

**CALVAY HOUSING ASSOCIATION MINUTES OF 2021/2022
MANAGEMENT COMMITTEE: 16 SEPTEMBER 2021 – HELD AT CALVAY
CENTRE, MAIN HALL.**

1 SEDERUNT

Present:	Anna Ellis	-	Chairperson
	Alison A'Hara	-	Vice Chair
	Pauline Barr	-	Secretary
	Jim Gourlay	-	Committee Member
	John Lyon	-	Committee Member
Apologies:	Chris Warwick	-	Treasurer
	Sandra McIlroy	-	Committee Member
	Margaret Lynch	-	Committee Member
In Attendance:	Nick Dangerfield	-	Director
	Melissa Craig	-	Property Services Assistant

2 ELECTION OF CHAIRPERSON, OFFICE BEARERS, MEMBERSHIP OF SUB COMMITTEES & AFFILIATED BODIES

The Director stated that, as this was the first meeting following the AGM, nominations for Office Bearers were being sought. As office bearers were being elected in this agenda item it was agreed to bring agenda items 7 & 8 forward.

Chairperson –

There was one nomination, Anna Ellis was nominated by Pauline Barr and seconded by Alison A'Hara. As there were no other nominations or objections Anna Ellis was duly elected to the position of Chairperson.

Vice Chairperson –

Alison A'Hara was nominated by Anna Ellis and seconded by Pauline Barr and as the only nomination, Alison was duly elected to the position of Vice Chairperson.

Secretary –

Pauline Barr was nominated by Alison A'Hara and seconded by John Lyon as there were no further nominations or objections Pauline Barr was duly elected to the position of Secretary.

Treasurer –

Chris Warwick was nominated by Pauline Barr, seconded by Jim Gourlay and as the only nomination, Chris was duly elected to the position of Treasurer.

MEMBERSHIP OF SUB COMMITTEES 2021/2022

Operations Sub Committee

Agreed members of the Operations Sub Committee are Anna Ellis, Alison A'Hara, John Lyon and Pauline Barr. Alison A'Hara was elected as Chair of Operations Sub.

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Audit & Risk Sub Committee

Agreed members of the Audit & Risk Sub Committee are Margaret Lynch, Jim Gourlay, Chris Warwick and Alison A'Hara. Margaret Lynch was nominated as convenor of Audit & Risk, as she was not present at the meeting she can confirm acceptance as convenor at next meeting. As Chris Warwick was not present at this meeting, he will confirm acceptance to this sub committee at next meeting.

Staffing Sub Committee

Agreed members of the Staffing Sub Committee are, Anna Ellis, John Lyon, Margaret Lynch, Pauline Barr, Alison A'Hara & Sandra McIlroy. Sandra was nominated to this sub-committee by Anna Ellis, acceptance of this nomination to be confirmed at next meeting. Pauline Barr was elected as Chair of Staffing Sub.

REPRESENTATIVES TO AFFILIATED BODIES

EVH - Alison A'Hara, Alison also expressed her wish to remain on the executive board of EVH.

EHRA - Anna Ellis

GWSF – GWSF now hold open meetings where any member can attend therefore no need for a delegated person.

SHARE – In his absence, Chris Warwick was nominated to represent Calvay at SHARE. He can confirm this at the next meeting.

3 DECLARATION OF INTERESTS

There were no declarations of interest expressed.

4 MINUTE OF PREVIOUS MANAGEMENT COMMITTEE MEETING ON 19 AUGUST 2021 - APPROVED

The minutes of the previous meeting held on 19 August 2021 were circulated prior to the meeting and noted. The minutes were approved on a motion by Pauline Barr and seconded by John Lyon.

5. MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 27 AUGUST 2021 – APPROVED

The minutes of the previous meeting held on 27 August 2021 were circulated prior to the meeting and noted. The minutes were approved on a motion by Anna Ellis and seconded by Pauline Barr.

6. MATTERS ARISING FROM PREVIOUS MEETINGS

Alison A'Hara noted that her apologies are missing from the meeting held on 19 August 2021.

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7 MEMBERSHIP OF SUB COMMITTEES 2021-22 – WRITTEN REPORT BY CORPORATE SERVICES MANAGER - NOTED

A written report by the Corporate Services Manager was noted. This agenda item was brought forward and agreed in item two. There was no further discussion required.

8 REPRESENTATION ON OUTSIDE BODIES – WRITTEN REPORT BY DIRECTOR – NOTED.

A written report by the Director was circulated to Committee prior to the meeting and noted. This agenda item was brought forward and agreed in item two. There was no further discussion required.

9 SIGNING OF ANNUAL COMMITTEE DOCUMENTS – WRITTEN REPORT BY DIRECTOR – NOTED.

The Director noted that Committee are required to sign annual documents, which contain; declaration form, code of conduct, equal opportunities statement and health and safety responsibilities document. It was noted that some committee signed and returned some documents at the AGM.

Prior to this meeting starting The Director circulated the required forms to be signed and present committee members did this at the start of the meeting. Documents will be posted to the absent Committee members.

10 APPLICATIONS FOR MEMBERSHIP

There are no new applications for membership.

11. TRAINING AND EVENTS

Training on Performance Management provided by SHARE on 23rd September. So far, four Committee members are attending and another two Committee members from other EHRA organisations are also attending.

12. REVISED TIMETABLE OF COMMITTEE MEETINGS – NOTED

The Director advised a copy of the new revised meeting calendar was provided prior to the meeting and noted by Committee.

13 NOTIFIABLE EVENT TO THE REGULATOR – VERBAL REPORT BY DIRECTOR.

The Director informed that he notified The Regulator of a significant service failure by the Association. This was due to our phone suppliers being hacked by a Russian organisation causing the phone lines to go down periodically for about three days. The Regulator has requested no further information, the

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issue is now resolved and the matter is now considered closed by the regulator.

14. SCOTTISH HOUSING REGULATOR - UPDATE - VERBAL REPORT BY DIRECTOR

The Director advised that landlords are now required to send monthly updates to The Regulator on gas servicing and any issues faced. There has also been more emphasis on staff training and landlords must ensure staff know how to deal with gas phone calls in relation to faulty gas appliances etc. and know how to deal with them.

In response to a question from a Committee member The Director informed that there has not been any follow up regarding the missing £1 share discussed previously relating to membership fee. The Regulator was satisfied with the response.

15 SIGNING OF MINUTES BY CHAIRPERSON

The Chair advised she has many minutes to sign, as there has not been any face-to-face meetings since COVID. She advised she will organise a date to come in a sign these minutes at the office.

16. OUTSIDE BODIES

i. Employers in Voluntary Housing

Alison advised that the slides from a recent seminar she attended relating to returning to work after COVID are available on decision time. She also advised the EVH Offices would not be opening any time soon as their office does not meet COVID safe guidelines.

ii. Glasgow and West of Scotland Forum

Updates available online, Meetings now face to face rather than online. The meetings are open to all committee members and if anyone wants to attend it would be worthwhile letting them know in advance due to number restrictions.

iii. Easterhouse Housing and Regeneration Alliance

Representative advised that a member of another EHRA organization will be attending the next Committee meeting to shadow; This is open for any Committee member, who wishes to attend another organisations committee meetings. The representative advised if any Committee are interested in doing this to let her know.

iv. SHARE

Representative for SHARE not present at meeting.

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17 AOCB

i. **STAFF LUNCH**

The Chair questioned whether any staff have taken up on the two-hour lunch offered to them as a token of thanks from Committee for working hard during the pandemic. It was noted that staff have organized a night out mid-October and rather than the two-hour, lunch previously agreed Committee could agree to pay for the dinner already arranged. Committee unanimously agreed to this, any staff member than cannot attend the dinner, can still have their two-hour lunch.

ii. **COMMITTEE EVENING MEAL**

The Chair advised she would look for venues for the previously agreed Committee evening meal. This was agreed few months back but still has not come to fruition. The Chair was keen to get this organised so it does not clash too much with the Christmas period. She will circulate details to Committee once it has been arranged.

APPROVED _____

DATE _____