

**CALVAY HOUSING ASSOCIATION MINUTES OF 2019/2020  
MANAGEMENT COMMITTEE: 12 DECEMBER 2019**

**1 SEDERUNT**

Present:	Anna Ellis	-	Chairperson
	Rebecca Howden	-	Treasurer
	Rosemarie Lindsay	-	Committee Member
	John Lyon	-	Committee Member
	Laura Sneider	-	Committee Member
Apologies:	Alison A'Hara	-	Vice Chair
	Chris Warwick	-	Secretary
	Sandra McIlroy	-	Committee Member
In Attendance:	Nick Dangerfield	-	Director
	Tracy Boyle	-	Corporate Services Manager
	Gary Wood	-	Committee Member, BTHA (Observer)

**2 DECLARATION OF INTERESTS**

There were no declarations of interest.

**3 INTRODUCTION TO OBSERVERS**

The Chair welcomed Gary Wood, Committee Member from Blairtummock Housing Association. Gary was attending the meeting as an observer, part of the 'shadowing' arrangement being carried out by EHRA.

**4 MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 14 NOVEMBER 2019 APPROVED**

The minutes of the Management Committee meeting held on 14 November 2019 were circulated to Committee prior to the meeting and noted.

**5 MATTERS ARISING FROM PREVIOUS MEETING**

During consideration of these minutes, the following items were noted:-

**12. Christmas Lunch**

It was noted that this had been brought forward from the 18<sup>th</sup> to the 11<sup>th</sup>. The Corporate Services Manager passed on thanks from the staff for allowing the time away from the office to attend the lunch.

**6 CO-OPTIONS TO MANAGEMENT COMMITTEE – WRITTEN REPORT BY DIRECTOR APPROVED**

A written report by the Director was circulated to Committee prior to the meeting and noted. The Director advised that at the time of writing, he had not heard anything back from the person with finance experience, which means that there are only the 4 original co-options to consider.

After a brief discussion, Committee unanimously agreed the co-options of the 4 individuals.

**7 WIDER ROLE REVIEW – VERBAL REPORT BY DIRECTOR NOTED**

As the Community Regeneration Sub Committee meeting did not take place, it

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was agreed that the consultant would be asked to present his report at the next programmed CR Sub meeting on 15 January. In response to a question from a Committee Member regarding holding a separate meeting to discuss the reports, it was confirmed that this will be the only item on the agenda for the CR Sub anyway.

**8 GOVERNANCE REVIEW – VERBAL REPORT BY DIRECTOR NOTED**

The Director advised Committee that the deadline for tender returns is midday tomorrow. There have been 6 bids submitted so far.

**9 COMMITTEE STRUCTURE WORKING GROUP – WRITTEN REPORT BY DIRECTOR APPROVED**

A written report by the Director was circulated to Committee prior to the meeting and noted. The Director advised that this report was a 'compromise' position from the many discussions around the Committee structure. After some further discussion, Committee approved the recommendations within the report as follows:

1. Corporate Sub Committee is to be replaced with a quarterly Audit and Risk Sub Committee.
2. Community Regeneration Sub Committee to be abolished.
3. A Staffing Sub Committee to be established, which will meet on an ad hoc basis.

However, it was noted that will not happen immediately. The Committee will have to review and approve changes to the Standing Orders, Scheme of Delegated Authority and Financial Delegations before the new Committee structure can be implemented.

**10 COMMITTEE ASSESSMENTS – VERBAL REPORT BY DIRECTOR NOTED**

The Director gave some background to the Committee assessments carried out at the start of the year, primarily that no written notes had been received that would inform a Committee training plan. As previously agreed, support for Committee assessments will now be sought via a tender process. The bid will seek for the consultant to:

- carry out Committee assessments (April-May)
- observe a Committee meeting (April or May)
- produce a report on the findings (June)
- establish training plans for Committee Members (June)
- produce a Succession Plan (July)
- revised induction process and produce new Induction Plan (August)

It was noted that the appointment will initially be for one year, with an option to extend by a further 1 + 1 year if required.

**11 STAFFING – CONFIDENTIAL REPORT – WRITTEN REPORT BY DIRECTOR APPROVED**

A written report by the Director was circulated to Committee prior to the meeting and noted. The Director briefly outlined the background to the post when it was established as a temporary post in May 2018. Committee were in

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agreement that the work done to date by the Welfare Rights Officer had been invaluable and it was also acknowledged it had been of great assistance to local people and recouped a substantial amount in benefits. Committee did however raise some concern about the proviso relating to selling services. Although it was agreed that we would not be pursuing this option just now, it had been built in to protect the post in the long term, should the need for the service reduce. Following some discussion, Committee unanimously agreed that this post is made permanent.

**12 PENSION CONSULTATION RESULTS – WRITTEN REPORT BY DIRECTOR APPROVED**

A written report by the Director was circulated to Committee prior to the meeting and noted. Committee were advised that the majority of staff currently in the DB scheme had rejected the proposal to split the 7.3% increase between the employer and employee. Given that there had been no time to properly consult with staff on this, EVH have advised that the Association should bear the full 7.3% increase due from April 2020 for now, until such times as Committee receive independent advice on pension options going forward.

It was noted that this rise will cost the Association an additional £1300 per month, however there is no real choice in the short term.

**13 REVIEW OF POLICIES – 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. Committee approved the two policies, subject to one change to Item 4.7 of the Recruitment Strategy for Committee Members. This should now read *“The process of advertisement may be supplemented by personal approaches from members of the Management Committee, Senior and other staff of the Association.”*

**14 APPLICATIONS FOR MEMBERSHIP**

The Corporate Services Manager advised that no new applications for membership had been received since the last meeting.

**15 TRAINING AND EVENTS**

The Corporate Services Manager reminded Committee that the Risk Management training held on Monday evening was the last session of this year’s in-house programme and although external assistance is being sought for Committee assessments and training, there is nothing to stop us programming in some further sessions if there were any specific topics in mind. Committee who had attended the training on Monday advised that the trainers had been quite impressed with Committee’s knowledge on risk.

It was also noted that the information on the SHARE conference should be circulated to Committee for information.

**16 ANNUAL RETURN TO FINANCIAL CONDUCT AUTHORITY NOTED**

The annual return to the Financial Conduct Authority was circulated to Committee prior to the meeting and noted.

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**17 ANNUAL RETURN TO OFFICE OF THE SCOTTISH CHARITY  
REGULATOR (OSCR) NOTED**

The annual return to OSCR was circulated to Committee prior to the meeting and noted.

**18 SCOTTISH HOUSING REGULATOR – UPDATE – VERBAL REPORT BY  
DIRECTOR NOTED**

The Director advised that he had been keeping the Regulator up to date on the progress of the Governance review. Committee were further advised that the brief had been split into two parts. The first part is the Governance review itself which should be charged at a fixed rate. The second part is specifically to deal with the comments made by the outgoing Chair, which will be charged at a day rate. This was noted.

**19 NOTIFIABLE EVENTS TO THE REGULATOR – VERBAL REPORT BY  
DIRECTOR NOTED**

There were no Notifiable Events to report.

**20 SIGNING OF MINUTES BY CHAIRPERSON**

The minutes were duly signed by the Chairperson.

**21 OUTSIDE BODIES**

**i. Employers in Voluntary Housing**

The representative was not in attendance, however the other two Committee Members who had recently attended the EVH Conference reported that it had been enjoyable and informative. They gave a brief run down of the types of workshops they had attended and speakers they had heard.

**ii. Glasgow and West of Scotland Forum**

The representative to GWSF outlined their report from the annual conference. A typed copy of this to be circulated to all Committee Members. The representative also brought back various pieces of literature from the Conference for Committee's information.

**iii. Easterhouse Housing and Regeneration Alliance**

The minutes from the EHRA meeting held on 13 November 2019 were circulated to Committee prior to the meeting and noted.

**iv. SHARE**

The representative to SHARE reported on various topics discussed at the recent meeting. These included staff recruitment, the annual accounts and e-learning.

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**22 AOCB**

There was no other competent business.

**23 DATE OF NEXT MEETING**

The next Management Committee meeting is due to take place on Thursday  
23 January 2020.

**APPROVED** \_\_\_\_\_

**DATE** \_\_\_\_\_