

**CALVAY HOUSING ASSOCIATION MINUTES OF 2025/2026
MANAGEMENT COMMITTEE: 19 JUNE 2025**

1 SEDERUNT

Present:	Steven Blomer	-	Chair
	Gordon Laurie	-	Appointed Member
	Lawrie West	-	Appointed Member
	Geri Mogan	-	Committee Member
	Alison A'Hara	-	Committee Member
	Lauren Austin	-	Committee Member
Apologies:	Bryce Wilson	-	Vice Chair
	Jim Munro	-	Committee Member
	Margaret Scott	-	Committee Member
	Peter Howden	-	Committee Member
	James Irvine	-	Committee Member
	Sunday Okewole	-	Committee Member
In Attendance:	Nick Dangerfield	-	Director
	Derek Baker	-	Operations Manager
	Tracy Boyle	-	Corporate Services Manager
	Fiona Nicholl	-	Finance Consultant (Items 1-7 only)
	Liz Campbell	-	Observer
	Janice Mitchell	-	Observer
	Neville Wood	-	Observer

2 INTRODUCTION OF OBSERVERS

The Corporate Services Manager introduced Liz Campbell, the new Corporate Services Assistant. The Chair introduced Janice Mitchell and Neville Wood, both of whom are interested in joining the Management Committee. Committee welcomed the observers to the meeting.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 22 MAY 2025 APPROVED

The minutes of the Management Committee meeting held on 22 May 2025 were circulated to Committee prior to the meeting and noted.

These were approved on a motion by Gordon Laurie, seconded by Alison A'Hara.

5 MATTERS ARISING FROM PREVIOUS MEETINGS

There were no matters arising.

6 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. It was agreed to remove the completed actions.

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The Chair agreed to bring Item 8 forward to allow the Finance Consultant to leave.

7 ANNUAL LOAN PORTFOLIO RETURN TO SHR 2024/25 – 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 advised she was looking for Committee approval to submit the loan portfolio to the Regulator before the deadline of 30 June.

The Finance Consultant advised that the Regulator had been informed via an in year return that the Association had repaid the [REDACTED] loan and refinanced with [REDACTED]. Committee were asked to note that the loan covenants have not changed. The Finance Consultant advised that a validation test had been carried out on this submission with no issues or errors.

It was agreed that Committee will be asked to reconsider the current fixed/variable split of loan repayments when the Q1 Management Accounts are brought to August's meeting.

Questions were invited from Committee Members. In response to a question from a Committee Member, the Finance Consultant advised that she had discussed repayment of the [REDACTED] loan with the Director today and this will be repaid in one bullet payment near the end of the term. Another option will be to refinance all or part of the loan in order to reinvest in the stock. In response to a further question, the Finance Consultant advised that the [REDACTED] loan is currently being repaid in equal instalments. It was noted at this point that a correction should be made to cover report that mentioned the loans would be repaid by 2031 – that this referred to the [REDACTED] loans only and not the [REDACTED] loans.

In response to a further question, the Finance Consultant advised there are no breakage costs with the [REDACTED] loan, as it is all on a variable rate, however other fees would be applicable if we refinanced elsewhere.

A Committee Member asked if the annual treasury management report had been brought to Committee yet, as this is normally replicated in the loan portfolio return. The Finance Consultant will check back and confirm.

Otherwise the loan portfolio return was approved for submission to the SHR.

The Finance Consultant left the meeting at this point.

8 FINANCIAL SERVICES PROCUREMENT – WRITTEN REPORT BY DIRECTOR APPROVED

A written report by the Director was circulated prior to the meeting and noted. The Director advised that financial services for the Association are required to be tendered, due to the amount of the contract.

Following brief discussion regarding the number of companies interested in tendering and the setup of the contract, the appointment of [REDACTED] was approved.

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9 COMMITTEE REQUEST FOR LEAVE OF ABSENCE – WRITTEN REPORT BY CORPORATE SERVICES MANAGER APPROVED

A written report by the Corporate Services Manager was circulated prior to the meeting and noted. Following a brief discussion, the leave of absence was approved.

10 POLICY REVIEW – UNACCEPTABLE ACTIONS POLICY – WRITTEN REPORT BY DIRECTOR APPROVED, SUBJECT TO MINOR AMENDMENT

A written report by the Director was circulated prior to the meeting and noted. The new and updated areas of the policy were highlighted in the covering report and the Director advised that once the policy is approved, procedures will be developed to accompany the policy.

Following some discussion it was agreed to extend the policy to include anyone who is representing the Association (including Committee Members) and to add something in about people who may be suffering from mental health. It was agreed that staff could make these changes without having to bring it back to Committee.

Otherwise, the policy was approved subject to the additions outlined above.

11 NOTIFIABLE EVENTS TO THE REGULATOR – WRITTEN REPORT BY DIRECTOR NOTED

A written report by the Director was circulated prior to the meeting and noted. The Director explained notifiable events in general for the benefit of the observers and explained the background to this particular notifiable event.

Committee were advised that the Committee Code of Conduct had been followed and an investigation commenced, overseen by the Chair and Lauren Austin and run by Lawrie West and Margaret Scott. Lawrie advised that all interviews had now been carried out and the first draft of a report will be prepared over the weekend.

Committee were advised that a virtual meeting may have to be convened to discuss the outcome and make a decision on any action to be taken, if necessary.

A Committee Member raised the issue of an appeals process and suggested that a few Committee Members may need to be held back for this if it becomes necessary.

Otherwise, the report was noted.

12 EWI UPDATE – WRITTEN REPORT BY OPERATIONS MANAGER NOTED

A written report by the Operations Manager was circulated prior to the meeting and noted. It was noted that the project completion deadline of end June will now not be met and there is a revised completion date of 19 September. [REDACTED] have advised that they find this reasonable and realistic. It was noted that the project had already been fast tracked earlier in the year to allow the Association to meet its grant requirements. Committee were also advised that due to the better weather recently, it has been difficult to access scaffolding. On a positive note, Committee acknowledged how great the

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buildings are looking, particularly with the work to the balconies having been completed.

The Operations Manager advised that the air source heat pump has now been installed at the pilot property and the Home Energy Advisor is working with the tenant to access the best tariff.

Committee were also advised that the grant has now been fully drawn down, the issue regarding rockwool has been concluded and no further requests in this vein are anticipated. With regard to the reinstatement of the close lighting, it has been agreed with [REDACTED] that the existing lighting will be stripped out and for the 36 blocks involved, a different contractor will manage the lighting.

Distribution of the customer satisfaction survey has begun, with follow up requests having been sent out to the first batch. The feedback overall is still very positive.

In response to a question from a Committee Member, the Operations Manager advised that some areas will get painted as part of the project and there is a small budget for painterwork, however railings are not likely to be included this year.

Otherwise, Committee noted the report.

13 COMMITTEE APPRAISALS – PRESENTATION BY [REDACTED], [REDACTED]

[REDACTED] took Committee Members through her presentation on this year's Committee Appraisal process and advised that the individual interviews will be carried out week beginning 7 July. It was agreed that as there is no full meeting of Committee in September, [REDACTED] will report back to October's meeting. There were no further questions on the process or the survey.

14 COMMITTEE MEETINGS TIMETABLE AND CALENDAR OF KEY REPORTS 2025/26 – WRITTEN REPORT BY DIRECTOR NOTED

A written report by the Director was circulated prior to the meeting and noted. It was confirmed that the Committee/Senior Staff away day will take place on Saturday 1 November 2025.

15 MINUTES OF OTHER MEETINGS

i. Draft Minutes of Staffing Sub Committee held on 5 June 2025

The draft minutes of the Staffing Sub Committee held on 5 June 2025 were circulated prior to the meeting and noted. In response to a question from a Committee Member, the Director advised that the recent staff away day had been a success. The morning covered staff roles in relation to the Business Plan objectives and the afternoon was a teambuilding exercise at Escape Rooms.

16 SIGNING OF MINUTES BY CHAIRPERSON

The minutes will be signed via DocuSign.

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

This was noted.

18 AOCB

i. Calvay's Gala Day

Committee were reminded that this is due to be held on Saturday 26 July 2025, from 12.00 pm to 3.00 pm.

ii. Visit from Scottish Government

In response to a question from a Committee Member, the Director advised that this visit was arranged by EHRA and hosted by Calvay and the purpose was to raise awareness of the work carried out in Easterhouse. A bus tour of Easterhouse took place in the morning and a tour of the Calvay Centre was also given to the representatives who attended.

iii. Committee Code of Conduct – Breach Protocol

A Committee Member again raised the issue of appeals and it was agreed to check this out with the solicitor.

19 DATE OF NEXT MEETING

The next meeting will take place on Thursday 14 August 2025 at 6.00 pm.

APPROVED _____

DATE _____