

**CALVAY HOUSING ASSOCIATION MINUTES OF 2023/2024
MANAGEMENT COMMITTEE: 8 JUNE 2023**

1 SEDERUNT

Present: Jim Gourlay - Chair
Alison A'Hara - Vice Chair
Chris Warwick - Secretary
Bryce Wilson - Treasurer
Steven Blomer - Committee Member
Julia Okun - Committee Member

Apologies: Jim Munro - Co-opted Member
Geri Mogan - Co-opted Member
Stacy Shaw

In Attendance: Nick Dangerfield - Director
Melissa Craig - Property Services Assistant

The Chair updated Committee on new potential candidates wishing to join the board. He advised that the candidates have been invited to observe the August Committee meeting so that they can get an insight prior to officially joining.

2 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

**3 MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 13 APRIL
- APPROVED**

The minutes of the Management Committee meeting held on 13 April 2023 were circulated prior to the meeting and noted. In response to a question from a Committee member, the Director advised not much progress had been made since the last discussion regarding replacing SDM. There is a consultant booked to come and have a look at the Association's general systems including SDM and it is hoped this will provide more information and recommendations to go forward with. At the moment the Director noted that SDM has been operating as normal and no issues experienced as yet.

In response to a query on the new financial procedures, the Director advised he still needs to meet with FMD to finalise a few points on things such as implementing separation of powers for authorising payments. The Chair also asked how the Association processes new contractor's bank details and if they were verified prior to payment via telephone, the Director advised he will query this with Finance Officer.

The minutes were approved on a motion by Bryce Wilson, seconded by Steven Blomer.

**4. MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 18 MAY
2023 – APPROVED**

The minutes of the Management Committee meeting held on 18 May 2023 were circulated prior to the meeting and noted. In response to a question from a Committee member regarding appraisals, The Chair advised the Director's

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appraisal will take place on 13th June and the Committee's thereafter. There is a tender currently on Quick Quotes in order to get external support in to conduct the appraisals which so far has two returns, the deadline is 16th June.

The minutes were approved on a motion by Bryce Wilson, seconded by Steven Blomer.

5 MATTERS ARISING FROM PREVIOUS MINUTES

There were no further matters arising.

6 QUARTER 4 REPORTING - MANAGEMENT COMMITTEE DECISIONS TRACKER TO END MARCH 2023 – WRITTEN REPORT BY CORPORATE SERVICES MANAGER – APPROVED WITH AMENDMENT.

A written report by the Corporate Services Manager was circulated to Committee prior to the meeting to note progress of decisions made at Management Committee meetings and noted. There was only one item outstanding at the end of March 2023, item 110.

Committee requested that item 116 which was recommended to be removed is kept on the tracker and made amber due to the action still ongoing. Otherwise the removal of all other completed actions was approved.

7 QUARTER 4 REPORTING – KPI'S TO END MARCH 2023 – WRITTEN REPORT BY DIRECTOR – NOTED.

A written report by the Director was circulated to Committee prior to the meeting and noted. The report gave Committee an overview of the quarterly performance for various aspects of the business. The following items were discussed;

- **Arc Number 30 – VOID Re-let times**

Committee expressed some concern over the re-let times for Q4. The Director advised there had been a number of contributors this including utility issues with voids, particularly one that lasted around two months, difficulties with contractors and the bad state which some voids were returned decoratively. Committee satisfied with explanation but advised to monitor this for the next quarter.

- **Arc Number 9 - Average time to complete NON-EME repairs**

Increased non-emergency repairs times again caused some discussion. The Director advised a number of contractors were unable to provide trades, which resulted in increased dependence on others as well as one main contractor going out of business. Part of contractor review, which is ongoing, will put emphasis on identifying new contractors to call on.

- **Arc Number 8 - Average time to complete EME repairs**

This statistic has also increased, a number of gas breakdowns were out with of timescale. Performance is being addressed with contractor and monitored.

- **Arc Number 6 - % of stock meeting SHQS**

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Number of stock meeting standard reduced which is unusual, as the Association has worked to improve this target. However, the Director informed this is down to the way these statistics were recorded which was wrong due to Calvay (along with several other HAs) interpreting advice from the SHR differently from how SHR intended.

The KPI report was noted.

8 QUARTER 4 REPORTING - REVIEW OF RISK REGISTER – WRITTEN REPORT BY DIRECTOR – NOTED

A written report by the Director was circulated to Committee prior to the meeting and noted. The report was a copy of the report sent to Audit & Risk on 4th May 2023. The report gives detail on the top 13 risks to the association, the following risks were discussed;

- **RiskSR19 – Render fell from building**

The Director informed that the risk of injury from render failure has been mitigated by erecting a scaffold shelter below the place where rendering has fallen. and receiving a report from surveyors following visual inspection of instances of similar render. However, a new building failure (balcony ceiling) has come to the association's attention. In response to the growing complexity of the situation and urgency to find a solution to the multiple building failures, a consultant has been appointed to project manage an options appraisal and mitigation measures. An options appraisal will be presented to the committee so that an informed decision about how to proceed can be made.

At the Management Committee meeting on August 17th 2023 the Committee will be presented with various options together with indicative costs, for decision.

- **Risk SR 32 – Risk Associated with insurance difficulties.**

The whole social housing sector faced difficulties in securing insurance this year and when insurance was eventually agreed the costs were significantly increased. There is a risk that there will again be difficulty in securing insurance next year which is obviously a major risk to the association. After a lengthy discussion regarding this, it was requested that The Director arranges for Bruce Stevenson to attend the August Audit and Risk meeting.

It was questioned if having a low number of members is a risk to the association, whilst it was agreed there wasn't any governance risk it is good practice to try and maintain a healthy number of members, The Director advised new attempts are being made to secure more members such as promotion at new tenant sign ups and an upcoming newsletter article.

The Director was also asked to find out if mould had been registered as a risk it was discussed at a previous meeting but unknown if risk was added due to recent cases in the media spot light. [Post meeting note – SR29 is "Damp and Mould"]

9 SETTLEMENT AGREEMENTS – NEW POLICY FOR APPROVAL – WRITTEN REPORT BY CORPORATE SERVICES MANAGER – APPROVED.

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As part of the ongoing work to improve governance within the Association, the introduction of this policy will ensure that the Association meets its requirements under Standard 5 of the Regulatory Framework (The RSL conducts its affairs with honesty and integrity), and in particular 5.7 and 5.8.

The Committee took some time to go over the policy, no issues were raised and the policy was unanimously approved.

10 CALVAY CRESCENT EXTERNAL WORKS – UPDATE WRITTEN REPORT BY OPERATIONS MANAGER - NOTED

A written report by the Operations Manager was circulated to Committee prior to the meeting and noted. The contents of the report had already been discussed at length under item 8. A further paper will be provided for Committee meeting of 22nd June 2023. It is asked that the committee note the report at this time.

11 UPDATE ON WORK WITH GRAVITATE HR

The Chair gave a brief update of work ongoing with Gravitate HR. This includes revising staff job descriptions, producing a performance management plan and assisting with the Directors appraisal, It is hopeful that in the end staff will have updated relevant job descriptions and along with this objectives and goals.

12 RISK MANAGEMENT – STANDING ITEM

A Committee member questioned if this is still a required standing item on the agenda due to it being requested by former Committee member. The Director advised he will check the risk policy to see if this is a requirement if so it will need to remain as a standing item. Risks were already discussed under item 8 so no further discussion required. It was requested that going forward all risk items are placed together on the agenda.

13 QUARTER 4 REPORTING - NOTIFIABLE EVENTS TO END MARCH 2023 WRITTEN REPORT BY DIRECTOR - NOTED

A written report by the Director to inform Committee of the current status of all reported notifiable events was circulated to Committee prior to the meeting and noted. There are still two open notifiable events both relating to material falling off buildings, which is work in progress and already discussed extensively. In response to a question, the Director confirmed that due to a Committee member resigning at the last meeting for non-personal reasons this will also need to be reported as a notifiable event.

14 NOTIFIABLE EVENTS TO THE REGULATOR – STANDING ITEM

Discussed under item 13.

15 SCOTTISH HOUSING REGULATOR - UPDATE

The Chair advised he has spoken directly with the regulator regarding the recent notifiable event and will give updates in due course.

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16 SIGNING OF MINUTES BY CHAIRPERSON

The minutes were duly signed by the Chair.

17 MINUTES OF OTHER MEETINGS

- i. Draft Minutes of the Audit & Risk Sub Committee held on 23 May 2023– Noted.

18 AOCB

Governance Review Report – Indigo House

The Director informed he has sent revised version of the review to the Chair. The final version of the report implements some significant changes requested including wording of some parts. The Director stated the report will never be exactly the way Committee desire however the goal now is to have an agreed report.

Committee again expressed their disappointment at the first report stating that parts of the report were factually inaccurate and hoped to see positive changes. Updates and final version to be circulated.

19 DATE OF NEXT COMMITTEE MEETING

The next meeting of the Management Committee is scheduled to take place on Thursday 22 June 2023.

APPROVED _____

DATE _____