CALVAY HOUSING ASSOCIATION MINUTES OF 2025/2026
MANAGEMENT COMMITTEE 22nd JANUARY 2026

1 SEDERUNT

Present:	Steven Blomer	-	Chair
	Bryce Wilson	-	Vice Chair
	Peter Howden	-	Committee Member
	Gordon Laurie	-	Appointed Member
	Janice Mitchell	-	Committee Member
	Jim Munro	-	Committee Member
	Michelle McGill	-	Committee Member
	Sunday Okewole	-	Committee Member
	Lawrie West	-	Appointed Member
	James Irvine	-	Committee Member
	Neville Wood	-	Committee member (By Zoom)
In Attendance:	Nick Dangerfield	-	Director
	Tracy Boyle	-	Corporate Services Manager
	Gail Dockrell	-	Senior Housing Officer
	Calum McLeod	-	Senior Maintenance Officer
	Liz Campbell	-	Corporate Services Assistant (Minute Taker)
	Della McKelvie	-	Observer
	John Goodwin	-	Observer
Apologies:	Alison A'Hara	-	Committee Member
	Lauren Austin	-	Committee Member

[redacted] has requested a Leave of Absence. A three month Leave of Absence was granted. This was approved by all members in attendance.

2 DECLARATIONS OF INTEREST

All committee members who are Tenants of the Association declared an interest in item 6, Rent Increase.

3 MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 20TH NOVEMBER 2025

The minutes of the Management Committee meeting held on 20th November 2025 were circulated to Committee prior to the meeting and noted. The minutes were approved and proposed on a motion by James Irvine and seconded by Gordon Laurie.

4 MATTERS ARISING

It was asked if the annual salary increase had been confirmed. It was stated that a rise of 5.1% had been agreed. EVH have issued the new salary scales.

It was asked if the tree works are still included in the draft budget twice. It was confirmed this has been rectified.

It was asked if the window, kitchen and bathroom projects were on site. It was reported that the window surveys have been completed and the windows are now being manufactured. Most of the kitchen and bathroom surveys have

now been completed and it is anticipated that works will commence at the beginning of February. It was confirmed that these would be completed in this financial year.

5 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.

All members in attendance agreed that the completed items are removed from the tracker.

6 RENT INCREASE – WRITTEN REPORT BY DIRECTOR APPROVED

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

It was reported that there had been a good response to the Rent Consultation and 186 responses were received. This is a return rate of 22%. In comparison, last year the response rate was 12% and at that time, had been the highest return received.

Appendices were attached to the paper that showed how Calvay's proposed increase compared to other similar RSLs, a copy of all the comments that had been received as part of the consultation.

Discussion took placed and it was stated that the comments received were fair and well informed. It was stated that a good quality consultation exercised had been undertaken. Although our increase is slightly higher than some other RSLs this year, the increase last year was lower than others and overall we are not significantly above the other increases.

Unanimous approval for a rent increase of 6.9% was given. [redacted]

7 DRAFT UPDATE OF BUSINESS PLAN FOR 2026-27 – WRITTEN REPORT BY DIRECTOR APPROVED

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

This is the third and last part of the three year Business Plan. There are some updates required to the finance section and the action plan section.

At the planning day in November a review of Strength Weakness, Opportunity and Threat (SWOT) analysis and our Political, Economic, Social, Technological, Legal and Environmental (PESTLE) analysis were carried out.

There are three significant projects in the pipeline for next year. These are:

1) <u>EWI Stage 2</u>

There may be an opportunity to access additional funding to carry out EWI works. This is being led by a contractor who has access to funding from an

energy supplier. The initial proposal is to carry out EWI work in a further 6 closes. It may also be possible for solar panels to be fitted. These are the last batch of tenements that have not had EWI improvements. They were not in the previous works as the render was securely in place.

The amount of grant available depends on the condition of each property but it is anticipated that Calvay would be required to pay significantly less than 50% of the total costs. The lower the EPC rating of the property the more grant that would be available.

Once surveys have been carried out the contractor will write a proposal and we can then take a formal decision on next steps.

A question was asked about how this would sit with planned maintenance and other commitments. It was reported that we would need to see what our contribution would be before any commitments were made.

It was asked if this would be the same type of works as the previous EWI project. It was reported that it would be very similar. It was reported that this would mean all our properties had EWI work carried out or were a new build property.

2) Migration To A New IT System

This is also a large project.

3) Service Charge/Rent Review

A consultation takes place each year for the rent increase but there is not the same level of transparency for the service charges. If there was a consultation and people saw the landscaping costs but did not want to pay that we could look at what they want to pay. However, less charges would mean less services received.

There has been a 10% increase in the landscaping charges but the annual rent increases have not matched this increase.

The other services that are delivered are close cleaning, stair lighting, bin store maintenance and bulk pull thru service for tenemental properties.

Introducing more service charges and relating these to the properties receiving the services would mean an increased costs falling on f tenemental properties. For this reason, a rent review needs to take place alongside a service charge review.

It was agreed that this a lot of work for one year. It was confirmed that a final draft business plan update will be brought for Committee consideration.

The update of the Business Plan 2026-27 was noted.

8 POLICY REVIEW – ARREARS & DEBT MANAGEMENT – WRITTEN REPORT BY SENIOR HOUSING OFFICER APPROVED

A written report by the Senior Housing Officer was circulated to the Committee prior to the meeting and noted.

It was reported that minor changes had been made to the previous policy and it had been reworded so that the document flowed better.

It was asked how rigidly is rent payments in advance enforced and was this a realistic expectation. It was reported that it is 98% of new tenants were able to pay, but if it was someone who was coming from homelessness or other difficult circumstances a discussion would be held and a repayment plan made; discretion is applied.

It was asked when the last internal audit on arrears was carried out. It was reported that this was around 3 years ago. It was reported that this might be part of the proposed Audit Plan for this year.

A question was asked about the Equality Impact Assessment (EIA) and that it included a lot of reference to situations involving abuse. It was stated that a EIA should be considered for all policies. There are cases where domestic abuse can cause financial difficulties so that would impact arrears.

It was asked if approach of the arrears policy met Scottish Housing Options procedures and if realistic conversations were held with tenants.

It was reported that there is always a realistic conversation held. The procedures are in line with the guidance but we need to be able to adapt to individual circumstances.

It was reported that we use our own Welfare Rights advice first and that we have never had a response from Homeless Case Team regarding Section 11 notifications. We have regular meetings with the Homeless Case Team.

A comment was made that at the Audit & Risk meeting on 12th February the internal Audit Plan for 2026/2027 will be discussed. It was suggested that the review of Arrears is delayed to allow the new Policy and procedures to bed in. Agreement was given for this.

The revised Arears & Debt Management Policy (V5) was unanimously approved.

9 POLICY REVIEW – ENTITLEMENTS. PAYMENTS & BENEFITS – 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.

It was reported that this is a SFHA model policy that was released in January 2026. The changes made reflect the decision made by Committee at the meeting on October 2025 that tenancies being offered to Committee or Staff members should be approved by Committee in advance. Details of the changes to the wording were attached to the paper. A comment was made that this gives protection to staff as they don't have the final say on what could be a contentious decision.

It was stated that the numbers for this will be small and won't have a significant impact on voids. It was confirmed that it would be required on rare occasions.

It was asked if the annual report mentioned in section 2.5 in the new policy has been done. It was confirmed that it wasn't undertaken in the past but it will be completed in the future.

All members in attendance approved the adoption of the SFHA Model Entitlements, Payments and Benefits Policy with the agreed amendments included.

10 POLICY REVIEWS – 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.

i) COMMITTEE RECRUITMENT

There have been minor changes made and the wording has been streamlined.

It was asked if the wording at section 3.1 could be changed and the word make added so it reads " we do not make payment….."

With the amendments agreed taken into consideration approval was given by all members for the Committee Recruitment Policy.

ii) COMMITTEE EFFECTIVENESS

There were no questions asked and all Committee Members in attendance approved the Committee Effectiveness Policy.

11 COMMITTEE LEARNING & DEVELOPMENT PLAN 2026-27 – 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 if we had looked at the [redacted] information that had been forwarded by a Committee member. It was stated that it is £350 for the year but the training is good quality and the webinars can be recorded and viewed at a later date. It was reported that we use Virtual College who provide online training.

Members were asked to confirm if they were still happy for the finance training to be delivered by [redacted] our Finance Consultant as this would mean it could be tailored to our specific needs. All members were in agreement with this and it was confirmed that the two training sessions would take place in person.

The Committee Learning & Development Plan for 2026-27 was approved by all members who were present.

12 APPROVED VARIATIONS TO STAFF TERMS AND CONDITIONS – WRITTEN REPORT BY DIRECTOR APPROVED

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

A recommendation had been made by the Staffing Sub Committee at their meeting in December 2025 for this matter to be considered at Management Committee meeting.

A variation to the employment contract was approved by JNC. The variation is that up to 4 weeks paid leave would be granted a member of staff lost a child under the age of 18.

A question was asked if we would need to consult with staff. It was stated that there is nothing in this change that is detrimental to staff contracts as it is an enhancement so no consultation would be required.

Unanimous approval was given to grant up to 4 weeks' paid leave if a member of staff lost a child under the age of 18.

13 BIN STORE MAINTENANCE & BULK REMOVAL PROCUREMENT – WRITTEN REPORT BY OPERATIONS MANAGER APPROVED

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

The bulk pull through and disposal service is provided by a contractor but had not been tendered so a procurement by exception was previously agreed by Committee.

The contractor we had been using is now VAT registered so costs are 20% higher than they were previously.

This service equates to a service charge of approximately £ 6.14 per month for tenants who receive this service.

A question was asked that this cost will be included in charges from 1st April. It was confirmed that it would be and tenements had been previously charged for bulk pull through services but not for the disposal costs. We are paying for around 5 loads per week to be disposed of.

It was asked if this would be charged across the board. It was reported it would be charged to tenemental properties and that a full service charge review will be undertaken before 1st April 2027.

Discussion took place about service charges and it was stated that as we have costs we can run through various modelling scenarios. Should everyone be charged for gardening or just those in the Crescent? Should properties that are not tenemental pay for bulk uplift? There are many possible options and therefore the review of service charges will be a complicated process.

It was asked if we can have two systems – one for tenants and one for factored owners. It was reported that owners deeds include what they are responsible for maintaining so charges can be apportioned accordingly.

It was asked if the specification might vary with the interpretation of the deeds. It was reported that this was not the case and there would only be charges as per the deeds for each individual property.

It was asked if Members were just confirming the appointment of the contractor at this meeting. It was confirmed that this was the case.

Committee gave approval for the appointment of [redacted] to deliver bin store maintenance and bulk services until 31st March 2030.

14 PENSION CONTRIBUTION FOR OVERTIME - WRITTEN REPORT BY DIRECTOR APPROVED

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

It was reported that this is not a material issue but a change to what we are currently doing.

It was reported that staff are only occasionally asked to work overtime and it is not a regular occurrence. However, we do not currently make a pension contribution for any overtime that has been worked.

A question was asked what was the Employer's Contribution is. It was reported that contributions are 12.6% or 10%.

It was stated that at the Staffing Sub Committee meeting in December 2025 members had agreed that approval for this matter should be given at Management Committee.

Approval was given that where overtime is worked, pension contributions are made.

15 WIDER ROLE UPDATE – WRITTEN REPORT BY DIRECTOR NOTED

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

It was confirmed that we had not been successful in obtaining funding from [redacted]. It is hoped that if we are successful in obtaining a grant from [redacted] bid this will fund 1 full time member of staff. The back stop position is that the Association can fund an 0.5 member of staff to keep the Centre open. This would be a holding position until additional funding could be secured.

It was asked when the [redacted] decision would be known. It was reported that this had been delayed as a member of their staff had been off ill. It was stressed that we had been in contact with them and there was ongoing dialogue with them.

A question was asked if redundancy Notices had been issued. It was stated that redundancy notices have not been issued and that we will follow EVH's processes.

It was asked if both staff members are still in post. It was confirmed that they are.

Agreement was reached that a paper should be brought to the next committee meeting to ask committee to approve commencement of the formal redundancy process

The contents of the report were noted.

16 REPORT ON TENANT PARTICIPATION – WRITTEN REPORT BY TPAS NOTED

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

No tenants attended the meeting in January and Members were asked to consider the next steps.

There have been many attempts made to establish a Tenants Group and they have not succeeded. We need to look at other ways to engage with tenants.

All members in attendance agreed that we had given this a fair chance and it was time to terminate the current approach and try something new.

17 NOTIFIABLE EVENT – SERIOUS FIRE – WRITTEN REPORT BY DIRECTOR NOTED

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

A question was asked if we knew the cause of the fire. It was reported that the investigator was asked if there was a systemic issue that we needed to take action on. He replied that there was not. We have this response in writing.

It was reported that the forensic fire investigator has taken away the boiler and consumer panel.

A question was asked if the fire service report had been applied for. It was stated it had however it can take a few weeks for it to be supplied.

A question was asked if a loss adjustor has been involved. It was reported that they have been. It has been confirmed that the property does not need to be demolished.

A comment was made that the Notifiable Event it may stay open with SHR for an extended period of time.

The contents of the report were noted.

18 MINUTES OF PREVIOUS MEETINGS

i) Draft Minutes of Staffing Sub Committee meeting held on 4th December 2025

The draft minutes of Staffing Sub Committee meeting held on 4th December 2025 were circulated prior to the meeting and noted.

It was asked how near a miss was the incident reported in these minutes. It was stated that a handle broke in a void flat and the member of staff was trapped in the flat. The staff member phoned the office and was freed from the flat.

The issues identified have been addressed. Staff have been reminded to use the lone working app and have a mobile phone with them at all times when working outside the office.

ii) Draft Minutes of Audit & Risk Sub Committee meeting held on 6th November 2025

The draft minutes of the Audit & Risk Sub Committee meeting held on 6th November 2025 were circulated prior to the meeting and noted.

19 SIGNING OF MINUTES BY CHAIRPERSON

This will be done via Docusign.

20 ATTENDANCE AT MANAGEMENT COMMITTEE MEETINGS

This was noted.

21 AOCB

None

22 DATE OF NEXT COMMITTEE MEETING

The next Management Committee meeting will take place on Thursday 26Tth February 2026

The meeting closed at 6.59pm

APPROVED _____ DATE_____