

**CALVAY HOUSING ASSOCIATION MINUTES OF 2024/2025
MANAGEMENT COMMITTEE: 20 JUNE 2024**

1 SEDERUNT

Present: Jim Gourlay - Chair
Steven Blomer - Vice Chair
Geri Mogan - Committee Member
Gordon Laurie - Appointed Member
Helen Forsyth - Appointed Member
Bryce Wilson - Secretary
Jim Munro - Committee Member
Peter Howden - Committee Member
Emma Connelly - Co-opted Member
Lawrie West - Appointed Member

Apologies: Lauren Austin - Co-opted Member

In Attendance: Nick Dangerfield - Director
Linda Smith - Corporate Services Assistant
Fiona Nicholl - Finance Consultant, FMD
(Items 6 only)

Representatives Scottish Housing Regulator

The Chair opened the meeting by welcoming representatives from SHR and thanking everyone for attending.

2 DECLARATIONS OF INTEREST

B Wilson declared an interest in Agenda Item 12.

3 MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 16 MAY 2024 APPROVED

The minutes of the Management Committee meeting held on 16 May 2024 were circulated to Committee prior to the meeting and noted. During consideration of these minutes, the following correction was required:-

7 QUARTER 4 REPORTING – MANAGEMENT ACCOUNTS TO MARCH 2024 – WRITTEN REPORT BY FINANCE CONSULTANT

A correction was required, under paragraph 5, which stated the “External Audit is due to begin week commencing Monday 20 June”. This should be changed to Thursday 20 June.

Pending this correction the minutes were approved on a motion by Gordon Laurie, seconded by Helen Forsyth

4 MATTERS ARISING FROM PREVIOUS MEETING

This is covered within the next agenda item.

5 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.

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Following discussion, Committee approved the report.

Fiona Nicholl Joined the meeting.

6 ANNUAL LOAN PORTFOLIO RETURN TO SHR 2023/24 - WRITTEN REPORT BY FINANCE CONSULTANT APPROVED

A written report by the Finance Consultant was circulated to Committee prior to the meeting and noted. The Chair welcomed and introduced Fiona Nicholl from FMD.

The Finance Consultant advised Committee that the Association is required to submit this Loan Portfolio Return to the Regulator on an annual basis by 30th of June 2024. The annual return requires reviewing and prior approval by the Management Committee. Pending the approval of the report, the Finance Consultant will make the submission on behalf of the association, prior to this submission date.

The Finance Consultant highlighted the Main Points contained within the report.

Calvay currently have two loan facilities, with [REDACTED] and [REDACTED]. The total loan debt at the end of March 2024 was £5.6m. We have drawn down all loans that are available to us during the year. We drew down [REDACTED], this was to fund the new development project.

All debt is on a variable basis which the regulator enquired as to this aligning with our treasury management policy and the split between variable and fixed. However, the finance consultant advised the regulator that, due to interest rates being so high, at the moment, it was not the best time to obtain a fixed rate. This will be revisited once interest rates begin to reduce again in the future.

All loans are due to be repaid or refinanced by 2031

The number of secured and unsecured units were noted as the wrong way around last year. They have been updated and corrected in this years return.

Committee asked that a formal review of interest rates on the current loan facilities be reviewed again August / September 2024.

Committee asked that the report be emailed to them prior to final submission to the SHR. The Director agreed to upload the report to Decision Time

Following some discussion, Committee approved the contents of the report.

7. FUNDING FOR WIDER ROLE OPPORTUNITIES – WRITTEN REPORT BY WIDER ROLE MANAGER APPROVED *IN PRINCIPLE*

A written report by the Wider Role Manager was circulated to Committee prior to the meeting and noted

The Director spoke to the report on behalf of the Wider Role Manager.

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The Wider Role Manager seeks permission to source funding for the employment of three additional posts, for the wider role team. They are a Community Garden Co-ordinator; an Energy Advisor and a Digital Inclusion Officer.

The Director advised committee that the funding would cover the salaries of each post, for a term of 3 years

Committee indicated that they were very much in favour of these roles being created. They asked, however, that some research be carried out as to the demand for each service. What would the additional costs be and are these factored into the budget going forward i.e, training and development, resources, individual projects etc.

Committee enquired as to what happens when the funding is complete and the contract is complete. The Director assured Committee that the Wider Role presence would remain within Calvay Housing, with our current Wider Role Manager and Centre Manager

Committee suggested setting up a Committee who will essentially “run” the Community Garden, alongside the Garden Co-ordinator

The Director advised that the deadline for submissions are close to the August Meeting, therefore asked Committee to agree in principal to submit the application, but will not accept funding before all questions are answered at the August meeting.

Committee agreed to the proposal, in principle, however, would require answers to the above queries, a set budget containing all the financial implications with a final report submitted to the August meeting.

8. ALLOCATIONS – LOCAL LETTINGS PLAN 24 / 25 – WRITTEN REPORT BY OPERATIONS MANAGER APPROVED

A written report by the Operations Manager was circulated to Committee prior to the meeting and noted

The Director spoke to the report on behalf of the Operations Manager.

The Director advised that prior to the beginning of the financial year, Committee agreed a lettings plan. Following a letter from Glasgow City Council requesting 67% of our lets go to Section 5 referrals, consideration was given at the meeting held in May and it was agreed to offer a minimum of 45% to GCC section 5 referrals

As such the letting plan was reviewed to accommodate this change and has been updated for Committee approval. However due to this increase, any subsequent groups will now receive a reduce percentage.

The Director asked that Committee agree to the revised lettings plan detailed in Table 1 of the report.

Committee drew attention to the revised target percentage awarded to

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overcrowding and aspirational lettings.

It was proposed that the 2% allocation given to Group 8 Aspirational Lettings be reduced to 0% and the 2% be transferred to Group 3 Overcrowding, with the intention to review these figures again on an annual basis.

Committee also drew attention to Group 3B and Group 5A, which lists the initials of other associations, however, since the cessation of the Common Housing Register, these no longer apply. Therefore it was agreed that these be removed and should only contain "Calvay Tenants only".

Following some lengthy discussion, Committee approved the report, pending the above mentioned changes,

9. ADVERSE WEATHER POLICY – 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.

The Director presented the report on behalf of the Corporate Services Manager.

Committee noting that there were no significant changes, approved the policy.

10. EQUALITY AND DIVERSITY MONITORING – WRITTEN REPORT BY DIRECTOR NOTED

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

The Director presented his report and additional powerpoint presentation to committee.

Following a brief discussion, Committee noted the content of the report.

11. CYBER ESSENTIALS BUSINESS CASE – WRITTEN REPORT BY IT CONSULTANT APPROVED

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

The Director presented the report on behalf of the IT Consultant.

As part of the Cyber Essentials accreditation, Committee is required to firstly agree that there is a business Case for a Virtual Private Network (VPN) and that our IT support, Clearview Networks, have remote access to our firewall and to formally approve this.

The Director advised Committee that we have recently carried out security related initiatives to ensure the associations systems and infrastructure and data is completely secure. We have undergone a certification process to achieve Cyber Essentials which is a certification scheme, to help organisations to protect themselves against any common threats that may occur.

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Clearview Networks are our IT support and they require access to our firewall and remote access to carry out essential maintenance and any troubleshooting. Therefore we are asking that Committee approve this.

Following some discussion, Committee approved the recommendations contained within the report.

Bryce Wilson declared an interest in the next agenda item.

12. NOMINATION TO EVH EXECUTIVE COMMITTEE APPROVED

The Director presented the application to nominate Bryce Wilson, to act as a representative of Calvay Housing Association, to the Executive Committee of EVH, and asked that they approve this application.

Committee formally approved the application.

13. DRAFT COMMITTEE MEETINGS CALENDAR APPROVED

A draft Committee Meetings calendar was circulated to Committee prior to the meeting and noted.

Committee Noted the proposed dates for the Calendar of meetings for 24/25. They asked, however, that the Audit & Risk Sub Committee meeting in July 2025 be pushed back a week, to 31st July. This would in turn have a knock on effect and would push back the Management Committee meeting scheduled for 7th August to the 14th August.

Committee therefore approved the Calendar for 24/25, pending those changes.

14. DRAFT COMMITTEE ANNUAL CALENDAR

A draft Annual Committee Meetings calendar was circulated to Committee prior to the meeting and noted.

The Director explained to Committee that this directly relates to the previous agenda item, detailing the key dates required for reports and training events throughout the year.

Following discussion, Committee approved the Annual Calendar for 24/25.

15. EWI PROJECT MANAGEMENT – WRITTEN REPORT BY OPERATIONS MANAGER NOTED

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

16. MINUTES OF OTHER MEETINGS

The minutes of the Audit & Risk subcommittee meeting were circulated to Committee prior to the meeting and noted.

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17. SIGNING OF MINUTES BY CHAIRPERSON

This to be arranged by DocuSign following the meeting.

18. ATTENDANCE AT MANAGEMENT COMMITTEE MEETINGS

Following a review of the attendance recorded for the last 4 Committee Meetings, Julia Okun has chosen to step down as Committee Member.

This was noted

19. AOCB

i) Policies for ratification

The following policies were presented to committee for ratification, following approval at the Staffing Sub Committee:

Flexible Working
Alcohol and Substance Misuse
Attendance and Absence Management

These were ratified by Committee

ii) Application for Membership

An application for membership was received from [REDACTED]. This was approved by Committee.

[REDACTED] confirmed [REDACTED] will forward [REDACTED] application as soon as possible

20 DATE OF NEXT COMMITTEE MEETING

Thursday 15 August 2024 at 6.00 pm

APPROVED _____

DATE _____