

**CALVAY HOUSING ASSOCIATION MINUTES OF 2021/2022
MANAGEMENT COMMITTEE: 21 OCTOBER 2021 – HELD AT CALVAY CENTRE,
MAIN HALL**

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

Apologies: Sandra McIlroy - Committee Member

In Attendance: Nick Dangerfield - Director
Eileen Stevenson - Corporate Services Assistant
Julia Okun - Observer
Gill Montgomery - Development Consultant
(Items 1-6, 11 only)

2 OBSERVERS

Julia Okun attended the meeting as an observer, with a view to re-joining the Committee. This will be on the Agenda at the next meeting in November.

3 DECLARATION OF INTERESTS

There were no declarations of interest expressed.

4 MINUTES OF PREVIOUS MANAGEMENT COMMITTEE MEETING ON 16 SEPTEMBER 2021 - APPROVED

The minutes of the previous meeting held on 16 September 2021 were circulated prior to the meeting and noted. The minutes were approved on a motion by Pauline Barr and seconded by Alison A'Hara.

5 MATTERS ARISING FROM PREVIOUS MEETINGS

Chris Warwick confirmed his acceptance to the Audit & Risk Sub Committee. The Chair enquired if anyone required transport to Kastriot's for the Committee Evening Meal being held on Friday 22nd October. Jim didn't recall receiving an invite but would still be able to attend and requested the postcode.

6 SIGNING OF OUTSTANDING ANNUAL FORMS

The Director confirmed that all outstanding forms had now been received.

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**DEVELOPMENT UPDATE – WRITTEN REPORT BY
DEVELOPMENT CONSULTANT- NOTED**

This item was brought forward to allow the Development Consultant to leave the meeting early

A written report by the Development Consultant was circulated to Committee prior to the meeting and noted. The Development Consultant advised that our previous submission had been quarantined by GCC's IT Department but all updated figures and documents have now been re-submitted. Hopefully the 3 outstanding conditions and the revised offer of budget will be approved within a week or two and a full update will be provided at the November Committee Meeting.

The Development Consultant left the meeting at this point.

**7 ANNUAL ASSURANCE STATEMENT – WRITTEN REPORT BY
DIRECTOR – NOTED.**

A written report by the Director was circulated to Committee prior to the meeting and noted. A discussion was had on the Equalities Act and in particular, Diversity, with Committee keen to fully explore this next year with a view to encouraging membership from the wider tenant population to both the Association and to the Committee.

The draft assurance statement was unanimously approved.

8 APPLICATIONS FOR MEMBERSHIP

There are no new applications for membership.

9. TRAINING AND EVENTS

- 9.1 Scrutiny and Challenge Masterclass – Thursday 28th October 6pm. As only two committee members could attend this training session it was agreed this would be re-scheduled to Thursday 2nd December.
- 9.2 Governance Masterclass (Part One) – Thursday 2nd December. As this has been replaced with the Scrutiny and Challenge Masterclass the trainer will be contacted for revised dates in the New Year.

**10. ACTION PLAN – PROGRESS UPDATE – WRITTEN REPORT BY
DIRECTOR – NOTED**

A written report by the Director was circulated to Committee prior to the meeting and noted. Most actions have either been marked as Completed, In Progress or have been delayed due to Covid. In response to a question raised by a Committee Member it was agreed that the Comments section for the following actions would be changed:

- 1. Page 1 - Scrutiny Mechanisms to be established – Replace “Unlikely to

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be achieved” with “Deferred until 22/23”.

2. Page 5 – GB knows about covenants and fully understands their implications - replace the last part of the sentence “.....but could slip further” with “ and will be delivered by Nov 23”
3. Names of the members of staff who are no longer with the Association or have been superseded by another will be updated at the next Review.

11. DEVELOPMENT UPDATE – WRITTEN REPORT BY THE DEVELOPMENT CONSULTANT – NOTED

This agenda item was brought forward and agreed in item 6 – see above.

12 NOTIFIABLE EVENT TO THE REGULATOR – WRITTEN REPORT BY DIRECTOR - NOTED.

A written report by the Director was circulated to Committee prior to the meeting and noted. The Director is confident that with the various advertisements currently being circulated this will be resolved by the end of the year. In addition one of the Committee Members also offered to circulate the vacancy via their extensive LinkedIn contacts which may provide more applications.

13. SCOTTISH HOUSING REGULATOR - UPDATE - VERBAL REPORT BY DIRECTOR

The Director advised Committee that the Regulator is giving a great deal of focus to Equalities within RSL's.

Nothing further to report.

14 SIGNING OF MINUTES BY CHAIRPERSON

These will be signed after the meeting.

15. OUTSIDE BODIES

i. Employers in Voluntary Housing

The representative advised they had attended a session on “Health All Around” a project being run by the Health Board and Scottish Government, and while it was informative it was not really relevant for Housing Associations. Mindfulness courses are also being run. They will be looking at pay negotiations again as the Consumer Price Index (CPI) is expected to be above 2.5% for October. It was also highlighted that there is not enough trained housing staff in the sector, in particular Maintenance Officers, who are leaving to join the private sector. This led on to a discussion regarding the Maintenance section of Calvay as we currently have 2 members of staff on temporary contracts. These have been extended until the end of June 22 but in reality will have to be looked at in March as it will probably be around this time that they may start to look for other jobs. It was agreed this would be discussed more fully at the upcoming “Away Day” being

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held in November.

ii. Glasgow and West of Scotland Forum

The representative advised recent slides had been added to Decision Time.

iii. Easterhouse Housing and Regeneration Alliance

The representative advised that 2 MSP's attended the last meeting, John Mason and Ivan McKee but they could only reiterate that there were no funds available for the area. This is following the publication of a Covid Report commissioned by EHRA on the impacts of Covid on the East End of Glasgow and the neglect of the area and its residents. EHRA are very keen to promote this report and are in talks with a PR Company, BIG, to publicise the report to its full extent and bring it to the attention of the media. It was recommended by a Committee Member that if a PR Company is engaged then it would be prudent to have a milestone based contract put in place.

iv. SHARE

The representative advised that the CEO, Mary McLuskey, has been head hunted by another organisation and resigned. In the meantime SHARE are looking to appoint an interim manager. A Committee Member offered to pass on the details of an organisation that specialises in the provision of fully qualified CEO's on an interim basis which may be of assistance to SHARE in their search for a temporary replacement.

16 AOCB

i. Decision Time

A Committee Member requested that the reference to "Invitees" on the Downloaded Pack be amended to "Membership" however it was advised this was a software issue and could not be changed.

17. DATE OF NEXT MEETING – THURSDAY 25TH NOVEMBER 2021

APPROVED _____

DATE _____