

**CALVAY HOUSING ASSOCIATION MINUTES OF 2020/2021
MANAGEMENT COMMITTEE: 22 OCTOBER 2020**

1 SEDERUNT

Present:	Anna Ellis	-	Chairperson
	Pauline Barr	-	Secretary
	Chris Warwick	-	Treasurer
	Laura Sneider	-	Committee Member
	John Lyon	-	Committee Member
	Eddie Dunlop	-	Committee Member
	Margaret Lynch	-	Committee Member
	Sandra McIlroy	-	Committee Member
	Julia Okun	-	Committee Member
Apologies:	Alison A'Hara	-	Vice Chair
In Attendance:	Nick Dangerfield	-	Director
	Tracy Boyle	-	Corporate Services Manager
	Tricia Thomson	-	Property Services Manager (Items 1-5 only)

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 24 SEPTEMBER 2020 APPROVED

The minutes of the Management Committee meeting held on 24 September 2020 were circulated prior to the meeting and noted. These minutes were approved on a motion by Pauline Barr, seconded by Margaret Lynch.

4 MATTERS ARISING

13. Raising Court Actions for Approval

In response to a question from a Committee Member, the Property Services Manager advised that since approval of this report, only one new notice has been served. The tenant involved is now engaging with the Welfare Rights Officer and the Housing Benefit department.

The Chairperson advised that Item 7 on the agenda would now be brought forward to allow the Property Services Manager to leave the meeting afterwards.

5 BIN REPLACEMENT PROGRAMME – COMMON COSTS FOR FACTORED OWNERS – WRITTEN REPORT BY PROPERTY SERVICES MANAGER APPROVED

A written report by the Property Services Manager was circulated to Committee Members prior to the meeting and noted. The Property Services Manager went through her report, explaining the various difficulties in managing this one-off, non standard contract in terms of factored owners and the amounts they would potentially be responsible for contributing. The Association can only instruct works where owners are not in a majority and there are potentially 3 closes where the works could be objected to. This would create a major headache as it would not be viable to only do partial works. A way around this would be to keep the costs below the threshold of needing a majority vote from the owners and this could be partially offset by the VAT reclaim that the Association is entitled to make on first time

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replacements in GHA properties. The Property Services Manager subsequently presented three options, highlighting that Option 1 would not be enforceable for those closes where owners were in the majority and objected to the works. Subsequently if the owners objected and the works were refused, then our own tenants in those closes would receive an inferior service to the other tenants where works went ahead and it would not really be possible to stop the contract. Option 2 would reduce individual owners' costs to their respective threshold amount, thereby removing the need for majority agreement prior to authorising works.

After considerable discussion this decision went to a vote, with a majority (5 - 4) of Committee Members voting for Option 3, i.e. all owners paying a flat fee of £250 each towards the works.

6 MANAGEMENT COMMITTEE DECISIONS TRACKER TO SEPTEMBER 2020 – WRITTEN REPORT BY CORPORATE SERVICES MANAGER NOTED

A written report by the Corporate Services Manager was circulated to Committee Members prior to the meeting and noted. It was agreed that in future, this item would be placed under Items for Information.

Otherwise the tracker was noted.

7 GOVERNANCE REVIEW – WRITTEN REPORT BY DIRECTOR APPROVED

A written report by the Director was circulated to Committee Members prior to the meeting and noted. The Director asked if there were any questions on the report.

It was noted that Item 5 – Appraisal of Senior Officer was now complete.

In response to a question regarding long timescales for Items 15-18, the Director responded that this was down to capacity, however he also advised that he hoped to have a contract with an external supplier in place by Christmas, for dealing with tenant scrutiny.

A Committee Member raised concerns about Item 21 – protocol for dealing with Notifiable Events and their view that this should be an absolute priority. Subsequently, some discussion took place on our current standing in terms of governance and the capacity/resources available to bring it up to standard. It was agreed that this will be discussed further at the next meeting of the Staffing Sub Committee.

8 APPLICATIONS FOR MEMBERSHIP

The Corporate Services Manager advised that no new applications for membership have been received since the last meeting.

9 TRAINING AND EVENTS

The Director advised that it had been agreed for Committee to attend training on the Regulatory Standards and he has circulated options for Committee to attend, i.e. during the day/evenings/weekends. Once he has responded he will arrange according to the majority preference.

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It was agreed that the Corporate Services Manager would find out the training budget and spend to date and email this around Committee.

10 NOTIFIABLE EVENTS REGISTER – WRITTEN REPORT BY DIRECTOR NOTED

A written report by the Director was circulated to Committee Members prior to the meeting and noted. Committee were advised that the 2 notifiable events previously reported remained open and had not yet been officially closed down by the Regulator.

11 COVID ARREARS UPDATE – WRITTEN REPORT BY DIRECTOR NOTED

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

12 DEVELOPMENT UPDATE – WRITTEN REPORT BY DIRECTOR NOTED

A written report by the Director was circulated to Committee Members prior to the meeting and noted. The main issue just now is around the work required to be done by the Flood Officer. There were also some inconsistencies in the title for Calvay Crescent which the lawyers are sorting out.

The loan agreement should be ready for November's Management Committee meeting, however they require a form to be signed which will be discussed under AOCB.

The Director advised he is still unsure about a site start, but it looks like it could possibly be January.

13 NOTIFIABLE EVENTS TO THE REGULATOR – VERBAL REPORT BY DIRECTOR NOTED

The Director advised there had been no notifiable events since the last meeting.

14 SCOTTISH REGULATOR – UPDATE – VERBAL REPORT BY DIRECTOR

The Director advised that the most recent monthly Covid reports to the Regulator had been submitted on time and we have met all the revised deadlines so far in terms of the ARC, etc.

15 SIGNING OF MINUTES BY CHAIRPERSON

To be done once we are physically back in the office.

16 OUTSIDE BODIES

i. Employers in Voluntary Housing

The representative was not present at the meeting, however the EVH Monthly Members Report circulated to all Committee Members on 15 October was noted.

ii. Glasgow and West of Scotland Forum

It was noted that the representative's report had been

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circulated to Committee Members prior to the beginning of this meeting.

iii. Easterhouse Housing and Regeneration Alliance

The draft minutes of the EHRA meeting held on 14 October were circulated to Committee Members prior to the meeting and noted. It was agreed to let the EHRA Forum deal with the nomination of a Committee Member to the SFHA Board.

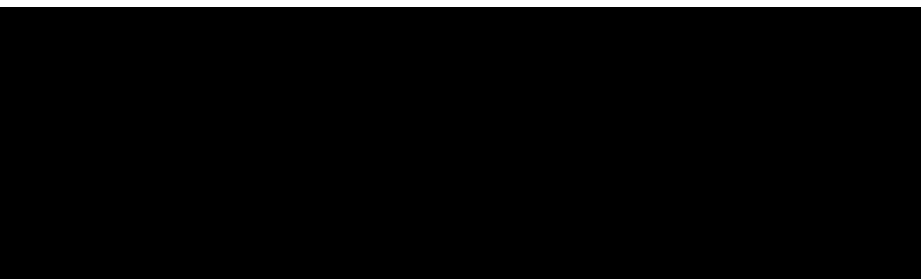
iv. SHARE

It was agreed that the Corporate Services Manager and Chris Warwick would work together on his nomination form to SHARE's Executive Committee.

17 AOCB

i. Loan from the Nationwide - Customer Mandate Form

The Director referred to this item, mentioned earlier under the Development Update. The Nationwide have requested that a form is signed showing the Mandated Officers of the Association, their purpose and any financial limits they are authorised to draw down. The Officers were agreed as:



- Loan draw down declarations and requests (DD)
- Entering into fixed rate loans (FR),
- Security documents (SEC)
- Loan documentation (LD)
- Mandate holder is authorised by Board Minute to provide wider notices of communication on behalf of the RSL, enabling them to certify Board Minutes and instruct the removal of mandate holders (CS).

ii. Janet Martin – Former Committee Member

The Chairperson advised that Janet's funeral is being held tomorrow, leaving her home at 12.20 pm with the service at Daldowie at 12.45 pm.

iii. Fly Tipping

Some discussion took place regarding this and it was acknowledged that the problems in the area were a combination of both fly tipping and our own residents dumping their bulk. It was agreed to look into costs for a mobile camera, taking into consideration data protection, etc.

APPROVED _____

DATE _____