

**CALVAY HOUSING ASSOCIATION MINUTES OF 2024/2025
MANAGEMENT COMMITTEE: 23 JANUARY 2025**

1 SEDERUNT

Present: Steven Blomer - Chair
Bryce Wilson - Vice Chair
Jim Munro - Committee Member
Gordon Laurie - Appointed Member
Lauren Austin - Committee Member (via Zoom)
Lawrie West - Appointed Member
Peter Howden - Committee Member
Alison A'Hara - Committee Member
Margaret Scott - Committee Member

Apologies: Geri Mogan - Committee Member

In Attendance: Nick Dangerfield - Director
Derek Baker - Operations Manager
Tracy Boyle - Corporate Services Manager
Gail Dockrell - Senior Housing Officer
Fiona Nicholl - Finance Consultant, FMD
(Items 1-10)

2 DECLARATIONS OF INTEREST

It was agreed that although they would take part in the discussions, the tenant members of the Committee declared an interest in Item 8 – Rent Increase 2025/26.

3 MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 23 NOVEMBER 2024 - APPROVED

The minutes of the Management Committee meeting held on 23 November 2024 were circulated to Committee prior to the meeting and noted.

Item 21 – Q2 Reporting – Management Committee Succession Planning Update

A Committee Member requested a correction to the minutes to reflect that a substantial list of contacts had been passed to the Director, not just two or three. This correction was agreed.

Otherwise the minutes were approved on a motion by Bryce Wilson, seconded by Gordon Laurie.

4 MATTERS ARISING FROM PREVIOUS MEETINGS

Item 6 – Q2 Reporting – Management Accounts to end September 2024

In response to a question from a Committee Member regarding treatment of the EWI Project in the accounts, the Finance Consultant advised that she will still need to speak to the Project Co-ordinator to get a breakdown of costs and that this will need to be done before year end. The costs are still excluded from the interest cover covenant.

**CALVAY HOUSING ASSOCIATION MINUTES OF 2024/2025
MANAGEMENT COMMITTEE: 23 JANUARY 2025**

Item 21 – Q2 Reporting – Management Committee Succession Planning Update

In response to a question from a Committee Member on progress, the Director advised that one resident and one tenant member have been in for an interview with himself and the Chair and have subsequently submitted application forms. They will be invited to attend February's meeting as observers, a decision to be taken on their co-option at the March meeting with a view to them attending their first full meeting as co-opted members in April.

Derek will share details of Committee vacancies on LinkedIn and Lauren has offered to share on Yammer in her workplace.

A Committee Member suggested it may be prudent to make a courtesy call to the Regulator to advise of Helen Forsyth's resignation, albeit for personal reasons. They may wish to suggest someone else who would be suitable as an Appointed Member. Lawrie West advised Committee that he has agreed to remain on the Committee for a further year.

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

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

Following a question submitted on Decision Time and further discussion, it was agreed to keep Item 210 on the tracker.

Otherwise the removal of the completed actions was approved.

The Chair brought Item 7 forward to this point in the meeting.

7 WIDER ROLE FUNDING

Please refer to confidential minute.

6 2ND DRAFT ANNUAL BUDGET 2025/26 AND 30 YEAR PLAN – WRITTEN REPORT BY FINANCE CONSULTANT APPROVED

A written report by the Finance Consultant was circulated to Committee prior to the meeting and noted. The Finance Consultant advised that there had been some changes made to this version since the first draft and there are still further changes to be made.

The Finance Consultant took Committee through her report, firstly noting the main budget outturns. With regard to the proposed Treasury Management Strategy, the Finance Consultant advised she would like to look at the maintenance and EWI costs again to ensure that these are as accurate as possible. However it looks like the Association will not need to take advantage of the extra borrowings made available by [REDACTED].

With regard to the Association's loans, the Finance Consultant advised that some has been fixed and suggested it could be part of the Treasury Management Strategy to fix more. However, it was noted that the current fixed rates offered by [REDACTED] are not particularly attractive.

**CALVAY HOUSING ASSOCIATION MINUTES OF 2024/2025
MANAGEMENT COMMITTEE: 23 JANUARY 2025**

In terms of the agreed 'Golden Rule', it was noted that the decision taken under Item 7 will reduce the amount of headroom in the interest cover covenant, however this will not materially affect the budget. Some other changes have still to be made, e.g. the Operations Manager is looking at finalising the factoring fee, however this is immaterial.

The Finance Consultant advised that a meeting had been held with the insurance broker and a slight reduction in property insurance costs may be possible.

Committee were advised that the Pensions Trust are re-introducing past service deficit payments from 2026. This is expected to be around the same figure as was paid before, which is around £30k. There will be more narrative on underlying assumptions on the final 30 year plan when this is approved.

A Committee Member highlighted references to a couple of different CPI figures mentioned and sought clarification on the actual figure used. The Finance Consultant confirmed that the higher November figure is the correct one.

With regard to Direct Services, it was noted that a service charge review will be carried out next year. There is likely to be an increase in the cost of service charges and we would be looking to implement this increase in 2026.

In response to a question regarding a significant reduction in the reactive maintenance budget, the Operations Manager advised that the Management Accounts for Q3 will determine if this reduction is sustainable. We have introduced a Schedule of Rates, which has reduced costs. The Finance Consultant confirmed that we will have a better idea of the Q3 costs over the next couple of weeks.

A Committee Member further highlighted the substantial reduction in the major repairs budget. The Operations Manager advised that some additional works have been instructed for Q4 – additional boilers, etc and more money has been secured for Stage 3 adaptations. A Committee Member suggested that the Association may have to consider funding some adaptations itself in the future. Another Committee Member suggested returning to the City Council to find out if any further funding is available.

In response to a question from a Committee Member regarding a reduction in property depreciation, the Finance Consultant advised that she will double check this prior to final budget approval.

The Finance Consultant advised that it is her intention to do a forecast on covenant compliance at the end of each quarter. It was agreed that these will be shown, in cash terms, for the interest cover covenant headroom as well as the percentages and will be included in the final Budget.

It was confirmed that costs for a trainee had been included in the budget.

Committee approved the second draft budget, subject to the changes discussed.

**CALVAY HOUSING ASSOCIATION MINUTES OF 2024/2025
MANAGEMENT COMMITTEE: 23 JANUARY 2025**

**8 RENT INCREASE 2025/26 – WRITTEN REPORT BY OPERATIONS
MANAGER APPROVED**

A written report by the Operations Manager was circulated to Committee prior to the meeting and noted. The Operations Manager went through the report, noting that the Association had received an excellent response rate and over a third of the respondents had voted for the higher option. It was noted that although the recommendation was for the lower option of 3.3%, Committee were reminded of the extra monies available for Wider Role activities if they choose the higher option of 4.3%

Committee approved a rent increase of 3.3%.

**9 AMENDMENTS TO KPI'S – WRITTEN REPORT BY OPERATIONS
MANAGER APPROVED**

A written report by the Operations Manager was circulated to Committee prior to the meeting and noted. It was noted that Committee had previously acknowledged there were too many KPI's, particularly because of the staff time involved in preparing these each quarter. However, it was also noted that Committee want to be reassured they are getting the key information they need.

Some discussion took place on the recording of information via [REDACTED] and it was noted that we are likely to remain with [REDACTED] for at least the next one/two years and there have been some signs of improvement with the system. It was agreed that the upcoming user group meeting could be a useful way to gauge how much can be collated/produced for the ARC.

It was agreed to remove the KPI's highlighted in the report but ensure that the appropriate KPI's are added back in for recording dampness and mould cases. Narrative will be produced where appropriate, e.g. to explain longer relet times, etc.

Committee approved the recommendations contained within the report, subject to the amendments.

**10 [REDACTED] UPDATE – VERBAL REPORT BY DIRECTOR APPROVED –
UPDATED SIGNATORIES APPROVED**

The Director advised that the signatories for the Association's [REDACTED] account require to be updated. It was noted that the former Chair should be removed and to give more flexibility the Operations Manager and the Finance Officer should be added. The new signatories would be the Director, Operations Manager, Finance Officer, Chair and Vice Chair.

The Resolution set out in the Authority section of the [REDACTED] Mandate form was passed at this Meeting at which quorum was present.

In respect of this mandate:

- all signatures are genuine
- the information given is correct
- there are no limitations on the powers of the Business / Organisations constitution or otherwise to provide this mandate to the Bank in order to regulate its future dealings with the Bank.

**CALVAY HOUSING ASSOCIATION MINUTES OF 2024/2025
MANAGEMENT COMMITTEE: 23 JANUARY 2025**

The Finance Consultant left the meeting at this point.

11 SIGNING OF MINUTES BY CHAIRPERSON

This will be arranged via Docusign.

12 MINUTES OF OTHER MEETINGS

i. Draft Minutes of the Staffing Sub Meeting held on 5 December 2024 noted

The draft minutes of the Staffing Sub Committee meeting held on 5 December 2024 were circulated prior to the meeting and noted. In response to a question from a Committee Member, the Corporate Services Manager advised that training on the new sexual harassment legislation has been organised for Committee Members in March.

In response to a question from a Committee Member regarding filling the place on Staffing Sub left vacant by Helen Forsyth's recent resignation, it was agreed that Margaret Scott would take this place.

13 ATTENDANCE AT MANAGEMENT COMMITTEE MEETINGS – STANDING ITEM NOTED

Committee attendance at Management Committee meetings was noted.

14 AOCB

i. EWI Project – written report by Operations Manager circulated prior to the meeting and noted.

It was noted that this report had been circulated later as information was awaited from [REDACTED]. The Operations Manager advised that he and the Director had met with [REDACTED] on Monday. Additional crews will be on site in the next couple of weeks. Once the programme/cashflow has been properly reviewed, a further update will be provided.

Negotiations are ongoing with the Scottish Government regarding the funding, however no further variations to the contract have been received since the last meeting. To give assurance on the work to the gas flues, [REDACTED] were commissioned to inspect 10% of [REDACTED]. The Operations Manager has spoken to the Director at [REDACTED] who has confidence in the works carried out to date by [REDACTED]. Committee noted that the percentage of checks can always be amended if required.

Some discussion took place on ways to assist vulnerable tenants to recognise serious alarms such as carbon monoxide.

In response to a question from a Committee Member regarding [REDACTED] presence on site, the Operations Manager confirmed they are very much present, with a new Tenant Liaison Officer

**CALVAY HOUSING ASSOCIATION MINUTES OF 2024/2025
MANAGEMENT COMMITTEE: 23 JANUARY 2025**

in post and regular meetings taking place with various [REDACTED] staff.

In response to a question from a Committee Member, the Operations Manager confirmed that the project is probably about a third completed. We have also received some very positive comments from residents who have had this work carried out in relation to improved heating in their homes. The Operations Manager advised that satisfaction surveys will be issued to everyone at the end of the contract.

ii. Storm Eowyn

It was noted that the office will be closed on Friday 24 January due to the red weather warning. Procast have advised that they have tied all scaffolding back to the buildings and were moving loose boards out of harm's way.

iii. Long Service

Committee passed on their congratulations and appreciation to Gail Dockrell, Senior Housing Officer on 35 years' service at Calvay. Gail received the Long Service Award from EVH and an article will be placed in the next Newsletter.

APPROVED _____

DATE _____