

**CALVAY HOUSING ASSOCIATION MINUTES OF 2024/2025
MANAGEMENT COMMITTEE: 27 MARCH 2025**

1 SEDERUNT

Present:	Steven Blomer	-	Chair
	Bryce Wilson	-	Vice Chair
	Jim Munro	-	Committee Member
	Gordon Laurie	-	Appointed Member
	Lauren Austin	-	Committee Member
	Lawrie West	-	Appointed Member
	Peter Howden	-	Committee Member
	Alison A'Hara	-	Committee Member
	Margaret Scott	-	Committee Member
	Geri Mogan	-	Committee Member
	Michelle McGill	-	Committee Member
In Attendance:	Nick Dangerfield	-	Director
	Derek Baker	-	Operations Manager
	Tracy Boyle	-	Corporate Services Manager

2 DECLARATIONS OF INTEREST

Staff members present declared an interest in Item 12 – Pension Contribution.

3 MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 27 FEBRUARY 2025 APPROVED

The minutes of the Management Committee meeting held on 27 February 2025 were circulated to Committee prior to the meeting and noted.

These were approved on a motion by Bryce Wilson, seconded by Lawrie West.

4 MATTERS ARISING FROM PREVIOUS MEETINGS

14. EVH Ballot

The salary increase has been agreed at 4%.

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. It was agreed to remove the completed actions and additionally, no. 32 on the tracker.

6 APPROVAL OF BUSINESS PLAN – WRITTEN REPORT BY DIRECTOR APPROVED

A written report by the Director was circulated prior to the meeting and noted. A Committee Member reiterated that he thought there would be a benefit to looking at the staff structure, i.e. ensuring that resources are focused in the right places, for example tenant participation. The Committee Member also thought that the Association should focus on what it will do if the wider role funding is not extended, but would not expect to see an increase in the salary bill.

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The Director advised that consultants had come up with a proposal for a revised staff structure less than three years ago as part of an organisational review. The proposed staff structure was rejected by Committee at the time, therefore recruitment was carried out based on this decision.

[REDACTED] were commissioned to review all job descriptions and the Director advised that the wider role team would be keen to assume more responsibility for tenant participation.

A Committee Member suggested that the staffing structure should be looked at again, perhaps in the second half of the year and another Committee Member suggested this does not have to be a quick process and we could look at appointing someone to assist. Another Committee Member suggested tying this in with the budget planning and Committee away day and it was agreed we should not lose sight of this.

Some discussion took place regarding IT and possibly partnering with another association on this to set up and IT strategy, improve processes, etc.

Following discussion regarding asbestos, it was agreed that Derek will some sort of milestone achieved for asbestos for March next year.

Otherwise, the Business Plan was approved.

7 CONFIDENTIAL STAFFING PAPER – WRITTEN REPORT BY DIRECTOR APPROVED

[REDACTED]

8 PROPOSED LOCAL LETTINGS PLAN 2025/26 – WRITTEN REPORT BY OPERATIONS MANAGER APPROVED

A written report by the Operations Manager was circulated prior to the meeting and noted. The changes were unanimously approved.

9 APPOINTMENT OF NEW COMMITTEE MEMBERS – WRITTEN REPORT BY DIRECTOR APPROVED

A written report by the Director was circulated prior to the meeting and noted. It was agreed that James Boyle and Sunday Okewole should be appointed to fill the two casual vacancies.

Committee Members also approved the membership application of [REDACTED], who is interested in joining the Committee and will attend June's meeting as an observer.

10 REVISED CODES OF CONDUCT – WRITTEN REPORT BY CORPORATE SERVICES MANAGER APPROVED, SUBJECT TO AMENDMENT

i. Committee Code of Conduct

It was agreed to amend the second column of section 2.3 of the protocol, “Delegated Authority to oversee potential breaches” to “Chair, Vice Chair **and one other member of the Chair’s choosing**”.

ii. Staff Code of Conduct

This was approved.

11 EWI UPDATE – WRITTEN REPORT BY OPERATIONS MANAGER NOTED

A written report by the Operations Manager was circulated prior to the meeting and noted. Committee were advised that the project is currently ahead of schedule and we will be able to spend full grant and then start drawing down on the private finance. The Scottish Government are satisfied with what has been claimed for so far. In response to a question regarding feedback from tenants, the Operations Manager advised that satisfaction surveys are due to be sent out via CX-Feedback, however early feedback from the first blocks has been that the houses were warmer this winter. Committee also noted that a tenant is piloting the first heat source pump and will provide feedback on that. In response to a further question, the Operations Manager confirmed that we will not pursue the claim for the prelims any further and confirmed this has been allowed for in the cash flows. Committee noted their frustration and disappointment in the change of direction from the Scottish Government in relation to this.

12 PENSION CONTRIBUTION – WRITTEN REPORT BY DIRECTOR APPROVED

A written report by the Director was circulated to Committee prior to the meeting and noted. The recommendation contained within the report was approved.

13 REVISED FORMER TENANT ARREARS WRITE-OFFS – WRITTEN REPORT BY SENIOR HOUSING OFFICER NOTED

A written report by the Senior Housing Officer was circulated prior to the meeting and noted. The revised figures contained within the report were noted.

14 PENDING EVICTIONS – WRITTEN REPORT BY SENIOR HOUSING OFFICER NOTED

A written report by the Senior Housing Officer was circulated prior to the meeting and noted. A Committee Member cited a recent decree awarded in Ayrshire and recommended that any protected characteristics or vulnerabilities are checked and taken into account in future eviction cases.

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**15 REVIEW OF REGISTER OF INTERESTS – WRITTEN REPORT BY
CORPORATE SERVICES MANAGER NOTED**

A written report by the Corporate Services Manager was circulated prior to the meeting and noted. There were no further comments.

16 MINUTES OF OTHER MEETINGS

There have been no sub committee meetings since the last Management Committee meeting.

17 SIGNING OF MINUTES BY CHAIRPERSON

There will be signed via DocuSign.

18 ATTENDANCE AT MANAGEMENT COMMITTEE MEETINGS

This was noted.

19 AOCB

There was no further business.

20 DATE OF NEXT MEETING

The next meeting is due to be held on Thursday 24 April 2025.

APPROVED _____

DATE _____