

**CALVAY HOUSING ASSOCIATION MINUTES OF 2023/2024
MANAGEMENT COMMITTEE: 22 JUNE 2023**

1 SEDERUNT

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| Present: | Jim Gourlay | - | Chair |
| | Alison A'Hara | - | Vice Chair |
| | Bryce Wilson | - | Treasurer |
| | Steven Blomer | - | Committee Member |
| | Julia Okun | - | Committee Member |
| | Jim Munro | - | Co-opted Member |
| | Geri Mogan | - | Co-opted Member |
| Apologies: | Chris Warwick | - | Secretary |
| In Attendance: | Nick Dangerfield | - | Director |
| | Tracy Boyle | - | Corporate Services Manager |
| | Billy McCord | - | Senior Maintenance Officer (Items 1-7 only) |
| | Karen Fitzsimons | - | Indigo House (Item 5 only) |

2 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

3 MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 8 JUNE 2023 - APPROVED

The minutes of the Management Committee meeting held on 8 June 2023 were circulated prior to the meeting and noted. The minutes were approved on a motion by Alison A'Hara, seconded by Bryce Wilson.

4 MATTERS ARISING

i. Membership

In response to a question from a Committee Member, action taken since last meeting included an article in the Newsletter, staff being more proactive at sign up resulting in 2 new members.

ii. Potential Committee Members

Chair and Director to interview candidates on 8&9 August. Candidates to attend August's meeting as observers and also submit their membership applications for approval at this meeting, with a view to standing for election at the AGM.

Karen Fitzsimons joined the meeting at this point.

5 GOVERNANCE REVIEW – UPDATED REPORT – WRITTEN REPORT BY KAREN FITZSIMONS, INDIGO HOUSE APPROVED

A written report by the Consultant was circulated to Committee prior to the meeting and noted. The Consultant advised that, as requested by Committee, she had changed the tone of her report. The Consultant advised Committee of the importance of the action plan and the need to have this adequately resourced. The Chair acknowledged this and also that some of the recommendations will be relatively easy fixes, however some will take longer

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to deal with. It was the Consultant's opinion that the Association will likely need to buy in specialist support in order to deliver the action plan.

Committee thanked the Consultant for her work on this project and unanimously approved the report. This will now be submitted to the Regulator as a matter of urgency.

Karen Fitzsimons thanked Committee and left the meeting at this point.

6 DRAFT BUSINESS PLAN ACTION PLAN (INCLUDES GOVERNANCE REVIEW RECOMMENDATIONS) – WRITTEN REPORT BY DIRECTOR APPROVED, SUBJECT TO CHANGES

The action plan was added to Decision Time following circulation of the papers and noted. The Director advised that the Business Plan action plan was constructed against the Strategic Priorities, however the recommendations from the Governance Review have also been added in. During discussion of the action plan the following items were noted:-

- Tenant Scrutiny – we have received names of 25 interested parties, are advertising for more on the front page of the Summer Edition of 'Calvay News' A first meeting is scheduled for 2 August.
- ARC data validation – work with Christine Dugan due to start in July.
- Staff Appraisals – system for appraisals/1-1's to be explained at July's staff meeting. Gravitare HR will be in attendance at this meeting.

Committee requested that the Action Plan is condensed in order to make it more manageable, for example stripping out actions with timescales post March 2024. It was agreed to keep all the Governance report recommendations in, ..

It was also agreed to put target dates in against everything, e.g. Committee training plan and implement a RAG status.

A Committee Member suggested that because there is so much to deal with at the moment, perhaps an additional Management Committee meeting could be added in July. It was agreed that this will take place on 20 July and will include the updated plan, update on things achieved to date, update on render if available and a Committee walkabout to look at the affected properties.

It was agreed to bring forward Item 10 on the agenda.

7 CALVAY CRESCENT, CALVAY ROAD AND BARLANARK ROAD EXTERNAL WORKS – UPDATE – WRITTEN REPORT BY OPERATIONS MANAGER NOTED

A written report by the Operations Manager was circulated to Committee prior to the meeting and noted. The Senior Maintenance Officer was in attendance to discuss and answer any queries on this report. The Senior Maintenance Officer advised that a project team has been appointed whose first task will be to go round the area again to identify any immediate danger. If they do identify anything the works will be arranged immediately and the Maintenance Officer has drawn up a management plan for the Maintenance team. The Senior Maintenance Officer and Operations Manager are also looking at potential EWI projects to tie the works into and have received some provisional costs from a contractor. Committee were advised that the

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Association may have to fund these works from private finance as it may not have access to any funding, however Changeworks are currently looking at options. A Committee Member also suggested speaking to the local MP or MSP.

In response to a question from a Committee Member regarding a sensitivity analysis, the Director advised that he had asked the Finance Consultant to run figures of £1/2/3M through the cashflow. It was noted that these works could potentially affect the loan covenants so this would need to be checked, but in the meantime we need a surveyor to come back with some initial recommendations.

A Committee Member suggested a visit to the affected properties as part of the extra Committee meeting in July. This was agreed.

In response to a further question from a Committee Member, it was noted that everyone in the 47 properties affected / potentially affected by the recent balcony 'ceiling' issue had been updated by letter and asked to report any issues to the Association. The Senior Maintenance Officer advised that a ground level inspection had identified the potential for issues at 6 properties. For these 6 properties, a site inspection was required and we have gained access to 5 of those 6 as of today.

Discussion returned to the potential new Committee Members and it was agreed to pull the advert for new members and carry out the interviews earlier, with a view to them attending as observers at the extra meeting in July. This will also require the informal interviews with the Chair and Director.

The Senior Maintenance Officer left the meeting at this point.

8 CHANGES TO SUB COMMITTEE STRUCTURE – WRITTEN REPORT BY DIRECTOR APPROVED

A written report by the Director was circulated to Committee prior to the meeting and noted. Following some discussion, it was agreed to drop the Property Services Sub Committee. Strategic business and strategic KPIs from this sub committee will be brought to Management Committee. A revised set of standing orders to implement this change will be brought back to a future Committee meeting for approval.,

9 EQUAL OPPORTUNITIES POLICY – WRITTEN REPORT BY DIRECTOR APPROVED, SUBJECT TO AMENDMENT

A written report by the Director was circulated to Committee prior to the meeting and noted. The policy was approved, subject to the inclusion of 'association staff' at point 1.2

Otherwise, Committee noted their comfort at the involvement of Stuart Eglinton, Consultant, in the equal opportunities work being undertaken by the Association.

10 APPLICATIONS FOR MEMBERSHIP

Committee considered an application for membership from [REDACTED], a new tenant at [REDACTED]. This was approved, along with the use of the seal for the share certificate.

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11 DEVELOPMENT UPDATE – WRITTEN REPORT BY DEVELOPMENT CONSULTANT NOTED

A written report by the Development Consultant was circulated to Committee prior to the meeting and noted. The new builds are now fully allocated and rolling off site. However, not all the snagging has not been done to the level we would have expected.

The official opening ceremony is due to be held on Friday 21 July in the afternoon and the Director gave a brief outline of what this might look like.

The Director also gave an update on the situation with the path at one of the sites. This was noted.

12 UPDATE ON WORK WITH GRAVITATE HR – VERBAL UPDATE BY CHAIR NOTED

The Chair advised that the Director's appraisal had been carried out and signed off by the panel. It is now with the Director for his consideration. The Chair advised that Gravitate HR are interested in getting involved with the staff appraisals, particularly helping staff make the link between their objectives and how they contribute to the strategic priorities.

13 RISK MANAGEMENT – STANDING ITEM

In response to a question regarding the rising interest rates and how they will affect treasury management and the Association's approach to this, the Director advised that he'd had a conversation about this with FMD.

In response to a question regarding fraud, the Director advised that he and the Finance Officer have discussed this. The financial procedures are currently being updated and will include a procedure for checking details of suppliers/new suppliers.

It was also agreed that cyber security/penetration testing will be added to the next Audit & Risk agenda. A penetration test was last carried out in June 2021. Committee agreed that penetration testing should be carried out, even if it was not budgeted for in the current year.

14 NOTIFIABLE EVENTS TO THE REGULATOR – STANDING ITEM

It was agreed to deal with this item and Item 15 together. The Director advised there are currently two open notifiable events: render and balconies. Events that have been open and subsequently recently closed include the Committee resignation for non-personal reasons, change of internal/external auditor and recent article in the Evening Times.

15 SCOTTISH HOUSING REGULATOR – UPDATE – VERBAL REPORT BY DIRECTOR

Dealt with under Item 14.

16 SIGNING OF MINUTES BY CHAIRPERSON

The minutes were duly signed by the Chair.

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17 MINUTES OF OTHER MEETINGS

i. Draft Minutes of Property Services Sub Committee meeting held on 6 June 2023 noted

The draft minutes of the Property Services Sub Committee meeting held on 6 June 2023 were circulated prior to the meeting and noted.

18 AOCB

i. Scottish Housing Regulator – Discussion Paper

It was noted that the Regulator’s discussion paper, “Our Regulation of Social Housing”, was on Decision Time. This can be found under Policy Documents\Scottish Housing Regulator.

ii. Resignation of Committee Member

The Chair advised Committee that he had received Stacy Shaw’s resignation from the Management Committee. Stacy’s resignation is for personal reasons. This was noted.

APPROVED _____

DATE _____