

**CALVAY HOUSING ASSOCIATION MINUTES OF 2023/2024
MANAGEMENT COMMITTEE: 16 NOVEMBER 2023**

1 SEDERUNT

Present:	Alison A'Hara	-	Vice Chair
	Bryce Wilson	-	Secretary
	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 (Item 7 onwards)
	Emma Connelly	-	Co-opted Member
Apologies:	Jim Gourlay	-	Chair
	Chris Warwick	-	Treasurer
In Attendance:	Nick Dangerfield	-	Director
	Tracy Boyle	-	Corporate Services Manager
	Derek Baker	-	Operations Manager
	Fettes McDonald	-	Finance Consultant, FMD (Items 1-12 only)
	Nicola Thom	-	Consultant, Indigo House (Items 7 & 8 only)

In the absence of the Chair, the Vice Chair presided over the meeting.

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 19 OCTOBER 2023 APPROVED

The minutes of the Management Committee meeting held on 19 October 2023 were circulated prior to the meeting and noted. The minutes were proposed as a true record by Bryce Wilson, seconded by Gordon Laurie.

4 MATTERS ARISING FROM PREVIOUS MEETING

11. Standing Orders Review

In response to a question regarding the process of extending meetings, it was noted that this had been dealt with.

12. Annual Assurance Statement

In response to a question from a Committee Member, it was confirmed that a paragraph had been included relating to health and safety which specifically references dampness and mould.

5 Q2 REPORTING – MANAGEMENT COMMITTEE DECISIONS TRACKER – WRITTEN REPORT BY CORPORATE SERVICES MANAGER APPROVED

A written report by the Corporate Services Manager was circulated to

**CALVAY HOUSING ASSOCIATION MINUTES OF 2023/2024
MANAGEMENT COMMITTEE: 16 NOVEMBER 2023**

Committee prior to the meeting and noted. Discussion took place on the format of the tracker and it was requested that completed decisions are kept on the spreadsheet. Director and Corporate Services Manager to agree a format and bring back to Committee for Q3 reporting.

6 SCOTTISH HOUSING NETWORK (PERFORMANCE ANALYSIS VISIT) – PRESENTATION FROM SHN – POSTPONED

It was noted that the presentation scheduled for this meeting had been postponed, due to the lengthy agenda. The intention is to reschedule for December's meeting, however this may need to be a separate session.

Helen Forsyth and Nicola Thom joined the meeting at this point.

7 SCHEME OF DELEGATION – WRITTEN REPORT BY DIRECTOR APPROVED, SUBJECT TO MINOR AMENDMENT

A written report by the Director, together with the Scheme of Delegated Authority prepared by Indigo House, were circulated to Committee prior to the meeting and noted. The following minor amendments were agreed:

- Add another point Under 5, “Staffing, Employment and Health and Safety”, “Reserved to Management Committee” - “Support Director in the interview process for any staff they directly manage”.

A Committee Member queried Committee's role in proposals for seeking decrees for rent arrears. Following discussion, Committee delegated authority to staff to change the wording to reflect that Committee should be provided with assurance that all legal processes have been followed and that eviction is a last resort, particularly where children are involved. Where there is potentially a case for eviction, Committee requested information on the level of arrears.

8 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 second progress report.

In response to a question from a Committee Member, the consultant advised that the timescale for nos. 34 and 35 should not slip, however 35 does require to be procured. It was agreed that 34 could be completed as verified.

Otherwise Committee approved the report, which will now be copied to the Regulator.

Nicola Thom left the meeting at this point.

9 BUSINESS PLAN ACTION PLAN – WRITTEN REPORT BY DIRECTOR APPROVED

A written report by the Director was circulated to Committee prior to the meeting and noted. During consideration of the report the following items were noted:

**CALVAY HOUSING ASSOCIATION MINUTES OF 2023/2024
MANAGEMENT COMMITTEE: 16 NOVEMBER 2023**

- i. New Build properties now fully let, however a new tenant survey has not yet been carried out.
- ii. Tenant group at Burnmouth Court is not currently a constituted group. Wider role staff are currently working on this and indications are that it will go ahead.
- iii. Information on publishing in alternative formats has been included in the forthcoming Winter Newsletter.

As there was some confusion about the key of the RAG status, it was agreed that the column will also contain text to indicate whether the action has been completed or is on track.

Otherwise the Business Plan Action Plan was approved.

10 Q2 REPORTING – MANAGEMENT ACCOUNTS TO END SEPTEMBER 2023 – 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 took the members present through the management accounts, noting the salient points.

Statement of Comprehensive Income

- Reactive repairs up 10% more than budget, however overall reduced from 38% in June
- Costs for cyclical maintenance and major repairs below budget
- Electrical testing for Calvay Crescent not included in original budget
- Interest payable below budget, net of any capitalised interest

Statement of Financial Position

- Arrears slightly up, but not unreasonable.

Covenants

- Covenants all currently satisfied.
- Asset cover for Nationwide – this stock was due to be revalued and the valuation is expected this week

Some discussion took place regarding the impact of the EWI works and in response to a question, the Finance Consultant advised that although the Association is currently healthy in terms of cash, the long term cash will reduce materially. We do need to keep a careful watch on covenants and discussion with funders shall take place in the near future.

It was agreed that Committee would be kept informed and involved about any situations which could result in a covenant breach in order to ensure this is avoided.

The Finance Consultant advised that he will rerun the cashflow at a suitable point and will also speak to the lenders where appropriate.

In response to a question from a Committee Member, the Finance Consultant advised that the HAG figures refer to anticipated grant for the EWI works.

**CALVAY HOUSING ASSOCIATION MINUTES OF 2023/2024
MANAGEMENT COMMITTEE: 16 NOVEMBER 2023**

11 RENT INCREASE 24/25 – TENANT CONSULTATION – WRITTEN REPORT BY FINANCE CONSULTANT/DIRECTOR APPROVED, SUBJECT TO PROVISION OF ADDITIONAL OPTION

A written report by the Finance Consultant/Director was circulated to Committee prior to the meeting and noted. Committee were advised that an increase of 5.6% is part of our prudent financial management, complies with the Association's covenants and ensures it has a reasonable surplus at the end of 30 years. The Director then took the members present through some affordability scenarios and discussion took place on the need for meaningful consultation and choice for tenants. Following further discussion Committee agreed options of CPI + 1% and CPI + 3%, with tenants being provided with information on what the higher option would allow the Association to do.

In response to a question from a Committee Member, the Operations Manager advised early indications are that there are no major surprises coming out of the stock condition survey. He also advised that there may be indicative feedback from the surveys available for December's meeting.

12 FINANCIAL REGULATIONS – WRITTEN REPORT BY FINANCE CONSULTANT APPROVED, SUBJECT TO MINOR AMENDMENTS

A written report by the Finance Consultant was circulated to Committee prior to the meeting and noted. The Director and Finance Consultant had reviewed the financial regulations and these are now believed to be fit for purpose. The Finance Consultant advised he was happy to take questions on the regulations.

In response to a question from a Committee Member, it was agreed to change the wording of 19.3 to "A value for money statement shall be produced by the Association and reviewed as part of its Business Planning process".

In response to a further question from a Committee Member, it was noted that cheque payments are very rarely used and are more of an emergency backup.

Under the Financial Limits, it was agreed to add in 'Director' wherever it states 'Operations Manager' and vice versa.

Otherwise the Financial Regulations were approved and the Finance Consultant left the meeting.

13 MEMBERSHIP OF SUB COMMITTEES

Audit & Risk Sub Committee

Lawrie West and Gordon Laurie were appointed to this sub committee.

Staffing Sub Committee

Helen Forsyth and Alison A'Hara were appointed to this sub committee. The Director will speak to the Chair regarding his position on this sub committee.

**CALVAY HOUSING ASSOCIATION MINUTES OF 2023/2024
MANAGEMENT COMMITTEE: 16 NOVEMBER 2023**

14 Q2 REPORTING – REVIEW OF RISK REGISTER – WRITTEN REPORT BY DIRECTOR NOTED

A written report by the Director was circulated prior to the meeting and noted. Committee were reminded that Audit & Risk see the full risk register along with the top ten risks and the top twelve are brought to full Management Committee on a quarterly basis.

In response to a question from a Committee Member, the Director advised that the balconies had dropped from the top ten risks as hammer testing had been carried out to all properties without the requirement for scaffolding.

Following a suggestion from a Committee Member, it was agreed that Cyber Essentials accreditation would be added in to SR10 as a control measure.

Some discussion then took place on the pensions. The Director advised he had been at the EVH SHAPS Group meeting that morning and it looks likely that deficit payments will restart in April 2026 because of poor performance in the last year. The next triennial revaluation will take place in September 2024. It was suggested that until we know what the deficit payments will be, an allowance is made in the budget equalling what the Association paid previously. It was agreed to check that pensions are in the main risk register. [Post-meeting note, Pensions Revaluation is SR05 on the Strategic Risk Register]

A Committee Member noted the Scottish Government may well return to a rent cap, however it would be difficult to do that and expect EESSH2, Net Zero, etc. It was agreed that the Association should keep this on its horizon.

15 SEVERANCE PAYMENTS AND SETTLEMENT AGREEMENTS POLICY – 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 this policy had been produced by Indigo House and checked over by the Association's solicitor. There were no further comments and the policy was approved.

16 ARC VALIDATION MANAGEMENT RESPONSE AND ACTION PLAN – 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 Management Team do not disagree with the findings from the exercise, however they have decided to pick the most important indicators to re-state and the intention is to do this by February 2024. The Operations Manager also advised that the Association is making good progress working through recommendations and are working more closely with SDM in order to improve on reporting. Staff have also visited other organisations, in particular Easthall Park who are more advanced than Calvay in the use of SDM for this purpose.

The Operations Manager advised that the report is seeking Committee approval regarding the indicators selected for re-stating and asked if there were any questions or concerns.

A Committee Member was concerned that perhaps not enough indicators were being re-stated, considering the situation the Association is currently in

**CALVAY HOUSING ASSOCIATION MINUTES OF 2023/2024
MANAGEMENT COMMITTEE: 16 NOVEMBER 2023**

with the Regulator. It was noted that the Regulator already commented on capacity at the previous meeting and the Operations Manager advised that in his opinion we have struck a good balance. This has taken up a lot of staff time away from their day to day work and to re-state any more could potentially cause problems in capacity and the ability to get on with other work. Committee acknowledged that this was acceptable, as long as data was accurate going forward. It was also acknowledged that there was nothing material in the recommendations therefore the suggested indicators for re-stating were approved.

Committee Members with professional experience of working with Christine Dugan commented that the number of corrections, and their seriousness was at the kind of level to be expected for a first visit and while work was required to improve, the findings did not give them serious cause for concern.

The Operations Manager advised that Christine Dugan will only be able to come in post submission again this year. A Committee Member suggested that around June would be a good time if possible, in case of any re-states.

In response to a question from a Committee Member, the Operations Manager advised that improvement in the use of SDM will not mean more automation, it is more about using different functions of the system that have not been used before.

Following some discussion, it was agreed that the Operations Manager will check with the Regulator if it is too late to submit the re-states, as Committee believed that the cut-off might have been August. A Committee Member also suggested that we advise the Regulator that it may be another 2 years before we have a product that would stand up to scrutiny. The Operations Manager assured Committee that he was confident there will be an improvement in next year's submission.

17 GAS SAFETY AND MAINTENANCE POLICY – 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 although the last internal audit on gas safety had given high assurance, no formal policy/procedures were in place for gas, electrical, fire safety, etc.

The Operations Manager advised that the Gas Safety and Maintenance Policy had been rigorously tested and reviewed by a social housing health and safety expert.

Committee approved the Gas Safety and Maintenance Policy, subject to removal of a repeated sentence under 1.0.

18 ASBESTOS FRAMEWORK PROCUREMENT – 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 report and approved the appointment of the recommended contractors.

19 COLD WATER STORAGE SURVEYS PROCUREMENT – WRITTEN REPORT BY OPERATIONS MANAGER APPROVED

**CALVAY HOUSING ASSOCIATION MINUTES OF 2023/2024
MANAGEMENT COMMITTEE: 16 NOVEMBER 2023**

A written report by the Operations Manager was circulated to Committee prior to the meeting and noted. Committee noted the report and approved the appointment of the recommended contractor.

20 RENDER UPDATE – 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 contractor is still on site carrying out remedial including works to reinforce lintels in Barlanark Road. The Operations Manager and Senior Maintenance Officer are continuing their desktop assessment on whether any of the Association's properties contain Reinforced Autoclaved Aerated Concrete (RAAC), however current desktop evaluations of a significant number of historic drawings has found no evidence of the use of RAAC.

The Operations Manager further advised that quality scoring is currently underway for the procurement of a Project Manager for the EWI works and he is seeking approval of non-budgeted expenditure of £15,000 to appoint the Project Manager. In response to a question from a Committee Member, the Operations Manager advised this figure was a best estimate as we are not sure what will be involved in the funding application work. He will keep an eye on this and keep Committee apprised of the situation, with an update at December's meeting. The recommendation contained within the report was subsequently approved.

21 COMMITTEE RECRUITMENT – POTENTIAL CO-OPTEE

It was agreed to delegate the decision to appoint to the Office Bearers, subject to them having sight of the application form.

22 Q2 REPORTING – NOTIFIABLE EVENTS TO THE REGULATOR – 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 of a notifiable event that had been submitted since this report was produced. The event was closed down quickly and a later item on the agenda for this meeting deals with the issue in more detail.

23 Q2 REPORTING – KPI'S – WRITTEN REPORT BY DIRECTOR NOTED

A written report by the Director was circulated to Committee prior to the meeting and noted. Committee were advised that the KPI's are due to be reviewed as part of the Governance Review Action Plan. It was noted that the SHQS target had not changed following the ARC validation exercise, however it is likely to change following the stock condition surveys. Otherwise the KPI's for quarter 2 were noted.

24 Q2 REPORTING – SPSO COMPLAINTS REPORTING FOR JUNE TO SEPTEMBER 2023 – 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. There was no further comment.

**CALVAY HOUSING ASSOCIATION MINUTES OF 2023/2024
MANAGEMENT COMMITTEE: 16 NOVEMBER 2023**

**25 MISSED GAS SERVICE – 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 the Operations Manager held a 'learning from' meeting with staff following this incident, discussing what went wrong, how it happened and what was learned from it. Committee was informed that it has been decided that in the future, forced accesses would be carried out earlier in order to reduce the chance of any further late gas services. This was noted.

**26 Q2 REPORTING – HEALTH AND SAFETY ASSURANCE – 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 we are currently working with Wellhouse HA in a joint exercise to procure for an electrical contract. It is hoped to have a policy on electrical safety ready by early 2024. This was noted.

27 SIGNING OF MINUTES BY CHAIRPERSON

In the absence of the Chair, the Vice Chair will sign the minutes of the last meeting.

**28 ATTENDANCE AT MANAGEMENT COMMITTEE MEETINGS – STANDING
ITEM**

This was noted.

29 AOCB

i. Management Committee Agendas

Committee again raised the issue of a lengthy agenda. It was noted there was nothing from this agenda that could have been removed, however it was subsequently agreed that policy reviews would not be brought to meetings where there was quarterly reporting.

30 DATE OF NEXT MEETING

The next meeting is due to take place on Thursday 14 December 2023 at 6.00 pm.

APPROVED _____

DATE _____