

**CALVAY HOUSING ASSOCIATION MINUTES OF 2022/2023
MANAGEMENT COMMITTEE: 18 AUGUST 2022 – HELD AT CALVAY CENTRE.**

1 SEDERUNT

Present:	Jim Gourlay	-	Chair
	Pauline Barr	-	Secretary
	Chris Warwick	-	Treasurer
	Bryce Wilson	-	Committee Member
	Sandra McIlroy	-	Committee Member
	Margaret Lynch	-	Committee Member
In Attendance:	Nick Dangerfield	-	Director
	Eileen Stevenson	-	Corporate Services Assistant
	Fettes McDonald	-	Finance Consultant, FMD
Apologies:	Alison A'Hara	-	Vice Chair
	Stacy Shaw	-	Co-opted Member

2 DECLARATION OF INTEREST

There were no declarations of interest.

3 MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 23 JUNE 2022 - APPROVED

The minutes of the Management Committee meeting held on 23 June 2022 were circulated prior to the meeting and noted.

There were no matters arising therefore the minutes were approved on a motion by Pauline Barr and seconded by Bryce Wilson.

4 MATTERS ARISING FROM PREVIOUS MEETINGS

A committee member raised the matter of the Business Plan and enquired when this would be available. A discussion followed on the various reasons for the delay and it was agreed the Director would upload a copy of the initial draft (held in 3 separate files) to Decision Time. This will provide committee members with the opportunity to review the documents prior to the October Management Committee Meeting when the first full draft will be presented together with a timetable of key milestones going forward. Thereafter an Agenda Item will be added at each meeting to monitor progress. The Finance Consultant noted that an additional narrative will be required for his figures due to the current circumstances surrounding the CPI.

5 MANAGEMENT COMMITTEE ANNUAL REVIEW REPORT – WRITTEN REPORT BY INDIGO HOUSE

A written report by Indigo House was circulated to Committee by the Chair prior to the meeting and noted. A meeting was held with Indigo House the previous evening (17th August) following which a revised report is awaited. A decision on the report will be carried forward to the September Management Committee meeting. A committee member enquired if the Regulator will be happy with this delay with the Chair advising he had already sent copies of the North Star and Campbell Tickell reports to the Regulation Manager and

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advised him of the meeting with Indigo House. The draft Indigo Report will be sent pending the revised version which should suffice for now.

6 AGM PREPARATION REPORT – WRITTEN REPORT BY DIRECTOR - APPROVED

A written report by the Director was circulated to Committee prior to the meeting and noted. This report covers a number of matters for information and decision in relation to the Annual General Meeting, which will be held at the Calvay Centre on 15th September 2022. At the end of every annual general meeting, at least one-third of the Committee Members must retire. These retiring members should be the members who have served longest since they were last elected, but can also be re-elected. Both Margaret Lynch and Pauline Barr agreed to stand down at the AGM but have expressed interest in being re-elected. Co-optees and casual vacancies must also retire and complete a Nomination Form and return this by close of business on the 25th August at the latest. Any serving committee members with more than 9 years' service must demonstrate their continued effectiveness as a committee member before they may stand for re-election which Committee must decide upon. There is one current member who has served more than 9 years and based on the recommendation by Indigo House that they have been able to demonstrate their capabilities the Chair confirmed they will be put forward for re-election. This was approved on a motion by Margaret Lynch and seconded by Pauline Barr.

Sandra McIlroy passed on her apologies for the AGM as she will be out of the country.

7 ANNUAL ACCOUNTS – PRESENTATION BY FRENCH DUNCAN, EXTERNAL AUDITORS – APPROVED

A presentation prepared by French Duncan on the External Audit Report together with Draft Audited Accounts for the year ended March 2022 and various papers were circulated to Committee prior to the meeting and noted. The purpose of the presentation was to highlight the key findings arising from the audit of the Association for the year ended 31 March 2022. As a representative from French Duncan was unable to attend the Finance Consultant provided an overview of the results as follows:

Total comprehensive income increased from £299k for 2021 to £931k for 2022 and the main reason for this was the SHAPS pension adjustment which saw the pension scheme liability decreasing from a liability of £(351k) to an income of £288k. The Finance consultant added that most pension adjustment can be volatile with major swings occurring each year. It was also noted contributions would cease in September this year. Another point to note was that Interest receivable reduced from £32k to £7k due to the fall in deposit rates which were nominal during the period. The Balance Sheet remained in a good healthy position with Net Assets increasing from £10.691M to £11.623M. During the year Cash & Deposits fell from £5.073M to £2.715M following the repayment of a loan and is not a concern. Overall there were no concerns in any area of the audit.

A committee member enquired about the statement on page 7 of the presentation which stated "The association continues to adopt a policy of not

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capitalising bathroom replacements as components” which seems to contradict the statement within the draft Audited Accounts that states “£858k was spent on component replacements (which has been capitalised)”. The Finance Consultant advised he would speak to the auditors to clarify this point.

Within the narrative of the Audited Accounts there were some queries regarding the Member Names and dates appointed with the Director advising the Corporate Services Manager was already liaising with the auditors in this matter and would also mention the incorrect spelling of John Lyon were it states “John Lyons”. Another committee member requested that the sentence on page 2 of the Accounts under the heading Current Year which states “Testament to the hard work of all staff involved” should be elaborated to record the Board’s appreciation to staff during the pandemic and the difficult circumstances experienced. It was agreed the committee member would compose this and send to the Chair to be added to the accounts before the final version is issued. As there were no other questions or issues the Annual Accounts were approved on a motion by Sandra McIlroy and seconded by Chris Warwick, subject to the changes mentioned above.

The Finance Consultant then explained both the Management Letter and the Letter of Representation which the Chair proceeded to sign.

The Chairperson advised that Item 9 on the agenda would now be brought forward to allow the Finance Consultant to leave the meeting earlier.

8 QUARTERLY MANAGEMENT ACCOUNTS – WRITTEN REPORT BY FINANCE CONSULTANT – NOTED (ITEM 9 BROUGHT FORWARD ON AGENDA).

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

This details the financial results (actual and budgeted) for the 3 month period to 30th June 2022 with the Finance Consultant advising the Association has performed reasonable well financially in comparison to the annual budget with a surplus for the year of £700k, however it is early days and he will continue to monitor performance in the coming months. There are currently no issues with our cash reserves, liquidity or covenants. The Chair enquired about the gearing ratios as two different figures are shown with 1.17% under the Primary ratio calculation while 0.53% is showing under the Lending calculation with the Finance Consultant advising this is down to the different methods of calculation as the Primary ratio is calculated under the regulator’s definition while the Lender ratio is based on the Nationwide’s definition. Another committee member enquired whether any consultancy fees had been received yet and the Finance Consultant confirmed these were included within Professional Fees and a break down was provided under the General Expenses note to the accounts.

9 APPLICATIONS FOR MEMBERSHIP

Two applications for membership have been received from Steven Blomer and Stacy Shaw with both valid applications and the £1 membership fee having been received.

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Both applications were unanimously approved and the certificates were signed at the end of the meeting.

10 KPIs – WRITTEN REPORT BY DIRECTOR - NOTED

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

The Director advised the Annual KPI target had been carried forward from the previous year. The Chair expressed concern over the negative variance in the percentage of our housing stock falling below SHQS. The Director advised this was due to non-entry for electrical inspections to be carried out in time. A committee member advised this had been discussed extensively at the Property Services Sub Committee as there is no legal precedent to force entry for an electrical inspection as is the case with gas safety inspections and various methods have been attempted to gain access such as timing electrical inspections to coincide with a gas inspections and the withholding of new kitchens/bathrooms/windows etc. until such time as the electrical inspection is carried out. As a last solution the electrical inspection can be carried out if the property becomes void. A general discussion followed on the merits of forcing entry or not for electrical inspection as some housing associations are starting to force entry albeit the SFHA are taking this to the Scottish Government to try and resolve this “grey area”. A committee member advised their employer has sought independent legal advice and are now forcing entry from a health and safety perspective and on the basis that there is a right of access clause within the Tenancy Agreement. Following this discussion it was agreed that the director should instruct legal advice on the matter.

A further query was raised on the KPI for gas safety checks which showed 16 properties not having a current certificate whereas the recent internal audit reported no issues. The director advised this was down to the way the KPI is measured for the ARC as all properties do have a current certificate but 16 did not have one within the anniversary due to covid and access issues at that time. To avoid confusion it was agreed the KPI description would be changed to “How many gas safety checks were missed in the quarter”.

The reactive repairs carried out right first time percentage was also commented upon and although there could be simple explanations for this variance it should be monitored going forward. It was noticed the Arrears and Void Loss figures were both positive variances and thanks were passed on to the staff for their work in this area. Another member commented on the Committee Attendance percentage and whether this was cumulative or not with the Director confirming it was. Following a short discussion it was agreed that another column should be added to the report for cumulative figures to be shown in addition to the quarter figures.

11 DEVELOPMENT REPORT

A written report by the Development Consultant was circulated to Committee prior to the meeting and noted. This report provided a brief update on the development sites, the amount of Liquidated Damages should the contact be delayed, the planned traffic management system on Garvel Road and the neighbour complaints. A committee member enquired about the lack of

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signage at the Blyth Road site as there are currently only Crudens signs on display and requested that a similar sign to the Garvel Crescent site be erected. It was agreed the Development Consultant would be contacted to arrange this.

12 COMMUNITY SUPPORT – WRITTEN REPORT BY THE DIRECTOR - NOTED.

A written report by the Director was circulated to Committee prior to the meeting and noted. This report detailed the activity planned to mitigate the cost of living crisis and included information on the new homework club due to start which would include a free hot meal for all attendees and various articles due to be published in the autumn newsletter.

Committee acknowledged the work being done and as no further comments or questions were raised the report was noted.

13 MANAGEMENT COMMITTEE DECISION TRACKER – WRITTEN REPORT BY THE DIRECTOR - DEFERRED TO NEXT MEETING

A written report by the Director was circulated to Committee prior to the meeting. Although this report contained the approval of four recommendations as the actual tracker had been omitted (filepath only provided) it was agreed that this item be carried forward to the next meeting.

14 NOTIFIABLE EVENTS REPORTING FOR Q1 – WRITTEN REPORT BY THE DIRECTOR - NOTED.

A written report by the Director was circulated to Committee prior to the meeting to inform Committee of the current status of all reported Notifiable Events. This shows all events now closed with the exception of one. The Chair advised the Regulation Manager had now been sent the report on the independent investigation and enquired how this event can be closed off. The Director advised that in general terms the regulator would normally close an event once substantial elements have been addressed therefore the Chair could request that the event be closed and await their decision.

15 CORRECTION TO ARC SUBMISSION – WRITTEN REPORT BY DIRECTOR - NOTED

A written report by the Director was circulated to Committee prior to the meeting to inform Committee about a correction made to our ARC submission in respect of SHQS.

No questions were raised and Committee noted the report.

16 RISK MANAGEMENT

This is a standing item on the Agenda and no questions were raised.

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**17 COMMITTEE CALENDAR 2022-2023 – (PREVIOUSLY CIRCULATED)
INCLUDED FOR REFERENCE**

The committee calendar was provided for information purposes as the calendar had previously been sent to the Chair, then the Chair of each Sub Committee. The Director advised the number of Staffing Sub Meetings had been reduced from 4 to 2 for this year as based on our Standing Orders these meeting need only be carried out on an ad hoc basis. A committee member noted that the first one did not take place till January next year and given the current staffing restructure felt that one should be held in October and suggested 13th October 2022 to discuss an Implementation Plan (advertising/competencies/interview panel etc.). The Director felt the implementation of the organisational review was an operational matter and there was no need for the Staffing Committee to be involved in this. The committee member still thought an implementation plan should be brought to a Staffing Sub in October as the move from the current structure to a new structure was an important aspect of the organisational review. It would also involve updating job descriptions and enquired if Hays would be used for this and we would need to ensure equality regulations were adhered to. Staff should also have the opportunity to have their input and possibly a working group could be set up to facilitate this. The Director confirmed there were a number of job descriptions that require to be updated but as a member of EVH we would be guided by them. It was agreed a fuller discussion was required on this and an agenda item would be carried forward to the next management committee meeting. It was also mentioned by another committee member that post AGM members would be elected to various Sub Committees so any decision could be made by the newly elected members.

Sandra McIlroy passed on her apologies for the next Management Meeting as she will be out of the country.

18 TRAINING AND EVENTS

A committee member had recently attended a SHARE training session on “Dealing with Conflict in Committees” and the training slides have been added to Decision Time for everyone to view. The training was carried out by Seamus Corry with the committee member finding it very useful and informative.

**19 NOTIFIABLE EVENTS TO THE REGULATOR – VERBAL REPORT BY
DIRECTOR – NOTED.**

Nothing new to report.

**20 SCOTTISH HOUSING REGULATOR UPDATE – VERBAL REPORT BY
THE DIRECTOR – NOTED.**

Nothing new to report with the Director just reminding committee members the Annual Assurance Statement is due at the end of October and the evidence bank is currently being updated with new supporting documents. A plan will need to be formulated amongst committee members to decide how this will be approached. A committee member enquired whether training could be arranged for members on verifying and understanding the evidence provided and it was agreed we would look to see if SHARE had anything appropriate.

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21 SIGNING OF THE MINUTES BY CHAIRPERSON

These will be signed by the Chair following the meeting.

22 MINUTES OF OTHER MEETINGS

It was noted the Audit & Risk Meeting had been cancelled therefore no other minutes were presented.

23 OUTSIDE BODIES

i. Employers in Voluntary Housing

The Representative for EVH was absent from the meeting therefore no update was provided.

ii. Glasgow and West of Scotland Forum

No updates to report as these are received regularly by email.

iii. Easterhouse Housing and Regeneration Alliance

The representative for EHRA was absent from the meeting therefore no update was provided although it was mentioned they did have a successful Community Festival held at the Platform last Friday (12th August).

iv. SHARE

The Representative for SHARE resumed attending meetings on 28th July and advised Daryl McIntosh has been appointed the new CEO. The AGM will be held on the 15th of September with the first Board Meeting following on the 29th. The Annual Conference will be in March of next year.

20 AOCB

Both the Director and the Corporate Services Assistant were asked to leave the meeting at this point to enable Committee to discuss the Indigo House report in private.

APPROVED _____

DATE _____