

**CALVAY HOUSING ASSOCIATION MINUTES OF 2026/2027
MANAGEMENT COMMITTEE 23rd APRIL 2026**

1 SEDERUNT

Present:	Steven Blomer	-	Chair
	Bryce Wilson	-	Vice Chair
	Peter Howden	-	Committee Member
	Gordon Laurie	-	Appointed Member
	Lawrie West	-	Appointed Member (by Zoom)
	Michelle McGill	-	Committee Member
	Janice Mitchell	-	Committee Member
	Jim Munro	-	Committee Member
	James Irvine	-	Committee Member
In Attendance:	Nick Dangerfield	-	Director
	Tracy Boyle	-	Corporate Services Manager
	Derek Baker	-	Operations Manager
	Gail Dockrell	-	Senior Housing Officer
	Claire Beckley	-	Data Protection Officer, RGDP (via Zoom)
	Liz Campbell	-	Corporate Services Assistant (Minute Taker)
Apologies:	Alison A'Hara	-	Committee Member

3 GDPR/FOI TRFRESHER TRAINING – PRESENTATION BY CLAIRE BECKLEY, DATA PROTECTION OFFICER

The Data Protection Officer gave a presentation that covered the following points:

- Legislative Changes under the Data (Use and Access) Act 2025, including that Information Commissioners Office will be changing to the Information Commission, consisting of Exec and Non-Exec members
- A reminder about the lawful basis for processing data
- Reminder of data protection principles, including that if accountability, namely that a data controller needs to be able to demonstrate compliance with the legislation
- What to do if a data breach occurs – contact the Corporate Services Manager or Data Protection Officer immediately
- A reminder to use BCC if emailing a number of people who do not know each other's email addresses
- Subject Access Requests – if members receive any of these in any format, including verbal, these should be referred to the Corporate Services Manager or Data Protection Officer immediately

Calvay's policy and procedures are regularly reviewed so as to ensure that continued compliance is maintained. Committee training is undertaken on an annual basis. Staff receive training once every other year, or as otherwise required. DPO and Corporate Services Manager have regular meetings.

The current Action Plan was shown for information.

A question was asked if there were any red flags, areas for concern and it was confirmed that there were not.

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DPO left the meeting at 6.21pm.

Resignation From Committee – The Chair informed members that Lauren Austin has resigned from the Committee for personal reasons. He stated that while we are sad to see Lauren go we understand her reasons for doing so. Best wishes were given to Lauren for the future.

2 DECLARATIONS OF INTEREST

Bryce Wilson declared an interest in item 8 – Nomination to EVH Executive Committee.

4 MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 26TH MARCH 2026 APPROVED

The minutes of the Management Committee meeting held on 26th March 2026 were circulated to Committee prior to the meeting and noted. The minutes were approved on a motion by James Irvine and seconded by Gordon Laurie.

5 MATTERS ARISING - NOTED

It was asked if there was any update with SDM. It was reported that a positive review meeting with SDM had taken place today. An outline Action Plan will be drafted next week. This will be reviewed by Management Team and priorities and timelines will be agreed. The process is moving swiftly and should make improvements to the KPI and ARC reporting process.

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. All members in attendance gave approval for item no 210 to remove from the tracker.

7 ATTENDANCE AT EHRA CONFERENCE ON 23rd OCTOBER 2026 – WRITTEN REPORT BY DIRECTOR APPROVED

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

An EHRA conference is being planned for 23rd October at Easterhouse Sports Centre. The Association would like strong representation at this and are looking for up to 6 Committee members and staff to attend.

Steven Blomer, Bryce Wilson, Janice Mitchell and James Irvine all stated that they would wish to attend this event. If any other members wish to attend, they were asked to contact the Director.

Approval was given for the members listed to attend the EHRA conference.

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8 NOMINATION TO EVH EXECUTIVE COMMITTEE – WRITTEN REPORT BY DIRECTOR – APPROVED

Bryce Wilson declared an interest in this item at the start of the meeting and took no part in the discussion.

A written report was circulated to Committee by the Director prior to the meeting and noted. Bryce Wilson is currently a serving member of EVH's Executive Committee and is Vice Chair. This year he is required to stand down and to be eligible to stand for re-election, his nomination needs to be supported by the Association.

No questions or objections were raised and all Committee members in attendance agreed that Bryce Wilson should be nominated as a candidate for EVH's Executive Committee.

9 WHISTLEBLOWING 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. This policy was not due for review until October 2027, however EVH revised their model policy in March 2026. There are no material changes, and the changes have been summarised in the meeting papers. There were no questions raised.

All members in attendance approved the Whistleblowing Policy.

10 SIGNING OF MINUTES BY CHAIRPERSON

This will be done via DocuSign.

11 ATTENDANCE AT MANAGEMENT COMMITTEE MEETINGS NOTED

This was noted.

12 AOCB

i. New Committee Members

A question was asked about advertising for new Committee Members. It was stated that adverts had been placed with EVH, SHN and LinkedIn. An advert is also in the next Newsletter that will be distributed to tenants at the end of May. There is time before the AGM to run another recruitment campaign if it is required.

Three applications have been submitted and a letter sent to these applicants regarding an informal meeting. After the informal meeting has taken place, the potential new members would be invited to observe a committee meeting.

ii. National Lottery

They have confirmed that the year 1 salary costs we do not require as we have ICF grant for 26-27 can be used to fund additional activities.

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iii. **Training**

Members were reminded to let Tracy know if the 9th or 23rd July suits best for training. It was confirmed that it will last for 2 hours.

13 DATE OF NEXT COMMITTEE MEETING

The next Management Committee meeting will take place on Thursday 21st May 2026 at 6PM

The meeting closed at 6.29pm

APPROVED _____

DATE _____