

**CALVAY HOUSING ASSOCIATION MINUTES OF 2024/2025  
MANAGEMENT COMMITTEE: 16 MAY 2024**

**1 SEDERUNT**

Present: Jim Gourlay - Chair  
Geri Mogan - Committee Member  
Gordon Laurie - Appointed Member  
Helen Forsyth - Appointed Member  
Lauren Austin - Co-opted Member  
Lawrie West - Appointed Member (via Zoom)

Apologies: Steven Blomer - Vice Chair  
Bryce Wilson - Secretary  
Jim Munro - Committee Member  
Peter Howden - Committee Member  
Emma Connelly - Co-opted Member

(Steven Blomer and Bryce Wilson attending governance training)

In Attendance: Nick Dangerfield - Director  
Derek Baker - Operations Manager  
Tracy Boyle - Corporate Services Manager  
Fiona Nicholl - Finance Consultant, FMD  
(Items 1 – 7 only)

**2 DECLARATIONS OF INTEREST**

There were no Declarations of Interest for this meeting.

**3 MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 18 APRIL 2024 APPROVED**

The minutes of the Management Committee meeting held on 18 April 2024 were circulated to Committee prior to the meeting and noted. During consideration of these minutes, the following items were noted:-

**6.2 Decisions Tracker**

In relation to item 194 on the tracker, it was agreed that if contact is made and the Committee Member requires a leave of absence, Committee will consider a decision by Written Resolution to award a leave of absence prior to June's committee meeting.

**4 MATTERS ARISING FROM PREVIOUS MEETING**

There were no further 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 following items were noted:-

**Item 192** – completed since papers were circulated and requested to be removed from the tracker

**CALVAY HOUSING ASSOCIATION MINUTES OF 2024/2025  
MANAGEMENT COMMITTEE: 16 MAY 2024**

**Item 193** – completed since papers were circulated and requested to be removed from the tracker

Following discussion, it was agreed that items not complete or ongoing would be coloured amber and would only be coded red if seriously overdue. It was also agreed that headings would be added in to distinguish between the live and completed actions.

Otherwise the report was approved and all items marked green on the tracker can now be moved to the completed tab.

**6 GOVERNANCE REVIEW ACTION PLAN – FINAL REPORT – WRITTEN REPORT BY CONSULTANT, INDIGO HOUSE APPROVED**

A written report by the Consultant from Indigo House was circulated to Committee prior to the meeting and noted. Committee advised that as the Regulator was not able to make this meeting to discuss the final report, they would very much appreciate them coming along to the June meeting. The Director to contact the Regulator in this regard.

Otherwise the final report was approved, with thanks given to Indigo House and staff, who had worked hard to achieve this result.

**7 QUARTER 4 REPORTING – MANAGEMENT ACCOUNTS TO MARCH 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 Chair introduced Fiona Nicholl from FMD, who has taken over from Sean in dealing with the Association's finance. The Chair and Committee also acknowledged the contribution made by Fettes McDonald up to this point.

The Finance Consultant acknowledged that the main issue for the Association at the moment is waiting on the decision on the EWI grant funding and its implications for borrowing, etc. She also advised that she has identified areas for improvement and enhancement in the nominal ledger and has started some analysis on this. The Finance Consultant then went on to take Committee through the management accounts to end March 2024, noting the salient points.

The Chair expressed concern regarding the Calvay Centre in terms of matching income with expenditure. The Finance Consultant agreed that this needs more robust analysis, which she thinks will be fairly straightforward to do.

Some discussion took place regarding factoring fees and it was agreed that some external advice/support may be needed to carry out a comprehensive review of this area.

It was noted that this year's External Audit is due to begin week commencing Thursday 20 June. The Finance Consultant will finalise the accruals and prepayments to ensure these are auditable and will also be looking at the fixed asset register.

## **CALVAY HOUSING ASSOCIATION MINUTES OF 2024/2025 MANAGEMENT COMMITTEE: 16 MAY 2024**

Management Expenses – it was noted there was an overspend on General Expenses particularly in relation to professional fees. However, it is the Finance Consultant's view that the Association is in a healthy position for a business this size.

Following a question regarding pensions, it was agreed that although pension deficit payments are likely to restart in April 2026, we do not know yet what the figure will be. In order to make some provision for this, the amount we were last paying when deficit payments were payable will be used in financial projections for April 2026 and beyond.

It was noted that the Miscellaneous heading under Major Repairs will require further investigation before audit.

In response to a question regarding Sundry Debtors, the Finance Consultant gave a detailed breakdown of this.

In response to a question regarding work with Indigo House, the Director confirmed that their work is now concluded. However, it was noted that discussions will be required regarding the resourcing required to ensure that the governance improvements which have been made are sustained.

It was agreed that the training budget will be split out in the management accounts between Committee and staff. A Committee Member highlighted the need to set the Committee training budget around the need, i.e. taking into account the learning and development plan for the forthcoming year.

In response to a question regarding legionella works, the Operations Manager advised that this had fallen behind due to the Senior Maintenance Officer and Maintenance Officer leaving. The works are back on track with surveys done along with some disconnections from water tanks, however no works have been invoiced yet and the Operations Manager will speak to the contractor about this. The Operations Manager assured Committee that the most essential tanks had been treated (Calvay Centre/Burnmouth Court). A change will be made to the accounts heading from Legionella Testing & Remedials to Water Tank Surveys as this was misleading.

In response to a question regarding the extractor fans, the Operations Manager advised that all those due for renewal are in properties that are to receive the planned external wall insulation works. Upgraded ventilation is included in the overall project costs, part of which will be grant funded, providing our Scottish Net Zero Heat Fund (SNZHF) application is successful.

In response to the substantial variance on the office water rates, the Director explained the background to this and the confusion over meters. It has subsequently been established that a second water meter is the responsibility of the Association and a backdated invoice had to be paid. Going forward the water charges will be higher therefore Quarriers' share will have to increase in line with this.

Committee noted that the wording in under Item 4 in the cover report should read "Painterworks were *not* carried out in 23/24". Committee also noted that these accounts were submitted to the lenders before approval, in order to meet the required timescale of within 45 days of quarter end.

**CALVAY HOUSING ASSOCIATION MINUTES OF 2024/2025  
MANAGEMENT COMMITTEE: 16 MAY 2024**

Otherwise, the Management Accounts to end March 2024 were approved.

Committee thanked the Finance Consultant and she left the meeting at this point.

**8 FINANCIAL REGULATIONS – AMENDMENTS – WRITTEN REPORT BY DIRECTOR APPROVED, SUBJECT TO MINOR AMENDMENT**

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

It was agreed that the final boxes under Items 4, 5 and 6 should be up to £50,000.

Otherwise the amendments to the Financial Regulations were approved.

**9 SIGNATORIES FOR LENDERS – WRITTEN REPORT BY DIRECTOR APPROVED**

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

**10 ANNUAL RETURN ON THE CHARTER 2023-24 – 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 took Committee through the report, noting the points below:-

- Tenant involvement not included as nothing has changed since last year.
- Improved performance in repairs. The percentage of 'right first time' has dropped but this figure is not accurate due to changes in recording since the validation visit. The maintenance team have undergone substantial training in determining and recording 'right first time' repairs.
- SHQS – it was noted that the Association will never achieve 100% in this area due to various exemptions.
- Adaptations – more carried out and time to complete reduced.
- Rent collection – this has been impacted by changes to Universal Credit.

Otherwise Committee approved submission of the Annual Return on the Charter and noted its satisfaction with some strong statistics.

**11 QUARTER 4 REPORTING – KPI'S TO END MARCH 2024 – WRITTEN REPORT BY OPERATIONS MANAGER APPROVED**

A written report by the Operations Manager was circulated to Committee prior to the meeting and noted. Committee noted the challenges faced in certain areas but otherwise approved the report.

**CALVAY HOUSING ASSOCIATION MINUTES OF 2024/2025  
MANAGEMENT COMMITTEE: 16 MAY 2024**

**12 PROCUREMENT EXCEPTIONS – 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 Committee that the close cleaning and gas service and maintenance contracts will be procured in September and the gutters and roof anchor contracts over the summer.

Otherwise Committee were satisfied with the justification for the procurement exceptions contained within the report and these were subsequently approved. The Operations Manager will add these to the contracts register to trigger when they come up for renewal.

**13 QUARTER 4 REPORTING – POLICY REVIEW SCHEDULE – 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. It was agreed that going forward, any policy changes should be contained in the cover report and the tracked changed policy appended to the report.

The Corporate Services Manager advised that a majority of the staffing policies are based on EVH's model policies and they are currently undertaking their own review. As it had been suggested by a Committee Member that a review of the Grievance Policy is prioritised, the Corporate Services Manager advised she would contact EVH to confirm if this is one of their policies under review.

**POST MEETING NOTE:** EVH confirmed that both their model Grievance and Disciplinary policies are currently under review.

Otherwise the recommendations contained within the report were approved.

**14 QUARTER 4 REPORTING – CHAIR'S ACTIVITIES – WRITTEN REPORT  
BY CHAIR NOTED**

A written report by the Chair was circulated to Committee prior to the meeting and noted. The Chair advised that it had been suggested at his last coaching/mentoring meeting, to change the layout of the report to something more strategic, i.e. that reflects his activities against the Association's Strategic Objectives. The Chair reported that his next substantial piece of work is to lead on Committee succession planning. This was noted.

**15 NOTIFIABLE EVENT – GAS SERVICING – WRITTEN REPORT BY  
DIRECTOR NOTED**

A written report by the Director was circulated to Committee prior to the meeting and noted. The Director explained the background to the two events involving gas servicing and maintenance and the processes put in place to avoid this in the future. This was noted.

**CALVAY HOUSING ASSOCIATION MINUTES OF 2024/2025  
MANAGEMENT COMMITTEE: 16 MAY 2024**

**16 EWI PROJECT MANAGEMENT – WRITTEN REPORT BY OPERATIONS  
MANAGER NOTED**

A written report by the Operations Manager was circulated to Committee prior to the meeting and noted. Committee were advised that a decision has still not been received in relation to the grant funding. In response to a question from a Committee Member, the Operations Manager advised that the contractor has guaranteed the contract price up to 30 June and it is anticipated we will have a decision before then. This was noted.

**17 GCHSCP LOCAL LETTINGS PLAN – WRITTEN REPORT BY  
OPERATIONS MANAGER**

A written report by the Operations Manager was circulated to Committee prior to the meeting and noted. Following some considerable discussion, Committee agreed to a figure of 45% homeless referrals rather than the 67% requested and also requested that an updated Calvay Lettings Plan to reflect this change is brought back to Committee.

**18 QUARTER 4 REPORTING – HEALTH AND SAFETY ASSURANCE –  
WRITTEN REPORT BY OPERATIONS MANAGER NOTED**

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

**19 QUARTER 4 REPORTING – RISK REGISTER – WRITTEN REPORT BY  
DIRECTOR NOTED**

A written report by the Director was circulated prior to the meeting and noted. It was also noted that it is the Chair's priority to work on recruiting and retaining Committee Members.

**20 QUARTER 4 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.

**21 QUARTER 4 REPORTING – SPSO COMPLAINTS – WRITTEN REPORT  
BY SENIOR HOUSING OFFICER NOTED**

A written report by the Senior Housing Officer was circulated to Committee prior to the meeting and noted. In response to a question from a Committee Member regarding No. 1954, the Operations Manager advised that the repair issue itself had been resolved.

Committee also noted the slight increase in complaints recording and efforts are ongoing to improve on this further.

Otherwise Committee noted the report.

**CALVAY HOUSING ASSOCIATION MINUTES OF 2024/2025  
MANAGEMENT COMMITTEE: 16 MAY 2024**

**22 QUARTER 4 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.

**23 QUARTER 4 REPORTING – EQUALITY AND DIVERSITY ACTION PLAN – WRITTEN REPORT BY DIRECTOR NOTED**

A written report by the Director was circulated to Committee prior to the meeting and noted. The Director advised Committee that the plan has slipped slightly, however an analysis of data will be brought to Committee in June.

Committee also asked for a RAG status to be applied to the plan.

Otherwise, Committee noted the report.

**24 NOTIFIABLE EVENTS TO THE REGULATOR – VERBAL REPORT BY DIRECTOR**

No further events outwith the ones reported at Item 15.

**25 SCOTTISH HOUSING REGULATOR – UPDATE – VERBAL REPORT BY DIRECTOR**

No updates from the Regulator noted.

**26 SIGNING OF MINUTES BY CHAIRPERSON**

This to be arranged by DocuSign following the meeting.

**27 ATTENDANCE AT MANAGEMENT COMMITTEE MEETINGS**

This was noted.

**28 AOCB**

There was no further business and the Chair thanked members for getting through the substantial agenda.

**29 DATE OF NEXT COMMITTEE MEETING**

The next Management Committee meeting is due to take place on Thursday 20 June 2024.

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

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