

**CALVAY HOUSING ASSOCIATION MINUTES OF 2025/2026
MANAGEMENT COMMITTEE: 16th OCTOBER 2025**

1 SEDERUNT

Present:	Steven Blomer	-	Chair
	Bryce Wilson	-	Vice Chair
	Gordon Laurie	-	Appointed Member
	Lawrie West	-	Appointed Member (via Zoom)
	Alison A'Hara	-	Committee Member
	Janice Mitchell	-	Committee Member
	James Boyle	-	Committee Member
	Peter Howden	-	Committee Member
Apologies:	Jim Munro	-	Committee Member
	Margaret Scott	-	Committee Member
	Lauren Austin	-	Committee Member
	Sunday Okewole	-	Committee Member
	Michelle McGill	-	Committee Member
	Neville Wood	-	Committee Member
In Attendance:	Nick Dangerfield	-	Director
	Gail Dockrell	-	Senior Housing Officer
	Liz Campbell	-	Corporate Services Assistant

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 ELECTION OF CHAIR AND OFFICE BEARERS

Chair - Steven Blomer was nominated by Alison and this was seconded by Bryce Wilson. As there were no other nominations Steven Blomer was elected as Chair.

Vice Chair – Bryce Wilson was nominated by Gordon Laurie and this was seconded by James Irvine. As there were no other nominations Bryce Wilson was elected as Vice Chair.

Secretary – Nick Dangerfield was nominated by Gordon Laurie and this was seconded by Bryce Wilson. As there were no other nominations Nick Dangerfield was elected as Secretary.

4 MEMBERSHIP OF SUB COMMITTEES

i) Audit & Risk Sub Committee (6 places)
Nominations were made for Bryce, Lawrie and Gordon to remain on this sub - committee. It was suggested that the 6 members who were on this last year remained, unless they indicated otherwise.

ii) Staffing Sub Committee (6 places)
Nominations were made for Alison, James, Bryce, Peter and possibly Margaret Scott to be on this sub committee.

5 REPRESENTATIVES TO OUTSIDE BODIES

i) Easterhouse Housing & Regeneration Alliance (EHRA)
Steven Blomer and Bryce Wilson

**CALVAY HOUSING ASSOCIATION MINUTES OF 2025/2026
MANAGEMENT COMMITTEE: 16th OCTOBER 2025**

- ii) Employers in Voluntary Housing (EVH)
Bryce was nominated and he stated that Margaret Scott deputises for him when he is unavailable.
- iii) Glasgow & West of Scotland Forum (GWSF)
Peter is the representative and he will attend the conference as well.

A question was raised about a representative for SFHA and asked if we were still members. It was confirmed that we are members and Steven Blomer volunteered to be our representative.

6 MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 14TH AUGUST 2025 APPROVED

The minutes of the Management Committee meeting held on 14th August 2025 were circulated to Committee prior to the meeting and noted.

It was asked the minutes of the Management Committee held on 19th June 2025 could be changed to "These were approved and proposed on a motion by Gordon Laurie and seconded by Geri Mogan."

With this change made the minutes of 14th August 2025 were approved and proposed on a motion by Gordon Laurie and seconded by James Irvine.

7 MINUTES OF CONFIDENTIAL MEETING HELD ON 17TH JULY 2025 APPROVED

This will be discussed at the end of the meeting when staff are not present.

MATTERS ARISING FROM PREVIOUS MEETINGS

There were no matters arising.

24

WIDER ROLE UPDATE – WRITTEN REPORT BY WIDER ROLE MANAGER NOTED

The Chair gave approval for this item to be moved up the agenda.

The Wider Role Manager gave a presentation that highlighted the work that had been carried out by the team over the last two and a half years. The team is growing and includes Ali, Eddie, Carl does some wider role activities and also Ronnie, who has been in post as Energy Advisor for six months.

Highlights from the impact and benefit of the activities and events were shared.

An overview of the meals served, support with fuel bills, help with school uniforms, Breakfast club and the community fun day were all highlighted. These have been delivered in partnership, funded by grants and supported by volunteers.

An overview of the courses delivered was given and it was reported that 108 learners had received accredited certificates, other learners had taken part in informal courses and 15 participants had moved to further or higher education and over 200 on to another positive destination.

**CALVAY HOUSING ASSOCIATION MINUTES OF 2025/2026
MANAGEMENT COMMITTEE: 16th OCTOBER 2025**

It was reported that the Calvay Centre supports the members of The Calvay Community Events Committee. The Events Committee volunteer their time to raise funds and deliver activities that support the need of the local community. They also help with consultation events with the community and have hosted a lot of pilot projects.

An overview was given of the income generated over the last three years, Calvay Housing Association have provided £10k per year for wider role activities.

A question was asked about where the donations of £25,850.86 had come from. It was reported that this was mostly from Contractors.

A question was asked why the funding was lower for the year 2025/26. It was reported that £125k had been received in year 1 from SFHA and funding received in year 2 for the Energy Advisor post. It was also reported that these are mid-year figures and other funding applications have been made.

It was asked if there was any idea of the bid made to Glasgow Community Fund. This is the first application Calvay has made to them. It was reported that a decision is expected in November. If this is successful that can be used to apply for match funding from the National Lottery Community Action Fund.

It was reported that funders ask what the Association is doing to make this core funding and the sustainability of wider role has to be looked at. It was reported that this would be discussed in more detail at the Senior Staff and Committee away day in November. It is recognised that this is a period of uncertainty for everyone and that it affects staff, the Association, the community and people who help deliver these services.

It was asked to what extent do people link the activities on offer to the Housing Association or do they see it as separate. It was reported that they see it as the Calvay Centre. It was stated that unless posters, Facebook posts etc say in partnership, it looks like all activities being delivered by the Calvay Events Committee.

A question was asked if the Association was limited to where it can apply to for funding. It was reported that there could be more sources of funding but a lot of funders work in partnership with others and we don't always get the funding we apply for. The Association is not always the lead organisation.

It was asked if the Glasgow Community Fund would be over 3 years. It was confirmed that it would be.

It was asked if the National Lottery application was for 2025/26. It was reported that it was for 2026/29 and wouldn't start until April 2026 if the application was successful.

A suggestion was made that Glasgow Merchants House, which is part of the Chamber of Commerce, could be a source of funding. The Wider Role Manager will look into this.

**CALVAY HOUSING ASSOCIATION MINUTES OF 2025/2026
MANAGEMENT COMMITTEE: 16th OCTOBER 2025**

A comment was made that the Events Committee had been set up because there were some sources of funding that the Association could not apply for.

Thanks were given for the presentation and the Wider Role Manager left the meeting at 6.37pm.

9

MANAGEMENT COMMITTEE DECISIONS TRACKER – WRITTEN REPORT BY CORPORATE SERVICES MANAGER APPROVED

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

A question was asked was this was copied from last report and it was stated that the recommendation was to accept the recommendations. Other items that are straightforward should be removed.

All members in attendance agreed that items that have been completed (marked in green on the table) are removed from the tracker.

10

TREASURY MANAGEMENT POLICY – WRITTEN REPORT FINANCE CONSULTANT APPROVED

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

The Finance Consultant stated that this report was a follow up to the verbal report given at the Management Committee meeting held on Thursday 14th August.

The Association has loans with [REDACTED] and [REDACTED] and these are mortgages on properties. Some other properties are held as security against these loans.

Discussion took place last year about fixing more of these loans to reduce risk and provide the Association with business certainty in terms of financial planning.

Currently the split of debt between fixed and variable funding is 35.5% fixed and 64.5% variable. The Treasury Management Policy stated that approximately 35 -50% of the loans should be fixed, so we only just meet that stipulation.

If the proposed £685k of the [REDACTED] loan was moved to a fixed rate this would change that split to 44.2% fixed and 55.8% variable and would be more in line with the Treasury Management policy.

The proposal to fix the loans from [REDACTED] is because their interest rates are lower than those provided by the other lender, [REDACTED]. By fixing the [REDACTED] loan it would save £2.5k per annum in interest payments.

It was reported that the rates change daily so if we agree to fix this borrowing the rate quoted of 5.43% may have changed.

A comment was made that the main issue is about minimising risk more than saving money and that the Audit & Risk Committee had recommended fixing some of the [REDACTED] loan.

**CALVAY HOUSING ASSOCIATION MINUTES OF 2025/2026
MANAGEMENT COMMITTEE: 16th OCTOBER 2025**

All agreed and approval was given, that as long as the rate was not more than 5.6%, then the £685k of the [REDACTED] loan should be moved to a fixed rate until 2031.

The Finance Consultant will continue to monitor the rates offered by [REDACTED]

The Finance Consultant left at 6.46pm

11 COMMITTEE APPRAISALS – WRITTEN REPORT BY DIRECTOR & PRESENTATION BY OLWYN GAFFNEY APPROVED

Once the Learning and Development Plan has been agreed, along with the actions to meet them, this will be forwarded to Scottish Housing regulator (SHR).

[REDACTED] from [REDACTED] has carried out an appraisal of all Committee Members and produced a report detailing her recommendations. [REDACTED] reported that a full appraisal had been requested and not the lighter one.

[REDACTED] gave a presentation about the appraisal process and reported that there was good experience in key roles and a good mix of skills among the Committee members.

The four recommendations that were made were:

- That all Committee members are reminded of the Association's obligations regarding publishing information and responding to requests for information, and that they are made aware of their role in monitoring implementation.
- That all Committee and senior officers discuss succession planning, including ways to address any gaps in knowledge and skills (and how these will be actioned).
- That the Association ensures that all Committee members understand the Annual Assurance Statement process and their role in that process.
- That the Committee and Association agree on a learning and development plan based on discussions with members and taking into account the results of the appraisal exercise.

[REDACTED] suggested that some training could be undertaken online, some could be delivered by staff and could be a mix of formal and informal training. She also stated that it may not be possible for this all to be completed in one year and to prioritise them. A review in 3 or 6 months could look at what has been done and what is still to be done.

There were no further questions for [REDACTED]

All members agreed to accept the recommendations and actions to deliver the recommendations, detailed in Table 1 and the Action Plan that was circulated prior to the meeting.

■■■■ left the meeting at 7.12pm

12 STANDING ORDERS – WRITTEN REPORT BY DIRECTOR APPROVED

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

This is to make an adjustment so that the Rules and the Standing Orders are synchronised.

The Standing Orders currently state that meetings will not last for more than two and a half hours but the Rules state that meetings will not last more than two hours.

Agreement was given to change the Standing Orders to say “meetings will not last for more than two hours, unless at least two thirds of the members present agree that the meeting can be extended”.

All members agreed to adjust the Standing Orders so that they were the same as the Rules.

13 ANNUAL ASSURANCE STATEMENT – WRITTEN REPORT BY DIRECTOR APPROVED

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

Evidence was examined at the Audit & Risk Sub Committee meetings and also at stand alone Assurance workshops. Between these meetings members worked through around one third of the SFHA Social landlord self-assurance toolkit. This toolkit is used for reassurance that we are compliant with the Regulatory Standards. By working through this toolkit it is expected that all evidence for all standards will have been reviewed in a three year period.

The evidence bank has been updated to show compliance and documents for each section.

The draft statement was circulated in advance and the comments made have been added.

Members unanimously approved the Annual Assurance Statement.

14 ANNUAL REPORT – WRITTEN REPORT BY DIRECTOR APPROVED

A draft copy of the Annual Report was circulated to Committee prior to the meeting and noted.

The report is in the same format as last year. It will be promoted on the website, social media and an article will be placed in the next Newsletter.

It was asked if someone requested a copy could they be sent one. It was confirmed that this could be done.

**CALVAY HOUSING ASSOCIATION MINUTES OF 2025/2026
MANAGEMENT COMMITTEE: 16th OCTOBER 2025**

A comment was made that it looks like a combination of a traditional business related Annual Report and a performance report and this combines both.

It was stated that the report compares against peers and across a timeline and it does this admirably.

It was reported that we are required to publish the Annual Report and submit a copy to SHR.

It was suggested that we go back and look at the guidance on what should be included in the Annual report and ensure that we have that included.

All members present approved the Annual Report.

15 ENTITLEMENTS, PAYMENTS & BENEFITS POLICY – WRITTEN REPORT BY DIRECTOR NOTED, SUBJECT TO AMENDMENT

At the August Management Committee meeting a report was presented dealing with the allocation of a property to a staff member. A question was received on Decision Time asking how did this fit with the SFHA model Employment Payment and Benefits Policy.

Potentially if the property was let the day after a meeting this would mean it was void for up to 2 months until the next meeting was held. If we follow our policy the property is let immediately and then the decision approved retrospectively at the next meeting.

The rationale from the paper taken to Operations Sub Committee on 7th August 2012 and the advice given by [REDACTED] was explained.

It was emphasised that this does not happen often but it is a sensitive issue.

Discussion took place and it was stated that it is more open and transparent if its is approved in advance. It also protects staff and the staff member being allocated the property.

It was suggested that approval could be given by email and a timescale given for response time.

All agreed that this should be approved in advance but it can be done by email and Committee members should respond to the email within 48 hours. It was recognised that this will mean a slight increase to void times.

A change will be made to Calvay's policy to insert "the offer is approved by the Governing Body in advance", as stated in the SFHA model policy.

16 REVIEW OF TENANT PARTICIPATION – REPORT SUBMITTED BY [REDACTED] NOTED

A report written by [REDACTED] was circulated in advance of the meeting and noted.

It was reported that the Association had been working with [REDACTED] for a couple of years and we were still at a basic stage of proceedings. A core group of tenants has not been established.

**CALVAY HOUSING ASSOCIATION MINUTES OF 2025/2026
MANAGEMENT COMMITTEE: 16th OCTOBER 2025**

A comment was made that initially 20 people joined the tenants group and this has reduced to 8 people and there is a concern that it will reduce again.

A question was asked of how long have we committed to funding the work with [REDACTED]. It was reported that we are charged for the hours that they complete.

Discussion took place and it was suggested that a time limit be placed on this. Another suggestion was that Wider Role Manager and Centre Manager are well known to tenants and they could work with tenants to develop a tenant scrutiny group.

It was asked how many people attended the last meeting with [REDACTED]. It was reported that 5 people had attended and another meeting was held on 13th October.

Some possible members were identified at the community fun day and via the Tenant Satisfaction Survey so it is thought [REDACTED] will be concentrating on these tenants.

All members agreed that a paper should be brought to the meeting in January and if nothing had been achieved by then that the work with [REDACTED] is ended.

**17 ESTATE MANAGEMENT POLICY – WRITTEN REPORT BY OPERATIONS
MANAGER APPROVED**

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

The Estate Management Policy was last published in February 2020 and is due for review. It is hoped that the new policy will allow for a more proactive approach rather than the current reactive one.

From 1st October new in house procedures will begin and estate management inspections have already started. There is no illusion that these will initially take up a lot of time but if the time investment is made now then there should be less follow up works as the regular inspections are carried out. It was stated that clean closes will be followed up in the new year.

The outcome of close inspections will be fed back via KPI reporting and it is hoped that there will be positive feedback from this. It is recognised that bins will generate the biggest amount of work.

A question was asked if annual visits to each tenant was in place. It was reported that it was not but had been raised before and will be reviewed at a later date.

A question was asked if tenants are consulted on key policies. It was reported that this is what TPAS are trying to set up.

A comment was made that section 1.3 was a bold statement to make "...will also ensure that our tenants comply with their tenancy conditions." It was reported that this is a public document so is intentionally bold.

Unanimous approval was given for the Estate Management Policy.

18 ALTERATIONS & IMPROVEMENTS POLICY – WRITTEN REPORT BY OPERATIONS MANAGER APPROVED

A report written by Operations Manager was circulated in advance of the meeting and noted.

The Association currently has two policies which covers Alterations and Improvements as well as Compensation for Alterations and Improvements. As part of the review of these policies it was decided that a new single policy and procedure document should be produced.

Approval was given for the policy to be approved as the main documents and the appendices as information documents.

Unanimous approval was given for the Alterations and Improvement Policy.

19 ASSET MANAGEMENT STRATEGY – WRITTEN REPORT BY OPERATIONS MANAGER APPROVED, SUBJECT TO AMENDMENT

A report written by the Operations Manager was circulated before the meeting and noted.

It was reported that this is the first time gathering all the information together into one document. Having an overview in one document is useful. The Strategy is listed in appendix 1 of the papers and details how the Association will manage and invest in its stock over the next three years.

A comment was made that to see it evolve in time is more strategic.

It was asked that the current lifecycles of components is added into the document.

It was reported that life cycles are what drives the improvement programme. If components are performing well then we will monitor it and there might not be a need to replace it as it reaches the lifecycle limit.

With the requested addition of current component lifecycles being added, all members approved the Asset Management Strategy.

20 DOMESTIC ABUSE POLICY – WRITTEN REPORT BY SENIOR HOUSING OFFICER APPROVED

A report written by the Senior Housing officer was circulated before the meeting and noted.

This is a new policy for the Association. The Senior Housing officer stated that legislation had been omitted but the policy referenced The Housing Scotland Act, Human Rights legislation and many others and it was a lot of information to enter into one paragraph. A comment was made that it was good to see the policy being put into place.

It was reported that the Association is looking at the Multi Agency Risk Assessment Conference (MARAC) approach. Training was provided to staff last year and we are looking at sourcing refresher training for them. One of

**CALVAY HOUSING ASSOCIATION MINUTES OF 2025/2026
MANAGEMENT COMMITTEE: 16th OCTOBER 2025**

the Committee members offered to assist with sourcing practical training that includes coercive control awareness and general training that will help staff to signpost people to appropriate support when they require it. **Senior Housing Officer will email Committee member to follow this up.**

It was asked if staff have access to counselling or support after they have dealt with a difficult incident. It was confirmed that there is EVH Counselling service available to them.

A question was asked about section 1.3 of the policy that states “we will deal with all reports of domestic abuse as an emergency and respond to them within 24 hours”. It was suggested that we include that this is excluding weekends or change it to within one working day.

It was suggested that if training is expensive we could combine it with other topics, e.g. Safeguarding or look at alternative providers as the quote received was very expensive.

With the suggestion made to change it to within one working day, taken into account, unanimous approval was given for the Domestic Abuse Policy.

21 SAFEGUARDING POLICY – WRITTEN REPORT BY WIDER ROLE MANAGER APPROVED, SUBJECT TO AMENDMENT

The draft policy written by the Wider Role Manager was circulated before the meeting and noted.

This is a new policy that is required as the wider role activities have expanded,

This is so staff know what to do if a disclosure is made to them and training for when they are working with unsupervised young people.

A comment was made that any events organised by the Events Committee ask that a parent is present so that staff are not alone with a young person.

It was asked that at 6.1 that volunteers are added.

It was asked that at 6.2 that it should be changed to Director OR Operations Manager.

It was asked if an equality impact assessment were carried out on policies. It was reported that we are trying to introduce this to policies and that Operations Manager had recently attended training on this.

A comment was made that there was nothing about the responsibility for Governing Body members. It was stated that there would be reports to Board Members on the performance of policies. It was agreed that there would be an annual report on the Safeguarding Policy as part of the governance report.

With the changes discussed taken into consideration, the Safeguarding Policy was approved.

22 ARC VALIDATION – WRITTEN REPORT BY DIRECTOR NOTED

The written report by the Director was circulated before the meeting and noted.

**CALVAY HOUSING ASSOCIATION MINUTES OF 2025/2026
MANAGEMENT COMMITTEE: 16th OCTOBER 2025**

It was reported that a post submission validation was carried out by Scottish Housing Network/ in June and July 2025.

Indicators were [REDACTED] commendations made and action points listed. This is carried out every 2 years. The actions can take some time to complete and they are part of the continuous improvement process.

It was reported that the post validation process was very insightful and was a good way to highlight learning points.

It was reported that there was nothing material reported to SHR. There are new structures and procedures in place in the Maintenance Team and it was noted that there was a long term absence in the department and that the action points in Indicator 10 were not carried out.

The contents of the report were noted along with the progress being made to implement the recommendations.

23 EWI UPDATE – WRITTEN REPORT BY OPERATIONS MANAGER NOTED

A written report by the Operations Manager was circulated before the meeting and noted.

It was reported that there are some snagging works to be completed. These include garden reinstatement and the adjustment of some of the canopies. The rendering is now safe and secure and should lead to warmer homes for tenants that are cheaper for them to heat.

Monitors have been placed in properties to measure results before and after the work was carried out.

It was asked if there would be any issues that would prevent Building Control signing off Barlanark Road. It was stated that the Association was not aware of any issues that would affect this.

A comment was made that it was great to see this work being completed.

The contents of the report were noted.

25 MINUTES OF OTHER MEETINGS

i) Draft Minutes of Audit & Risk Sub Committee meeting held on 31st July 2025

The draft minutes of the Audit & Risk Sub Committee meeting held on 31 July 2025 were circulated prior to the meeting and noted.

26 SIGNING OF MINUTES BY CHAIRPERSON

This will be done via DocuSign.

**CALVAY HOUSING ASSOCIATION MINUTES OF 2025/2026
MANAGEMENT COMMITTEE: 16th OCTOBER 2025**

27 ATTENDANCE AT MANAGEMENT COMMITTEE MEETINGS

This was noted.

28 AOCB

1. Possible Eviction

Senior Housing Officer gave an update on a possible pending eviction that for a tenant who has a serious hoarding issue.

A Decree was granted by the Sheriff on 3rd October 2025 and the tenant did not attend this hearing. There were regular inspections made of the property and the tenant had submitted a Subject Access Request via [REDACTED]. Once the Decree Extract is received the intention is to pursue the eviction. The property will require major remedial works. The initial estimate for this is [REDACTED] but that could increase once we get access to the property. This will have a huge impact on the budget and will take some time to complete.

[REDACTED]

It had reached 8pm so agreement was given to suspend the Standing Orders.

James Irvine left the meeting at 8.03pm

This part of the meeting ended at 8.10pm.

**7 MINUTES OF CONFIDENTIAL MEETING HELD ON 17TH JULY 2025
APPROVED**

[REDACTED] and staff left the meeting, other than the Director, while this item was discussed.

It was asked that the minute be changed to *list* recommendations.

29 DATE OF NEXT COMMITTEE MEETING

The next Management Committee meeting will take place on Thursday 20th November 2025

APPROVED _____

DATE _____