

**CALVAY HOUSING ASSOCIATION MINUTES OF 2023/2024
MANAGEMENT COMMITTEE: 14 DECEMBER 2023**

1 SEDERUNT

Present:	Jim Gourlay	-	Chair
	Chris Warwick	-	Treasurer
	Steven Blomer	-	Committee Member
	Geri Mogan	-	Committee Member
	Jim Munro	-	Committee Member
	Julia Okun	-	Committee Member
	Peter Howden	-	Committee Member
	Gordon Laurie	-	Appointed Member
	Lawrie West	-	Appointed Member
	Helen Forsyth	-	Appointed Member
	Emma Connelly	-	Co-opted Member
Apologies:	Alison A Hara	-	Vice Chair
	Bryce Wilson	-	Secretary
In Attendance:	Nick Dangerfield	-	Director
	Derek Baker	-	Operations Manager
	Linda Smith	-	Corporate Services Assistant
	Nicola Thom	-	Consultant, Indigo House (Item 5 only)

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

**3. MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 16 NOVEMBER 2023
APPROVED, SUBJECT TO MINOR AMENDMENT**

The minutes of the Management Committee meeting held on 16 November 2023 were circulated prior to the meeting and noted.

The Chair asked that due to his absence at the previous meeting, other members confirm that this was a true minute.

A Committee Member asked that the wording under point **11 Rent Increase**, be changed slightly. It appears to indicate that a rent increase of 5.6% would ensure the association never runs out of cash and would, in effect, solve all of the issues.. The member suggested changing to "An increase of 5.6% is part of our prudent financial management".

A Committee Member asked for clarification that the Cyber Essentials accreditation was in fact added in to SR10 as a control measure. The Director confirmed this action.

It was noted that Committee Members had submitted questions / comments via Decision Time, however these were not visible to the Director or other Calvay staff. The Chair asked that his be looked into, perhaps as a training requirement.

Following some further discussion, the minutes were proposed as a true record by Gordon Laurie and seconded by Jim Munro.

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4. MATTERS ARISING FROM PREVIOUS MEETINGS

13. MEMBERSHIP OF SUB COMMITTEES

A Committee member raised the question as to the validity of creating an additional Sub Committee for Wider Role.

Following some discussion, it was agreed that rather than the introduction of a specific subcommittee for Wider Role, that a Quarterly Update report should be submitted to Management Committee. Also to incorporate an annual presentation from the Wider Role Manager, detailing all current and potential projects for the future, progression and aspirations.

Staffing Sub- Committee

The Chair clarified that, within the standing orders in line with good practice guides, agreed to stand down as the Chairperson of this subcommittee.

16. ARC VALIDATION MANAGEMENT RESPONSE AND ACTION PLAN

A Committee member asked for clarification on the ARC conversation with the Regulator, and was this in fact resolved.

The Director advised that he has been in discussions with the Chair and TC Young, however, there is still some work to do.

The Director advised that at a previous Committee meeting, there was some discussion on the work carried out by Christine Dugan and which indicators should be restated if any. Following this discussion, a Committee member raised the issue as to whether we had passed the deadline because the regulator had finalised their figures. It was agreed that the Director would go back to the Regulator to enquire if this was now in fact too late. The Regulator advised that their public figures were indeed frozen, but were still interested in any updates that could be provided. On that basis we would update those that were felt to be most significant. This did, however, cause the regulator to request a copy of the full report, to get an indicator of any issues. The Director advised that he forwarded a copy of the minute that contained confirming Committee's response to Christine Dugans work. However, the regulator has indicated that they will want the full report

The Director confirmed that he will draft an email and liaise with the Chair, before submitting this to the regulator. This will however be sent before we stop for the Christmas break.

Nicola Thom joined the meeting at this point.

5. GOVERNANCE REVIEW ACTION PLAN – WRITTEN REPORT BY CONSULTANT, INDIGO HOUSE APPROVED

A written report by Nicola Thom, Consultant from Indigo House, was circulated to Committee prior to the meeting and noted. The consultant provided a brief summary on this third progress report.

A Committee Member raised concerns about point 30 in the GAP Progress Report (Reduce agendas and focus only on strategic matters) being unactioned and Not due, with a review to be March 2024. As a result members suggested that, going forward, items such as a Policy Review should not be brought to the Management Committee, particularly if it is minor changes. These can be circulated for review, with Tracked changes, allowing members to review and to raise any questions / issues should they need to, out with the Meetings themselves.

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Following some further discussion, Committee approved the report, which will now be copied to the Regulator.

Nicola Thom left the meeting at this point

6. RENT INCREASE 24/25 - TENANT CONSULTATION – UPDATE – VERBAL REPORT BY DIRECTOR NOTED

A verbal report was presented to the Committee by the Director. The Director advised that the rent consultation is currently ongoing. A leaflet was distributed with the Winter Edition of the Newsletter, to allow for feedback. A meeting with TPAS was arranged for Tuesday 12th December. However, due to circumstance, this did not go ahead.

A Rent Consultation meeting was held within the Calvay Centre on Wednesday 13th December. At this the Director gave a short presentation on the proposed Rent Increase. The Director and Operations Manager were in attendance and answered questions raised.

The Director will compile a full report for submission at the Management Committee meeting in January.

7. RENDR UPDATE - WRITTEN REPORT BY OPERATIONS MANAGER NOTED

A written report by the Operations Manager was circulated to Committee prior to the meeting and noted. The Operations Manager advised that the remedial works were still ongoing. Following approval to proceed with the procurement of essential repairs, a Quick Quote was published on Public Contract Scotland in August 23 and was awarded to Lattos Maintenance. Customers have been kept up to date.

A Quick quote was also published for the procurement of a Project Manager. This will allow the team to focus on ongoing challenges.

As of 8 December, out of the 4 contractors that were invited to tender, only 2 have responded. Both were able to demonstrate a track record of delivering projects, however, neither were able to demonstrate a strong track record in securing grant funding.

Following this the Director made contact with Changeworks, in which they advised that they would like to undertake the work however could not deliver a 14/2/24 application deadline.

The Operations Manager approached Procurement for Housing Scotland and met with Pro Cast on 7 December. Since then, they have carried out schedule of works, all at their own cost. As none of the contractors who submitted a tender are able to demonstrate ability to secure funding or meet the deadline of February 14th, we have accepted the proposal from Procast. A full report will be submitted at the Management Committee meeting in January.

Committee noted report

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8. STOCK CONDITION SURVEY – UPDATE – FOR INFORMATION - WRITTEN REPORT BY OPERATIONS MANAGER NOTED

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

Our contractors Brown & Wallace (B+W) have been successful in gaining access to 85.7% of our stock within the last five years. The remaining 14.3% of properties have been cloned from similar properties where access has been gained. Some potential kitchen SHQS fails were recorded however there were, no SHQS bathroom fails.

Another company, Graham Sibbald are going to carry out verification visits to a selection of the properties visited by B+W to assure us about the quality of work carried out by B+W. This work will commence in January.

Following discussion, Committee noted the content of the report

9. MANAGEMENT COMMITTEE AND SUB COMMITTEE REMITS – WRITTEN REPORT BY DIRECTOR APPROVED

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

With the exception of a spelling correction, under 5.3, Committee approved the newly updated remits.

10. POLICY REVIEW – INDUCTION FOR NEW COMMITTEE MEMBERS – WRITTEN REPORT BY DIRECTOR APPROVED

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

The induction programme consists of two blocks of activity.

Block One - Introductions, Overview and Handbook;

Block Two Induction Training – Online/In Person;

For each new member, Block One, should be completed, the induction programme can also support refresher training for existing committee members, if required.

Each block of activity is designed to support new members in understanding their role, the role of others at CHA, the regulatory environment and how to strategically guide the direction of the Association.

It was suggested by members that a review be carried out following the initial induction process. There are currently 5 new members, for which an induction should be arranged. The Director will organise a suitable date / time to carry these out.

Following further discussion, Committee approved the Induction for Committee Policy.

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11. COMMUNICATIONS STRATEGY – WRITTEN REPORT BY DIRECTOR APPROVED

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

The Director advised Committee that the association already have a “Communications Policy” in place, however, a Communications Strategy is a higher-level document, which sets out various methods of communication. This will endeavour to promote our services and share good practice.

Following discussion, Committee approved the Communications strategy.

12. COMPLAINTS POLICY - WRITTEN REPORT BY DIRECTOR APPROVED

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

The Director advised Committee that one of the recommendations contained within the Governance Action Plan was to amend the current complaints process, to confirm how minor complaints against the Director will be dealt with.

Following discussion, Committee approved the updated Complaints Policy

13. DEVELOPMENT POLICY AND PROCEDURE – WRITTEN REPORT BY DEVELOPMENT CONSULTANT APPROVED

A written report by the Development Consultant was circulated prior to the meeting and noted.

The Director spoke to the report on behalf of the Development consultant and answered any questions from members.

Committee Approved the Development Policy & procedure

14. ELECTRICAL SAFETY POLICY – WRITTEN REPORT BY OPERATIONS MANAGER APPROVED

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

A Committee member raised the question as to whether “Forced Access” should be incorporated within the policy. Following discussion, it was agreed this would be included.

Committee approved the Electrical Safety Policy

15. REPRESENTATIVES TO OUTSIDE BODIES

The Director confirmed the Association’s representatives for the following external bodies:

EVH	-	A A’Hara
EHRA	-	A A’Hara, B Wilson

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16. COMMITTEE RECRUITMENT – POTENTIAL CO-OPTEE

The Director advised Committee of a potential Co-optee; Ms L Austin

Following discussion, Committee agreed to appoint Ms Austin to the Management Committee.

The Director advised committee that the total members now stands at 14, with one place remaining. Members suggested that this vacancy be reserved for a tenant.

ITEMS FOR INFORMATION

17. DIRECTOR'S OBJECTIVES – WRITTEN REPORT BY CHAIR NOTED

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

The Director advised Committee that a recommendation contained within the Governance Action Plan was to advise the MC of the objectives agreed with the Director, during the appraisal process.

The Association's Chairperson, J Munro and M Bain, a representative from Gravitare HR, undertook the appraisal in June 2023, where a number of objectives were agreed.

Committee noted the content of the report.

18. SIGNING OF MINUTES BY CHAIRPERSON

The minutes were duly signed by the Chair.

19. ATTENDANCE AT MANAGEMENT COMMITTEE MEETINGS – STANDING ITEM NOTED

The report was noted

20. AOCB

i) Health & Safety Declaration

The Director read the declaration from the updated H&S Manual. This was signed by the Chair on Behalf of the Committee and the Director on behalf of the CHA staff. This will be displayed within the CHA office.

21. DATE OF NEXT COMMITTEE MEETING – Thursday 18 January 2023