after the initial 6 week deferment had expired to advise they were

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in breach of the Contract with the Director advising that he had only heard on the Friday that they wouldn't be on site so this hadn't been done as yet. The committee member advised we should formally write to them now advising they are in breach of contract and request how they are going to resolve this and await their response.

Committee also requested that the SFHA and GWSF be approached to find out if there were other Associations in a similar position or if they were able to offer any counsel.

**6 MEMBERSHIP OF OPERATIONS SUB COMMITTEE - APPROVED**

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 Bryce Wilson as an additional member of the Operations Sub Committee which was unanimously agreed.

**7 PROPERTY SERVICES SUB COMMITTEE \_ WRITTEN REPORT BY THE DIRECTOR– APPROVED.**

A written report by the Director was circulated to Committee prior to the meeting and noted. In order to reflect more accurately the work carried out by Operations Sub it was recommended this be renamed as the Property Services Sub. No objections were raised and the change of name was unanimously agreed.

**8 VARIOUS STAFFING POLICIES – APPROVED**

A written report by the Director on 3 staffing policies, as undernoted, and copies of the policy documents were circulated to Committee prior to the meeting and noted.

- Flexi-Toil Policy
- Flexible Working Policy
- Stress Management Policy

No questions or comments were raised with all three policies approved.

**9 DATA PROTECTION POLICIES - APPROVED**

A written report by the Corporate Services Manager on various Data Protection Policies, as undernoted, and copies of the policies were circulated to Committee prior to the meeting and noted.

- Data Protection Policy
- Data Subject Rights Procedure
- Information Security & Personal Data Breach Management Procedure
- Environmental Information Regulations Policy

No questions or comments were raised and all four policies approved.

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**10 APPLICATIONS FOR MEMEBERSHIP**

There were no new applications for membership.

**11 NOTIFIABLE EVENT – WRITTEN REPORT BY DIRECTOR – NOTED**

A written report by the Director was circulated to Committee Members prior to the meeting regarding the increased costs incurred by the Contractor for the Developments and this was noted.

**12 RISK MANAGEMENT**

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

A committee member commented that it would have been beneficial for a copy of the Risk Register to accompany this report. The Director advised that he was currently transferring the data from the existing Strategic Risk Register to a new version which should hopefully be ready for the Audit & Risk Committee the following week. A committee member wished to note their concern that the new Strategic Risk Register was not populated, however the Director advised the old version was still available on Decision Time with the Top 10 Risks fully identified, and it was just a matter of transferring this data to the new version which would be more user friendly. Another committee member commented that as the actual Risk Register information was still available but merely in a different format then he was comfortable with this.

It was agreed that the Risk Register should be a standing Item on the Agenda for the Management Committee and would be added for the next meeting.

**13 TENANT ENGAGEMENT POLICY – ANNUAL REVIEW**

A written report by the Senior Property Services Officer was circulated to Committee prior to the meeting detailing tenant engagement over the past year.

A discussion followed on the items listed as there was a general consensus among Committee that the activities detailed were not tenant participation e.g. Cash for Kids, Calvay Community Garden etc. which would come under Wider Role activities. The Director agreed advising the report was simply a review of all tenant activities that had taken place and further resources would be needed to deliver a focus group on actual tenant engagement. The Chair advised they had two tenants who previously expressed an interest in joining a focus group and there may be others who were thinking about joining the Management Committee but on a less formal basis that could be approached.

The discussion led on to a lack of participation amongst tenants with a committee member commenting that if there is no response then we need to consider other methods of delivery such as Facebook, Social Media, Twitter etc.

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The Director was requested to bring the review back to Committee with more focus on:

- What Tenant Engagements had taken place
- The Responses/Feedback
- Our Actions

**14 TRAINING AND EVENTS**

i) Committee Training Programme - Governance Masterclass Part 2

Reminder for Committee this will be taking place on 12<sup>th</sup> May 2022.

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

Standing item and already discussed at Agenda item 11.

**16 SCOTTISH HOUSING REGULATOR UPDATE**

No further updates to report.

**17 SIGNING OF THE MINUTES BY CHAIRPERSON**

The minutes of the last meeting were duly signed by the Chair.

**18 MINUTES OF OTHER MEETINGS**

There were no other minutes to review.

**19 OUTSIDE BODIES**

i. **Employers in Voluntary Housing**

The representative confirmed the pay negotiations had been concluded with a one-off increase of 4.1% agreed for the year.

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

No updates to report.

iii. **Easterhouse Housing and Regeneration Alliance**

The representative advised Sally Thomas from SFHA would be presenting a report on Climate Change.

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iv. **SHARE**

The Representative for SHARE was absent from the meeting therefore no update was provided.

**20 AOCB**

i) **Leave of Absence Request**

A committee member has requested a 3 month leave of absence which was agreed by all.

ii) **Staffing Updates**

A committee member enquired if there were any staffing updates or issues that Committee should be aware of. The Director advised only one member of staff was currently off but was expected back the following week. The same committee member noted that the Temporary Maintenance Assistant's contract was due to end the next day and asked the Director to pass on Committee's thanks for their input.

iii) **Front Office**

A committee member enquired about the signage on the front office which states only 1 person permitted at a time and who uses this. This office was meant for the Wider Role officer but as this is not currently filled Alison has been using the office whilst organising events for the Hall and the sign is to discourage other Volunteers from entering. Carl Girvan also uses the office on occasion.

iv) **Community Cafe**

The Chair informed the Director that as the Community Café has been opened now for almost a year Committee would be expecting a report on its operation.

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

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