

**CALVAY HOUSING ASSOCIATION MINUTES OF 2019/2020
MANAGEMENT COMMITTEE: 18 JUNE 2020**

1 SEDERUNT

Present:	Anna Ellis	-	Chairperson
	Alison A'Hara	-	Vice Chair
	Chris Warwick	-	Secretary
	Rebecca Howden	-	Treasurer
	Laura Sneider	-	Committee Member
	John Lyon	-	Committee Member
	Rosemarie Lindsay	-	Committee Member
	Pauline Barr	-	Co-opted Member
	Margaret Lynch	-	Co-opted Member
	Eddie Dunlop	-	Co-opted Member
Apologies:	Sandra McIlroy	-	Committee Member
	Julia Okun	-	Co-opted Member
In Attendance:	Nick Dangerfield	-	Director
	Tracy Boyle	-	Corporate Services Manager

2 DECLARATION OF INTERESTS

There were no declarations of interest.

3 MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 14 MAY 2020 APPROVED

The minutes of the Management Committee meeting held on 14 May 2020 were circulated prior to the meeting and noted.

4 MATTERS ARISING FROM PREVIOUS MEETING

There were no matters arising.

5 INQUORATE MEETING CONTINUATION – WRITTEN REPORT BY DIRECTOR APPROVED

A written report by the Director was circulated to Committee prior to the meeting and noted. It was agreed that the sub committee membership discussed at the meeting would be circulated to all Committee Members and those who were not in attendance would get a chance to nominate themselves to the sub committee(s) of their choice, pending available spaces.

Committee also ratified the decision to approve the Subject Access Request Policy.

6 LOAN AGREEMENT – WRITTEN REPORT BY DIRECTOR APPROVED

A written report by the Director and Funding Appraisal report by Chatham Financial were circulated to Committee prior to the meeting and noted. Approval is being sought to appoint Nationwide as the Association's preferred lender for the new build development. If this is approved, the Association's solicitor will thoroughly scrutinise the loan agreement and would subsequently be brought to July's meeting for approval. In response to a question regarding the solicitor's costs, the Director advised that this is unknown at present and was not included in any budget, however there may be grant funding available to cover these costs.

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Some discussion then took place on the advantages and disadvantages of the proposals offered by the Clydesdale and Nationwide. It was agreed that it is not good practice to have all the Association's loans with the same lender and Nationwide's proposal offered better value for money overall. It was noted that Nationwide's proposal offered a £600,000 saving in capital repayments and the Director suggested that this money could still be put aside and then put towards paying the loan down at a later date. In response to a question from a Committee Member as to whether the Association would incur interest if the funds were not withdrawn within the availability period, it was explained while we would not be incurring interest charges before draw-down we would incur a non-utilisation fee.

Committee therefore unanimously approved the appointment of Nationwide. The Director confirmed that the loan agreement would need to be signed before entering into the building contract. However, it is not anticipated that this will cause a problem as the site start has been pushed back to September, due to the ongoing situation with Covid-19.

7 APPOINTMENT OF WINDOWS AND DOORS INSTALLATION CONTRACT – WRITTEN REPORT BY PROPERTY SERVICES MANAGER APPROVED

A written report by the Property Services Manager was circulated to Committee prior to the meeting and noted. The recommendation to offer the contract to CMS Enviro Systems Ltd was unanimously approved.

8 INTERNAL AUDIT – GAS SERVICING – WRITTEN REPORT BY DIRECTOR NOT APPROVED – FURTHER CLARIFICATION SOUGHT

A written report by the Director was circulated to Committee prior to the meeting and noted. The Director advised that the two recommendations contained within the Internal Audit report on Gas Safety will be included on the Internal Audit Actions register as completed.

Approval of the report was delayed, pending clarification from the Auditor on what the blank boxes mean in terms of the RAG status.

9 TENANT SATISFACTION SURVEY – WRITTEN REPORT BY DIRECTOR APPROVED

A written report by the Director was circulated to Committee Members prior to the meeting and noted. The Director advised Committee that the Association had achieved good results on the survey and the only question that most people were unwilling to answer was about their personal income. He acknowledged the part of the staff team in achieving these good results and Committee passed on their thanks to the staff.

10 FINANCIAL DELEGATION LIMITS FOR BUDGETED EXPENDITURE – WRITTEN REPORT BY DIRECTOR APPROVED

A written report by the Director was circulated to Committee prior to the meeting and noted. The financial delegation limits were unanimously approved by Committee.

11 PENSION REVIEW – WRITTEN REPORT BY DIRECTOR APPROVED

A written report by the Director was circulated to Committee prior to the meeting and noted. The Committee and Director acknowledged the hard work

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put in by Margaret Lynch to arrange and facilitate the meetings of the short life working group. Margaret similarly acknowledged the work of the staff on the group, noting that they had been mature, responsible and engaged in the process with some good discussion.

It was the unanimous view of the working group that it would not be prudent for the Association to continue to offer the Defined Benefit Scheme. It was agreed that the undernoted options would be contained in the consultation paper:

- To close the Defined Benefit Scheme
- To offer two Defined Contribution Schemes –
 - ER contribution of 12.5% / EE contribution of 10%
 - ER contribution of 10% / EE contribution of 5%

The Director, together with Margaret, will stay on at the conclusion of the Committee meeting to finalise the consultation paper to be circulated to staff.

12 RULE CHANGE – WRITTEN REPORT BY DIRECTOR APPROVED

A written report by the Director was circulated to Committee prior to the meeting and noted. The Director took Committee through the updated Model Rules for 2020 and the options available to the Association to add in. He noted that although he is not recommending the option to pay Committee Members, it is suggested in the Governance Review that this is looked at.

In response to a question from a Committee Member, the Director confirmed that all rule changes must be approved by the membership at a Special General Meeting.

Some discussion took place regarding closely related family members joining the Committee, for example, what would happen in the case of two tenants who are related but have completely different reasons for wanting to join the Committee. The Director advised that we would need to seek advice at the time. Some brief discussion took place regarding the definition of 'closely related'.

In response to a question regarding appointing an external Committee Member during the year and whether they would be required to stand down at the AGM, the Director confirmed that they would never stand for election, they would be appointed to Committee for a specific period of time.

The recommendations contained within the report were approved.

13 GOVERNANCE REVIEW – ACTION PLAN – WRITTEN REPORT BY DIRECTOR APPROVED

A written report by the Director was circulated to Committee prior to the meeting and noted. The Director advised Committee of the following:

- many of the recommendations will be covered by the work currently being undertaken by Indigo House on Committee support.
- Some of the actions have long target dates due to capacity

The action plan was unanimously agreed by the Committee Members present.

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14 COVID-18 SCENARIOS – WRITTEN REPORT BY DIRECTOR NOTED

A written report by the Director was circulated to Committee prior to the meeting and noted without further comment.

15 APPLICATIONS FOR MEMBERSHIP

It was noted that no new applications for membership had been received since the last meeting.

16 TRAINING AND EVENTS

It was agreed that even though we will not have individual/Committee training plans until the Committee appraisals have been completed, any training information received by SHARE, etc. should still be emailed round.

17 FURLOUGHING – DECISION TO CEASE – WRITTEN REPORT BY DIRECTOR NOTED

A written report by the Director was circulated to Committee prior to the meeting and noted. The Chair stressed that the decision to cease furloughing had not been purely her decision, this had been done in consultation with the other Office Bearers and had been done with a sense of urgency. The Director confirmed that the reason for the urgency had been due to the Government's announcement on 29 May that no new employees could be furloughed and this would have operational difficulties. The report was noted.

18 DEVELOPMENT UPDATE – WRITTEN REPORT BY DEVELOPMENT CONSULTANT NOTED

A written report by the Development Consultant was circulated to Committee prior to the meeting and noted. The Director advised that since the time this report was written, the anticipated site start has been pushed back from August to September. Before site start the the loan agreement requires to be agreed and signed and the building contract to be signed. This was noted.

19 WRITTEN RESOLUTION REPORT – BUDGET FOR LOAN ADVICE – VERBAL UPDATE BY DIRECTOR NOTED

The Director advised that this decision has already taken place by way of written resolution, however it is good practice to report back formally to Committee and record in the minutes. This was noted.

20 BENCHMARKING – WRITTEN REPORT BY DIRECTOR NOTED

A written report by the Director was circulated to Committee prior to the meeting and noted. The Director drew Committee's attention to the high performance of the Association in most areas. It was noted that the Association had performed as well as the other EHRA members in most areas, EHRA had performed as good as or better than the other GWSF members and the GWSF members had performed as good as or better than the Scottish average. The Director advised Committee that they should be proud of that and of the staff performance. The Director was asked to pass on congratulations to the staff on behalf of the Committee.

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21 PLANS FOR REOPENING OFFICE – VERBAL REPORT BY DIRECTOR NOTED

The Director outlined the provisional plans in place for moving towards reopening the office, with the current default remaining to work from home where possible.

- Although it is a grey area, we are starting to let some properties and some contractors want to be able to get back into properties.
- We will start with a skeleton staff (4 max) and will let the public into the office for urgent appointments only.
- Some supplies such as sanitiser, masks, wipes have been received.
- We are currently talking to staff about safe ways of working, screens, etc and also getting some personal information about individual circumstances such as shielding or caring responsibilities.

Scottish government advice on office re-opening will be followed.

22 NOTIFIABLE EVENTS TO THE REGULATOR – VERBAL REPORT BY DIRECTOR NOTED

The Director advised there have been no new notifiable events.

23 SCOTTISH HOUSING REGULATOR – UPDATE – VERBAL REPORT BY DIRECTOR NOTED

The Director advised that the second monthly COVID return had been submitted to the Regulator on time. The Annual Return on the Charter will be brought to the next meeting. The Regulator has also extended the deadlines for some of the financial returns.

24 SIGNING OF MINUTES BY CHAIRPERSON

The minutes to be signed at a future date.

25 OUTSIDE BODIES

1. Employers in Voluntary Housing

The representative advised there had been no Management Committee meetings, however she had attended an Executive Committee meeting. EVH are currently very busy with enquiries and some of their own staff are on furlough. The EVH AGM has been postponed until further notice and their Annual Conference is cancelled altogether.

2. Glasgow and West of Scotland Forum

The representative advised that the Forum has been working hard through the crisis and gathering information from its members on the following:

- rent losses
- furlough
- repairs
- gas safety checks
- homelessness

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A short report by the representative to be emailed to all Committee Members.

iii. Easterhouse Housing and Regeneration Alliance – Draft Minutes of Meeting held on 10 June 2020 noted

The draft minutes of the EHRA meeting held on 10 June 2020 were circulated to Committee prior to the meeting and noted.

iv. SHARE

The representative advised that SHARE are currently furloughing most of their staff. Committee were also advised of free online training being offered by SHARE at the moment.

26 AOCB

There was no other competent business.

27 DATE OF NEXT MEETING

The next meeting is due to be held on Thursday 23 July 2020.

APPROVED _____

DATE _____