

**CALVAY HOUSING ASSOCIATION MINUTES OF 2019/2020
MANAGEMENT COMMITTEE: 14 NOVEMBER 2019**

1 SEDERUNT

Present:	Anna Ellis	-	Chairperson
	Alison A'Hara	-	Vice Chair
	Chris Warwick	-	Secretary
	Rebecca Howden	-	Treasurer
	Rosemarie Lindsay	-	Committee Member
	John Lyon	-	Committee Member
	Sandra McIlroy	-	Committee Member
	Laura Sneider	-	Committee Member
In Attendance:	Nick Dangerfield	-	Director
	Gerry Shepherd	-	Finance Consultant
	Melissa Craig	-	Property Services Assistant
	Pauline Barr	-	Observer
	Julia Okun	-	Observer
	Eddie Dunlop	-	Observer
	Margaret Lynch	-	Observer

2 DECLARATION OF INTERESTS

There were no declarations of interest.

3 INTRODUCTION TO OBSERVERS

The Chair introduced the observers to the other board members. It was explained that the four observers present were potential committee members and were at the meeting to observe.

4 MANAGEMENT ACCOUNTS TO SEPTEMBER 2019 – PRESENTATION BY FINANCE CONSULTANT – APPROVED

The Management Accounts to September 2019 were circulated prior to the meeting and noted. The Finance Consultant proceeded to take Committee through these accounts, noting the salient points via a presentation that had been prepared. The purpose of this presentation was to show Committee how well the association is performing against the annual budget at the end of the last quarter.

Income/Expenditure

- Gross rental income and voids were performing well against the budget, no concerns over this area and well on target towards annual total.
- Maintenance reactive/cyclical spend is well within the budget to date with no concerns to note. Major repairs has had an underspend however budget has been kept aside for programmes such as bin store works, kitchens, bathrooms and close door entry systems all of which are still a work in progress.

Insurance

- The association has been insured by Zurich for several years and good claims history has helped keep the premiums low. The Finance Consultant explained however that it is best practice to tender this renewal which has been previously agreed with committee. Steven Young from Bruce Stevenson will be working with the Association

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throughout this process.

Treasury Management

- The Finance Consultant explained to Committee that the Association is in a good financial position and have generated a positive cash flow to date.
- Loan repayments are on track and are reducing at a steady rate. There will be additional loans/lending for the Association in the near future where the Association will need to borrow an additional sum from approved lenders to fund affordable housing developments.

There were no questions in regards to the accounts and they were approved by Committee.

5 FINANCE POLICY AND PROCEDURES – PRESENTATION BY FINANCE CONSULTANT – NOT APPROVED

The Finance Consultant took Committee through the reviewed Finance policy and procedures which he had updated. Committee were shown the policy/procedures via presentation and points where changes had been made were highlighted in red.

The Secretary asked for clarity on who the authorised cheque signatories were and it was confirmed that future cheque signing would be the responsibility of the Chair and Treasurer from now on.

The Director also informed Committee that there is currently a campaign underway in the office to try and limit the amount of cash taken in over the counter and stored in the safe. The ultimate goal would be to eradicate cash payments altogether but noted that this would take time.

A Committee Member then questioned the policy and procedures and raised concerns over them. There were concerns that the policy and procedures were too vague and not specific enough to be approved. It was noted by the Committee Member that there was a lack of timescales for tasks stated in the policy and no reference made to who the “appropriate staff member” actually referred to. There were examples made of where the policy needs to be expanded.

Further discussion took place regarding these issues and it was agreed that The Finance Consultant would look at the policy and procedures again and expand them more. The amended versions will be brought back to Management Committee for approval at a later date.

6 PENSION ARRANGEMENTS – PRESENTATION BY FINANCE CONSULTANT NOTED

A presentation was given by the Finance Consultant over the pension arrangements in place. Committee previously agreed to the recommendations to consult with staff on splitting the already discussed increase equally with staff (for the DB scheme only) and to arrange a full review of the Association’s pensions arrangements with an external pensions expert.

The Director informed that staff have been notified that current arrangements to split the cost is currently only a holding measure for now and it is not certain to continue. The Director informed he will consult with the six staff that

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affected by these increased contributions and feedback to Management Committee at December's meeting. Gerry Shepherd left the meeting at this point.

7 MINUTES OF PREVIOUS MEETING MANAGEMENT COMMITTEE MEETING HELD ON THURSDAY 17 OCTOBER 2019 APPROVED

The minutes of the Management Committee meeting held on Thursday 17 October 2019 were circulated to Committee prior to the meeting and noted.

8 MATTERS ARISING FROM PREVIOUS MEETING

During consideration of the minutes, the following item was noted:-

Risk Management Training

It was questioned as to whether the above noted training had been arranged. It was confirmed this training has been arranged for 9th December at 6pm.

9 COMMITTEE STRUCTURE WORKING GROUP – WRITTEN REPORT BY DIRECTOR NOTED

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

The Director summarised the background as to the reason for the changes he proposes and the work already done to try and restructure sub-committees. Previously the frequency of sub-committee meetings reduced however this has caused some issues such as items needing decision before the next sub-committee being brought to management committee instead, therefore lengthening the time of Management Committee meetings.

He advised that his proposal meant that all current sub committees are abolished and replaced by a new Audit and Finance sub-committee. This would mean that Community Regeneration & Operations sub-committees no longer would exist. A staffing sub-committee would also be established however would only meet as and when required.

The Director emphasised that the Regulator is very much in favour of Audit and Finance sub-committees and showed examples of other RSL's who have had regulator intervention now have established Audit and Finance sub-committees in place. It was also recommended at the last internal audit of the association in March this year that Calvay need to review their sub-committee structure.

The Chair stated that she absolutely agreed with having an Audit and Finance sub-committee however would like to keep the Operations sub-committee as well as this. It was explained by the Chair that if abolished then we would again be passing a lot of items back to the Management Committee agenda. It was also highlighted that the Operations sub gives more information and insight as to what is going on within housing management to Committee.

It was agreed that The Director would bring amended proposals back to the next Management Committee meeting in December. He advised he will go and speak to local RSL's who haven't had regulator intervention and feedback so Committee can make a more informed decision.

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10 FREEDOM OF INFORMATION POLICY – 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 were informed that the Association came under the Freedom of Information (Scotland) Act from 11 November 2019. As part of this, there needs to be a Freedom of Information Policy in place which outlines duties and responsibilities under the Act and how the Association will deal with Freedom of Information requests. After been given a briefing of the policy by the Director, Committee duly approved this policy, prepared by the Association's Data Protection Officer.

11 ENVIRONMENTAL INFORMATION REGULATIONS POLICY – WRITTEN REPORT BY CORPORATE SERVICES MANAGER APPROVED

As part of Freedom of Information (Scotland) Act the Association must have an Environmental Information Regulations Policy in place which outlines the duties and responsibilities under the Act. Again, after a briefing of the policy prepared for the Association by the Data Protection Officer, this was approved.

12 CHRISTMAS LUNCH – OFFICE CLOSING – WEDNESDAY 18TH DECEMBER.

The Director informed Committee that staff had arranged a lunch on Wednesday 18th December as part of festive celebrations. It was noted that during this time the office would be closed from 12-2pm.

13 COMMITTEE/STAFF NIGHT OUT/CHRISTMAS EVE ARRANGEMENTS

The Director informed Committee that the Christmas staff/committee night out will be on 6th December at the Crowne Plaza Hotel. Transport will be provided for Committee Members attending and staff will make their own way to and from the event. Committee were also informed that the office will close at 12.30pm on Christmas Eve.

14 APPLICATION FOR MEMBERSHIP

There were no new applications for membership.

15 TRAINING AND EVENTS

Committee were informed that there may be a place becoming available at The EVH conference on 22nd – 24th November. Committee were asked if there was anyone who would step in to fill this place if it did become available. Laura Snieder agreed to step in if need be.

The importance of appraisals was raised again and it was noted that these are being planned.

16 SCOTTISH HOUSING REGULATOR - UPDATE

There was no update to report from the previous meeting.

17 NOTIFIABLE EVENTS TO THE REGULATOR

There were no new notifiable events to the regulator.

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18 SIGNING OF MINUTES BY CHAIRPERSON

The minutes were duly signed by the Chairperson.

19 OUTSIDE BODIES

i. Employers in Voluntary Housing

The representative noted that the annual conference of EVH due to take place on 22nd – 24th November, feedback will be given by delegates attending. Positive feedback also given on The Herald awards which EVH sponsor.

ii. Glasgow and West of Scotland Forum

The representative to GWSF advised the annual report for year 18-19 was available on their website. The Annual Conference is taking place tomorrow and the representative will be attending the tackling poverty workshop which she will feedback on at the next meeting.

iii. Easterhouse Housing & Regeneration Alliance – Minutes of Meeting held on 9 October 2019 – noted

The minutes of the EHRA meeting held on 9 October were circulated to Committee prior to the meeting and noted.

iv. SHARE

The representative to SHARE advised that she will be attending their Christmas lunch event on 12th December.

22 AOCB

i. Secretary Email Address

It was suggested that The Secretary should be provided with their own Calvay email address so that any proposed agenda items could be sent to them directly. Other Committee Members didn't really see the need for this as currently proposals are either sent to The Director/Chair or raised at the Management Committee meeting. Committee agreed that if emailing to get items added the agenda they would copy the Secretary in on their own personal email.

ii. Welfare Rights Officer

It was highlighted by a Committee Member that The Welfare Rights Post was created as a two year fixed-term post around 18 months ago. The Director confirmed that the future of this post will be on the agenda item for December's meeting.

iii. Data Protection Policy – Approved

A copy of the Data Protection Policy was circulated prior to the meeting and noted. The Director asked the Committee to approve the proposed changes so that they meet the requirements of The Freedom of Information (Scotland) Act, noting the change to the paragraph on Freedom of Information

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and other minor changes. The Committee approved the changes to this policy.

APPROVED _____

DATE _____