

**CALVAY HOUSING ASSOCIATION MINUTES OF 2025/2026
MANAGEMENT COMMITTEE: 24 APRIL 2025**

1 SEDERUNT

Present:	Steven Blomer	-	Chair
	Bryce Wilson	-	Vice Chair
	Jim Munro	-	Committee Member
	Gordon Laurie	-	Appointed Member
	Lauren Austin	-	Committee Member (via Zoom)
	Lawrie West	-	Appointed Member (via Zoom)
	Alison A'Hara	-	Committee Member
	Margaret Scott	-	Committee Member
	Michelle McGill	-	Committee Member
	James Boyle	-	Committee Member
	Sunday Okewole	-	Committee Member
Apologies:	Geri Mogan	-	Committee Member
	Peter Howden	-	Committee Member
In Attendance:	Nick Dangerfield	-	Director
	Derek Baker	-	Operations Manager
	Tracy Boyle	-	Corporate Services Manager

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 27 MARCH 2025 APPROVED

The minutes of the Management Committee meeting held on 27 March 2025 were circulated to Committee prior to the meeting and noted.

These were approved on a motion by Bryce Wilson, seconded by Gordon Laurie.

4 MATTERS ARISING FROM PREVIOUS MEETINGS

There were no matters arising.

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. It was agreed to remove the completed action. It was also requested that the appendix containing the completion actions be reduced to current plus previous year to avoid it becoming too unwieldy.

6 RISK MANAGEMENT POLICY – WRITTEN REPORT BY DIRECTOR APPROVED

A written report by the Director was circulated prior to the meeting and noted. In response to a question from a Committee Member, it was agreed to remove Appendix A – diagram on reporting/escalating.

Following a question from a Committee Member, discussion took place on the

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risk management process and it was noted the options are either to invest in suitable software or continue to use the spreadsheet which is not particularly user friendly. The Director advised that he has prepared a discussion paper for the Chair of Audit & Risk and intends to take a paper on the audit responses to the next A&R meeting. Any further changes to the processes or policy will be brought back to Committee.

The Chair of A&R advised that although resources are tight, we are trying to improve further in this area, so this will all be discussed in more detail at the next meeting.

Otherwise the policy was approved.

7 INVESTING IN COMMUNITIES FUND UPDATE – WRITTEN REPORT BY DIRECTOR NOTED

A written report by the Director was circulated prior to the meeting and noted. Committee were very pleased to note that full funding for the final year of this project has been confirmed and noted their thanks to the staff who have been working hard on sourcing and applying for alternative funding. Committee agreed that the Association should not lose momentum on the fantastic work being undertaken for the community and should discuss options for dealing with this beyond 25-26.

8 EWI UPDATE – WRITTEN REPORT BY OPERATIONS MANAGER NOTED

A written report by the Operations Manager was circulated prior to the meeting and noted. The Operations Manager advised that the project continues to go well and is currently a little ahead of schedule. Committee were also advised that an Air Source Heat Pump is due to be installed at a tenant's property as a pilot, along with sensors to assist with gathering data. In response to a question from a Committee Member, the Operations Manager advised that the new Home Energy Advisor has already visited the tenant concerned to look at best tariffs, etc. He also advised that in house training will be carried out so that staff know how to access and analyse the data.

The Operations Manager also advised Committee of the following:

- the final grant claim has been submitted and the full grant has now been drawn down.
- work has started on repairing the delaminating balconies
- currently working with [REDACTED] [REDACTED] to potentially source alternative contractors to maintain the close lighting as the costs quoted by [REDACTED] (who maintain currently) are very expensive.
- No further update on the rockwool issue

In response to a question from a Committee Member regarding feedback from tenants, the Operations Manager advised that a survey will be sent out next week regarding tenant satisfaction with the project. In response to a further question regarding the cutting back of bushes, the Operations Manager confirmed that this will be the responsibility of the contractor, not our own landscape contractor.

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In response to a question from a Committee Member regarding a potential new contract for close lighting, the Operations Manager confirmed that this will also cover back court lighting.

9 MINUTES OF OTHER MEETINGS

There have been no sub committee meetings since the last meeting.

10 SIGNING OF MINUTES BY CHAIRPERSON

This will be done via Docusign.

11 ATTENDANCE AT MANAGEMENT COMMITTEE MEETINGS

This was noted.

12 AOCB

i) Committee Communications – Viva Engage

Some discussion took place regarding Committee's preference to receive information via email, Decision Time and Viva Engage. It was noted that not everyone received notification when something was posted on Viva Engage, therefore it was agreed the Director would look into this.

13 DATE OF NEXT COMMITTEE MEETING

The next Management Committee meeting will take place on Thursday 22 May 2025.

APPROVED _____

DATE _____