

**CALVAY HOUSING ASSOCIATION MINUTES OF 2023/2024  
MANAGEMENT COMMITTEE: 18 MAY 2023**

**1 SEDERUNT**

Present:	Jim Gourlay	-	Chair
	Chris Warwick	-	Secretary
	Bryce Wilson	-	Treasurer
	Steven Blomer	-	Committee Member
	Sandra McIlroy	-	Committee Member (Items 1-6)
	Jim Munro	-	Co-opted Member
	Geri Mogan	-	Co-opted Member
Apologies:	Alison A'Hara	-	Vice Chair
	Stacy Shaw	-	Committee Member
	Julia Okun	-	Committee Member
In Attendance:	Nick Dangerfield	-	Director
	Tracy Boyle	-	Corporate Services Manager
	Fettes McDonald	-	Finance Consultant (Items 1-4)
	Karen Fitzsimons	-	Indigo House (Item 6 only)

**2 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**3 MANAGEMENT ACCOUNTS TO END MARCH 2023 – WRITTEN REPORT BY FINANCE CONSULTANT APPROVED**

A written report by the Finance Consultant was circulated prior to the meeting and noted. The Finance Consultant took the members present through the Management Accounts to end March 2023.

In response to a question from a Committee Member regarding major repairs underspend, the Finance Consultant advised that there were no plans to catch up in 2023-34, however it had been agreed that Committee could approve an amended budget at the time of any proposed EWI works. It was suggested that an EWI project is quickly matched up with available grant funding, otherwise the Association could potentially miss out. This was noted.

Some discussion took place regarding the overspend in reactive maintenance. It was agreed that some further analysis would be carried out on why this has happened, e.g., no. of jobs, split by trade, is the rise across the board or by a particular trade. The Finance Consultant advised that whilst costs have risen significantly, the Association still has lower unit costs than similar RSL's.

Some discussion took place regarding the underspend in Tenant Participation (under General Expenses). Following considerable discussion, it was agreed that the Director would pull together a new proposal for assistance with tenant participation and procure this via Quick Quotes.

Otherwise, the Management Accounts to end March 2023 were unanimously approved.

**4 LOAN PORTFOLIO RETURN – FOR APPROVAL – WRITTEN REPORT BY FINANCE CONSULTANT APPROVED**

A written report by the Finance Consultant was circulated prior to the meeting

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and noted. This Loan Portfolio return to the Regulator for 2022-23 was approved.

**5 DRAFT ANNUAL RETURN ON THE CHARTER – FOR APPROVAL – WRITTEN REPORT BY DIRECTOR APPROVED, SUBJECT TO AMENDMENTS**

A written report by the Director was circulated prior to the meeting and noted. Following considerable discussion, it was agreed that more narrative would be added to the submission where figures have dropped, for example tenant satisfaction, relet times, repairs, neighbourhood and value for money. The Association should explain that it intends to do a deeper dive into these results and the possible causes, with a view to making improvements where possible.

Committee also requested that the Operations Manager attends future meetings where items relating to housing management/maintenance are due to be discussed.

Otherwise, the ARC submission for 2022-23 was approved.

**6 GOVERNANCE REVIEW – CONSULTANT IN ATTENDANCE – WRITTEN REPORT APPROVED, SUBJECT TO AMENDMENTS**

A written report by Karen Fitzsimons from Indigo House was circulated prior to the meeting and noted.

Following considerable discussion, Committee agreed to the recommendations contained within the report. However, it was agreed that the consultant would make amendments to the report and return to Management Committee to present the final report on 22 June.

At this point, Sandra McIlroy tendered her resignation from the Management Committee and left the meeting.

**7 APPLICATION FOR MEMBERSHIP**

An application for membership from [REDACTED] was approved and permission given for use of the seal for the share certificate.

**8 AOCB**

**i. Committee Papers**

Committee ratified a decision taken at a recent training session that hard copies of Committee papers will no longer be distributed.

**ii. Committee Appraisals**

It was agreed to go out to tender for external support in carrying out this year's Committee appraisals. The Chair will contact Gravitare HR with regard to carrying out the Director's appraisal.

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**iii. Committee Member Recruitment**

It was agreed to advertise for new Committee Members with the following skills:

- Governance
- Asset Management
- HR

**9 DATE OF NEXT COMMITTEE MEETING**

Thursday 8 June 2023.

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

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