

**CALVAY HOUSING ASSOCIATION MINUTES OF 2024/2025
MANAGEMENT COMMITTEE: 15 AUGUST 2024**

1 SEDERUNT

Present:	Jim Gourlay	-	Chair
	Steven Blomer	-	Vice Chair
	Bryce Wilson	-	Secretary
	Jim Munro	-	Committee Member (Via Zoom – Items 1-14)
	Gordon Laurie	-	Appointed Member
	Helen Forsyth	-	Appointed Member
	Lawrie West	-	Appointed Member
	Emma Connelly	-	Co-opted Member (Items 1-14)
	Lauren Austin	-	Co-opted Member (via Zoom – Items 1-14)
Apologies:	Geri Mogan	-	Committee Member
	Peter Howden	-	Committee Member
In Attendance:	Nick Dangerfield	-	Director
	Derek Baker	-	Operations Manager
	Gail Dockrell	-	Senior Housing Officer
	Tracy Boyle	-	Corporate Services Manager
	Fiona Nicholl	-	Finance Consultant, FMD (Items 1-9)
	Fettes McDonald	-	Finance Consultant, FMD (Items 1-7)
	Olwyn Gaffney	-	Chief Operations Officer, Share (Items 1–7)
	Dean Reynolds	-	Regulation Manager, SHR (Item 1)
	Gavin Leask	-	Regulation Analyst, SHR (Item 1)
	Ross Macdonald	-	Partner, Brown & Wallace (Item 1)

The three Appointed Members: Gordon Laurie; Lawrie West; and Helen Forsyth left the meeting at this point.

Prior to the normal business on the agenda, Committee considered applications for membership of the Association from the three Appointed Members. These were subsequently approved.

The Appointed Members rejoined the meeting.

The Chair then welcomed representatives from the Scottish Housing Regulator. The representatives advised that they had now received all the information on the completed Governance Review Action Plan and had held a case conference. They were pleased to advise that they now considered the Association to be compliant with the Regulatory Standards and will be issuing an updated Engagement Plan to reflect this.

They advised that they will continue to engage with the Association on its succession planning as they still consider this to be an issue, particularly with regard to next year when the Appointed Members will be due to step down. They will also continue to engage with the Association in regard to the EWI Project and will require quarterly updates.

CALVAY HOUSING ASSOCIATION MINUTES OF 2024/2025 MANAGEMENT COMMITTEE: 15 AUGUST 2024

The new Engagement Plan is currently being drafted and it is hoped that this will be with us next week, with a view to publishing shortly thereafter. Committee Members were then invited to ask any questions or make any comments.

The Chair advised that it is his intention to share his plan around succession planning prior to standing down at the AGM.

The representatives from the Regulator then fed back their thanks to all involved in delivering such a comprehensive plan in such a short space of time and that this is testament to everyone. They are pleased to record that the Association worked through the plan quickly and engaged completely with the Regulator.

The representatives from the Scottish Housing Regulator left the meeting at this point.

Committee Members were very pleased with the Regulator's decision and passed on their thanks to the whole staff team for their work in helping to deliver the action plan. The Director advised that it was able to be done so quickly because we could quickly and easily evidence a lot of things, because of the work that had been done in the last couple of years. It was noted that succession planning was also already on the radar.

2 DECLARATIONS OF INTEREST

Emma Connelly and Lauren Austin declared an interest in Item 15.

3 MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 20 JUNE 2024 APPROVED

The minutes of the Management Committee meeting held on 20 June 2024 were circulated to Committee prior to the meeting and noted. As there were no matters arising the minutes were approved on a motion by Jim Gourlay, seconded by Bryce Wilson.

4 MATTERS ARISING

There were no matters arising.

5 MANAGEMENT COMMITTEE DECISIONS TRACKER – 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. The recommendations contained within the report were approved.

The Chair agreed to bring forward Items 7 and 8.

6 ANNUAL ACCOUNTS TO 31 MARCH 2024 – APPROVED

The annual accounts to 31 March 2024 were circulated to Committee prior to the meeting and noted. The Chair was pleased to note a good result on the audit and advised that he had raised a few points on Decision Time which had subsequently been answered. The Director confirmed that a review on factoring is ongoing at the moment and Committee are pleased that this has started.

**CALVAY HOUSING ASSOCIATION MINUTES OF 2024/2025
MANAGEMENT COMMITTEE: 15 AUGUST 2024**

The Finance Consultant proceeded to take Committee through the annual accounts, noting the salient points. These accounts were fully discussed by Audit & Risk Sub Committee on 1 August, who were now recommending them to Management Committee for approval. The accounts were deemed by the Auditor to reflect a true and fair view of the finances of the Association at 31 March 2024.

Following discussion, it was agreed that a minor discrepancy pointed out by the Chair was non material and did not require to be adjusted by the auditor, however it will be highlighted to them.

Otherwise it was agreed to approve the accounts which were duly signed by the Chair and Secretary.

7 RESPONSE TO AUDIT FINDINGS LETTER / COVENANT COMPLIANCE CERTIFICATES - APPROVED

The response to the Audit Findings Letter and Covenant Compliance Certificates were circulated to Committee prior to the meeting and noted. The Finance Consultant advised that Audit & Risk Sub Committee had gone through the AFL and response at its meeting on 1 August. It had also been noted at this meeting that the unadjusted item had been removed following discussions with the Finance Consultant and the Auditor. The response to the Audit Findings Letter and Covenant Compliance Certificates were approved and duly signed by the relevant signatories.

Ross Macdonald joined the meeting at this point, via Zoom.

8 EWI PROJECT – SIGNING OF CONTRACT – 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 he was now asking Committee to formally agree to enter into the contract with Procast for the EWI Project. He advised that FMD were in attendance to answer any questions Committee had on the financial aspects of the contract and Ross Macdonald from Brown & Wallace to answer any questions on delivery of the contract. Committee were advised that while the major works are not subject to VAT, some minor works may be VAT chargeable. Committee were also advised that the Association has received and accepted the formal grant offer. In response to a question from a Committee Member, the Director advised that the loan has not been fully settled yet due to a slight issue with the levels of security/some of the title deeds, however this should be resolved by next week.

The Director requested delegated authority from Management Committee to sign the contract, once the loan is formally settled.

In response to a question from the Chair regarding the contract end date of July 2025, Ross Macdonald confirmed that there are likely to be some weather issues that could affect the delivery, however the contract can only be extended by way of a formal contract extension and would be at no further cost to the Association.

In response to a further question from a Committee Member regarding penalty

CALVAY HOUSING ASSOCIATION MINUTES OF 2024/2025 MANAGEMENT COMMITTEE: 15 AUGUST 2024

clauses, Ross Macdonald advised that a nominal amount of £500 per calendar week has been allocated, this is because there is no real financial risk to the Association in the event of a delay, unlike a delay to a new build development where rent loss would be incurred.

A Committee Member stated that we have to ensure we do not commit until the finance has been settled. The Director responded that if Committee delegate authority, the contract will only be completed once confirmation is received that the loan is settled.

Some discussion then took place on the order of grant spend and loan draw down and it was noted that a non utilisation fee will likely have to be paid. The grant funding has to be drawn down by 31/3/25. As such grant claims will be more than 50% of costs incurred during the early part of the project in order to ensure funding is claimed before deadline.

In response to a question from the Finance Consultant regarding a scenario whereby we were unable to draw down on the grant because of, for example, significantly bad weather, Ross Macdonald advised that this would not be a surprise to the Scottish Government as monthly reports have to be submitted to them so they would be aware of any delays. Ross also advised that Brown and Wallace should be able to forecast if any targets are likely to be missed.

Committee subsequently delegated authority to the Director to sign the contract, subject to the loan being finalised as previously discussed.

Ross Macdonald left the meeting at this point.

Committee once again thanked staff for getting this project over the line and noted that it will be a great result for tenants in terms of savings on energy bills, etc.

Fettes McDonald and Olwyn Gaffney left the meeting at this point.

9 Q1 REPORTING – MANAGEMENT ACCOUNTS TO END JUNE 2024 – WRITTEN REPORT BY FINANCE CONSULTANT APPROVED

A written report by the Finance Consultant was circulated to Committee prior to the meeting and noted. The Finance Consultant proceeded to take Committee through the Management Accounts to end June 2024, noting the salient points.

Committee noted the significant reduction in Stage 3 Adaptations funding for this year.

Statement of Cashflows - in response to a question regarding why the HAG and loan amounts for the EWI didn't match the spend on the EWI, the Finance Consultant confirmed that it was likely that some of the EWI spend was being treated as revenue and not capital and that this was the reason for the difference in the numbers.

In response to a question from the Chair around factoring income and expenditure, the Finance Consultant advised that even if factoring charges are doubled following the review, the costs to the Association will remain the same and consideration should be around the fact that it is supposed to be a

**CALVAY HOUSING ASSOCIATION MINUTES OF 2024/2025
MANAGEMENT COMMITTEE: 15 AUGUST 2024**

non-profit making activity.

In response to a question from the Chair regarding how the Calvay Centre income is managed, some discussion took place around this. It was agreed that it should be managed more by design than default and it is important that there is visibility around this.

Discussion took place regarding the non spend on major repairs in Q1. The Operations Manager and Senior Maintenance Officer believe that this may be due to jobs not being coded properly. The Operations Manager will discuss this further with the Finance Consultant.

Otherwise the Management Accounts to end June 2024 were approved by Committee.

Fiona Nicholl left the meeting at this point.

The Chair agreed to bring forward Item 17 on the agenda to allow the staff member to present their report and then leave.

Ali Smith, Wider Role Manager joined the meeting at this point.

10 Q1 REPORTING – WIDER ROLE UPDATE – WRITTEN REPORT BY WIDER ROLE MANAGER NOTED

A written report by the Wider Role Manager was circulated to Committee prior to the meeting and noted. Ali introduced herself to Committee and proceeded to take them through her report, outlining the great work carried out by the Wider Role team in the last year. This includes a relaunch of the Calvay Centre, securing funding from SFHA to support tenants with fuel costs and winter packages, consultations with the local community, the forging of partnerships with other agencies such as the Halliday Foundation and Kelvin College, free school uniforms for local families, the Cosy Café scheme, a holiday food programme for local children, as well as an array of local events, culminating recently in the Calvay Community Day which was attended by over 700 local families. The Wider Role Manager also thanked the Centre Manager and members of the Calvay Community Events Committee for their hard work and the Association's contractors who had provided contributions of over £3,000. Over 40 volunteers have been working with the team, providing around 900 volunteering hours, 43 have gained a qualification and 4 have gone on to employment.

The Wider Role Manager advised that £22,000 has been received from the Scottish Government Resilience Programme to support a digital exclusion project. The team are also hoping to engage with the local youth to gauge what kind of activities or services they would like to see offered.

The Wider Role Manager updated Committee on the latest position on the Investing in Communities Fund. This is the fund that pays for the wider role posts at Calvay. The Scottish Government had advised that they may not be able to continue to fund the project for the full 3 years and have already reduced the funding for this financial year, whilst expecting the same targets to be achieved. There is still uncertainty over what might happen next year.

The Director advised that he had met with Sally Thomas, Chief Executive of

CALVAY HOUSING ASSOCIATION MINUTES OF 2024/2025 MANAGEMENT COMMITTEE: 15 AUGUST 2024

SFHA and had been advised that the Scottish Government are under budget pressure and are also waiting for the UK budget allocation. We should know this calendar year, however this still puts the wider role team at some risk as potentially no money would be coming in to pay their salaries. A Committee Member responded that this is happening to projects all over Scotland and asked if it was worth seeking funding from elsewhere. Another Committee Member asked if we could even apply for funding for the shortfall. Discussion took place regarding building relationships with other funders, or perhaps getting groups together to apply for bigger sums, e.g. National Lottery. It was agreed to explore these possibilities in more detail at the away day in November.

A Committee Member stated that we should be speaking to as many organisations as possible, e.g. SFHA/GWSF/SCVO to help to put pressure on the Government, especially where projects are alleviating child poverty, etc. It may also be worthwhile speaking to local politicians to emphasise there will be a huge detrimental effect if funding is pulled.

In response to a question as to whether the Association could absorb the costs, it was noted that this will be discussed further in November. Some discussion then took place regarding the various activities that have been delivered and the Wider Role Manager confirmed that a high percentage of these have benefited local tenants as they have been the main target. The Senior Housing Officer also highlighted the hard work undertaken by the Welfare Rights Officer, for example assistance with alleviating fuel poverty.

The Wider Role Manager advised Committee that the upcoming 7 month pilot project for Digital Inclusion will determine the need for a Digital Inclusion Officer. Fuse will deliver this project and hope to train volunteers to provide support in the future if no funding is available for a Digital Inclusion Officer. The Wider Role Manager also advised that it has been quite difficult to get volunteers for the Community Garden, however they are looking to link in with the North East Growers Forum. The Royal Horticultural Society are also supporting the project via planting workshops.

The Wider Role Manager asked Committee if they had any questions on her report. A Committee Member stated that it was a good paper and clearly showed the demand for an Energy Advisor. The Wider Role Manager advised that Home Energy Scotland will assist with the funding application.

The Wider Role Manager left the meeting at this point.

11 Q1 REPORTING – KPI'S TO END JUNE 2024 – WRITTEN REPORT BY OPERATIONS MANAGER APPROVED

A written report by the Operations Manager was circulated to Committee prior to the meeting and noted. The Operations Manager advised that the health and safety information and KPI's have been amalgamated and results will be reported by exception.

The Operations Manager highlighted the staff time taken to pull together the information for the KPI's, particularly as these have now been increased. This may result in having to spend more on SDM to enable improved reporting.

The Operations Manager reported a lot of positive performance in the last

**CALVAY HOUSING ASSOCIATION MINUTES OF 2024/2025
MANAGEMENT COMMITTEE: 15 AUGUST 2024**

quarter, particularly in recording of complaints. Committee were pleased to note this improvement.

The Operations Manager advised that the KPI on estate management had unfortunately slipped due to the work involved in the Allocations Policy review. The Estate Management Policy is due to go out for consultation in October. There is no system currently for recording estate management results and this will be the next area the Operations Manager will concentrate on.

Committee were also advised that 'right first time' repairs had slipped due to the poor performance of the gas contractor. There is an option to extend on their current contract, however we intend to re-procure.

The Operations Manager advised that funding for Stage 3 adaptations had been substantially reduced for this year therefore spend will have to be prioritised in this area. The funding figure for this year is only £14,200 compared to spend of £40k in 23/24

Committee were reminded we had received substantial assurance in the recent gas safety audit and this had been reported at the last Audit & Risk Sub Committee meeting. The next audit is on electrical safety and is due to take place in September.

A Committee Member reiterated their concerns about the reporting capability of SDM and about the ability to get information effectively and efficiently. He wondered if we should be looking at alternative systems now. Another Committee Member echoed that 53 hours' staff time to compile the KPI statistics was excessive and wondered if Committee were asking for too much information that they weren't really doing anything with. It was agreed that this should be discussed at the away day, specifically 'what do Committee need to know?'

The Senior Housing Officer advised that she had been working with SDM, who had also been working with Christine Dugan, so wondered if it would be worth investing in additional functionality just now and see how much value it adds when it is time to start preparing for next year's ARC.

A Committee Member advised that Homemaster had also worked with Christine Dugan and a lot of work had been put into developing the reporting aspect, which could then be drilled down into for further information. He stated that we need to try to refine reporting as a lot of staff time is currently being wasted and we need a longer term strategy on how to deal with data going forward.

In response to a question from a Committee Member, the Senior Housing Officer advised that the highest amount of time was spent on void loss and gross rent arrears. She also noted that the void analysis report does not always work out the way it should. A Committee Member raised concern that data from SDM will never be properly validated and suggested we should not be investing further in the system.

The Senior Housing Officer further noted that a lot of staff time had been taken up dealing with issues to do with bin stores, bulk uplift, general problems with the Cleansing Department and problem closes.

**CALVAY HOUSING ASSOCIATION MINUTES OF 2024/2025
MANAGEMENT COMMITTEE: 15 AUGUST 2024**

Otherwise, Committee approved the report on Q1 KPI's.

12 PREPARATION FOR AGM – WRITTEN REPORT BY DIRECTOR APPROVED

A written report by the Director was circulated to Committee prior to the meeting and noted. The Corporate Services Manager advised that the AGM packs have gone out and should be starting to arrive through Committee's doors.

It was noted that the two co-opted members are due to step down but wish to stand for election and it was confirmed that the Chair will also be standing down from Committee and not standing for re-election due to a conflict of interest arising from his new job.

Otherwise the AGM preparations were approved.

13 Q1 REPORTING – POLICY REVIEW SCHEDULE – WRITTEN REPORT BY DIRECTOR APPROVED

A written report by the Director was circulated prior to the meeting and noted. The recommendations contained within the report were approved.

14 ALLOCATIONS – PROPOSED REVISION TO LOCAL LETTINGS PLAN 2024-2025 – WRITTEN REPORT BY OPERATIONS MANAGER APPROVED

A written report by the Operations Manager was circulated to Committee prior to the meeting and noted. The Senior Housing Officer asked Committee to reconsider the decision they made in June regarding the lettings plan, as the original one was the one that had been consulted on and this change may necessitate going back out to consultation. She also advised that allocations from the group concerned only amounted to 1 or 2 per year.

Committee unanimously agreed to return to the original lettings plan which was agreed in May.

15 ALLOCATIONS POLICY REVIEW – CONSULTATION OUTCOME – WRITTEN REPORT BY OPERATIONS MANAGER APPROVED

A written report by the Operations Manager was circulated to Committee prior to the meeting and noted. The Operations Manager outlined the methodology of the consultation and went through the findings. Following discussion regarding Group 5, a Committee Member suggested changing the wording on this.

Otherwise, the Allocations Policy and revised implementation date were approved by Committee.

Emma Connelly, Jim Munro and Lauren Austin left the meeting at this point.

16 APPLICATIONS FOR MEMBERSHIP

Five applications for membership, nos. 1096-1100, were approved and authority given to use the Association's seal for the share certificates.

**CALVAY HOUSING ASSOCIATION MINUTES OF 2024/2025
MANAGEMENT COMMITTEE: 15 AUGUST 2024**

17 Q1 REPORTING – REVIEW OF RISK REGISTER – WRITTEN REPORT BY DIRECTOR NOTED

A written report by the Director was circulated to Committee prior to the meeting and noted. The Risk Register was approved at Audit & Risk Sub Committee in August and noted by Management Committee at this meeting.

18 Q1 REPORTING – NOTIFIABLE EVENTS REGISTER – WRITTEN REPORT BY DIRECTOR NOTED

A written report by the Director was circulated to Committee prior to the meeting and noted. The Director advised that since the time of writing, all three have been closed down however one new NE has been submitted in relation to the membership of the Appointed Members. It was also noted that as this has now been resolved, it is hoped that this will also be closed down quickly.

19 Q1 REPORTING – BUSINESS PLAN ACTION PLAN – WRITTEN REPORT BY DIRECTOR NOTED

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

20 Q1 REPORTING – CHAIR’S ACTIVITIES – VERBAL REPORT BY CHAIR NOTED

The Chair advised that at his recent mentoring meeting, succession planning had been discussed in some detail and he will forward these notes to the Director. He recommended that mentoring is retained for the future Chair, as the current Chair has found this to be very helpful.

21 Q1 REPORTING – EQUALITY AND DIVERSITY ACTION PLAN UPDATE – WRITTEN REPORT BY DIRECTOR NOTED

A written report by the Director was circulated prior to the meeting and noted. Committee were advised that some of the timescales have slipped, however staff are aware and we should be able to gain some ground back on this.

22 Q1 REPORTING – MANAGEMENT COMMITTEE SUCCESSION PLANNING UPDATE – WRITTEN REPORT BY DIRECTOR NOTED

A written report by the Director was circulated to Committee prior to the meeting and noted. Some discussion took place on future Committee mix and sustainability. This was noted.

23 Q1 REPORTING – ANNUAL ASSURANCE STATEMENT PROGRESS – WRITTEN REPORT BY CORPORATE SERVICES MANAGER NOTED

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

24 Q1 REPORTING – MANAGEMENT COMMITTEE LEARNING AND DEVELOPMENT PROGRESS – WRITTEN REPORT BY CORPORATE SERVICES MANAGER NOTED

**CALVAY HOUSING ASSOCIATION MINUTES OF 2024/2025
MANAGEMENT COMMITTEE: 15 AUGUST 2024**

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

25 MINUTES OF OTHER MEETINGS

1. Draft Minutes of Audit & Risk Sub Committee meeting held on 1 August 2024

The draft minutes of the Audit & Risk Sub Committee meeting held on 1 August 2024 were circulated to Committee prior to the meeting and noted.

26 SIGNING OF MINUTES BY CHAIRPERSON

The minutes of the meeting to be signed by the Chair via Docusign.

27 ATTENDANCE AT MANAGEMENT COMMITTEE MEETINGS – STANDING ITEM – NOTED

The attendance at Management Committee meetings was circulated to Committee prior to the meeting and noted. This had been corrected to reflect that Geri Mogan was in attendance at the meeting on 16 May. Otherwise this was noted.

28 AOCB

i. Bank Mandate Updates

The Director advised that the mandate for the Nationwide requires to be updated. The relevant signatories were approved and the mandate duly signed.

ii. Chair's Thanks

The Chair reminded Committee that due to his acceptance of a position with the Association's External Auditor, he is unable to continue as a member of the Management Committee as this would cause a conflict of interest. He will therefore be standing down at the AGM and not standing for re-election and will begin his new post in October.

Committee Members congratulated the Chair on his new role and thanked him for his time on the Committee, particularly for leading the Association through Regulator intervention, culminating in the successful completion of the Governance Review Action Plan and the Association's return to compliance.

The Chair offered his own thanks to Committee and staff. He advised that he was sad to be leaving and would not have stood down if he hadn't received this career opportunity.

APPROVED _____

DATE _____