

**CALVAY HOUSING ASSOCIATION MINUTES OF 2019/2020  
MANAGEMENT COMMITTEE: 23 JANUARY 2020**

**1 SEDERUNT**

Present:	Anna Ellis	-	Chairperson
	Alison A'Hara	-	Vice Chair
	Chris Warwick	-	Secretary
	Rebecca Howden	-	Treasurer
	Rosemarie Lindsay	-	Committee Member
	John Lyon	-	Committee Member
	Laura Sneider	-	Committee Member
	Pauline Barr	-	Co-opted Member
	Julia Okun	-	Co-opted Member
	Eddie Dunlop	-	Co-opted Member
	Margaret Lynch	-	Co-opted Member
Apologies:	Sandra McIlroy	-	Committee Member
In Attendance:	Nick Dangerfield	-	Director
	Tracy Boyle	-	Corporate Services Manager

**2 DECLARATION OF INTERESTS**

There were no declarations of interest.

**3 MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 12 DECEMBER 2019 APPROVED**

The minutes of the Management Committee meeting held on 12 December 2019 were circulated to Committee prior to the meeting and noted.

**4 MATTERS ARISING FROM PREVIOUS MEETING**

During consideration of these minutes, the following items were noted:-

**9. Committee Structure Working Group**

In response to a question from a Committee Member regarding when the revisions to the Standing Orders, etc. will commence, the Director advised that he has sent these to the Association's Solicitor for comment. The Director agreed to chase this up.

Otherwise the minutes were approved on a motion by Rosemarie Lindsay, seconded by John Lyon.

**5 RENT REVIEW 2020-2021 – WRITTEN REPORT BY PROPERTY SERVICES MANAGER APPROVED**

A written report by the Property Services Manager was circulated to Committee prior to the meeting and noted. The Director noted a better response to the consultation this year and advised that the Property Services Manager is responding to some of the individual comments in the questionnaires.

After some discussion regarding the respondents who disagreed with the rent increase, it was noted that the Association should seek to understand why these people disagreed. A request was made for the Property Services Manager to gain feedback from these respondents and report back to Committee. In the meantime, the Director advised that an article should be

**CALVAY HOUSING ASSOCIATION MINUTES OF 2019/2020  
MANAGEMENT COMMITTEE: 23 JANUARY 2020**

placed in the Newsletter, outlining the reason for the rent increase and what is done with the money. A Committee Member raised the point that perhaps this should be taken in context, i.e. if there were deep concerns about the rent increase then perhaps the response rate would have been higher. This was duly noted but further feedback is still sought from the ones who disagreed.

**6 REVISED FINANCE POLICY AND PROCEDURES – APPROVED**

The revised Finance Policy and Procedures were circulated to Committee prior to the meeting and noted. The Finance Consultant has updated these to address previous concerns raised by Committee Members. In response to a question from a Committee Member, the Director advised that the Association's account numbers were included to show complete transparency. In response to a further question from a Committee Member, it was confirmed that the asset register included items in the Calvay Centre. Otherwise the revised Finance Policy and Procedures were approved.

**7 RISK REGISTER TO DECEMBER 2019 - WRITTEN REPORT BY DIRECTOR APPROVED**

The Risk Register to December 2019 was circulated to Committee prior to the meeting and noted. The risk register is now presented on a quarterly basis and Committee / Audit and Risk Sub-committee are expected to take more control of this register as well as identify and 'own' risks. A Committee Member requested that Cyber Crime is added to the register. This was noted.

The Director advised that in terms of cyber crime, the Association has had penetration testing of its systems carried out within the last 18 months which was successful. We are also pursuing Cyber Essentials accreditation, which is recommended by the Regulator. An exercise to replace existing Windows 7 PC's is also being undertaken and the servers are being upgraded this weekend. This was noted and the Risk Register to December 2019 approved.

**8 PENSION REVIEW – WRITTEN REPORT BY DIRECTOR APPROVED**

A written report by the Director was circulated to Committee prior to the meeting and noted. The Director advised that he had met with the Director of EVH regarding the process for reviewing pensions and they worked together to produce the timetable included in the report. An approach has also been made to Chiene & Tait regarding the provision of independent advice to both Committee and staff.

The Director reminded Committee that following the late notification of the last pension contributions increase, staff had rejected the split between the employee and employer, therefore the Association will have to bear the full cost of the increase when it is implemented in April 2020. It is estimated that this will cost the Association approximately £1400 per month. In response to a question from a Committee Member, the Director does not think that bearing the cost creates an implied contractual agreement going forward, as it is within the Association's power to close the Defined Benefit Scheme altogether. The Committee Member was satisfied with this response. In response to a further question from a Committee Member, the Director confirmed that if the Scheme were to close altogether, the DB pensions would be deferred and staff would be entitled to join the Defined Contribution Scheme.

Otherwise the report was approved and the pensions consultation will now get underway.

**CALVAY HOUSING ASSOCIATION MINUTES OF 2019/2020  
MANAGEMENT COMMITTEE: 23 JANUARY 2020**

**9 LIVING WAGE ACCREDITATION – WRITTEN REPORT BY DIRECTOR APPROVED**

A written report by the Director was circulated to Committee prior to the meeting and noted. Nick gave some background to the process of becoming a Living Wage employer and the fact that it would only cover any contractors we use, as all staff are paid above the Living Wage level. Committee were made aware that it would come at a cost to the Association, as any rise in staff wages to meet the Living Wage criteria would be passed on to the Association. This was approved.

**10 EHRA REPRESENTATION – 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 that Pauline Barr would join Anna Ellis in representing the Association at EHRA meetings.

**11 APPLICATIONS FOR MEMBERSHIP**

No applications for membership have been received since the last meeting.

**12 TRAINING AND EVENTS**

The Corporate Services Manager advised that only one person had shown an interest in the SHARE Conference. This was noted.

**13 WIDER ROLE REVIEW – UPDATE – VERBAL REPORT BY DIRECTOR NOTED**

The Director advised that Community Links had presented their findings from the Wider Role review at the Community Regeneration Sub Committee meeting on 15 January. The Director will bring a report to the next Management Committee meeting outlining the recommendations made and Committee will be asked to make a decision.

**14 GOVERNANCE REVIEW – UPDATE - VERBAL REPORT BY DIRECTOR NOTED**

The Director advised that North Star Consulting have been appointed to carry out the Governance review. They are currently scrutinising the governance documents we have sent over. With regard to the comments made by the previous Chair, the attempts to make contact with him have so far been unsuccessful.

**15 COMMITTEE ASSESSMENTS – UPDATE – VERBAL REPORT BY DIRECTOR NOTED**

The Director advised that he had received a proposal from Indigo House to carry out the Committee assessments. At this point Margaret Lynch declared an interest, as she had been unaware that this company would be discussed.

He advised that his intention would be to move to a direct appointment, following some negotiation on the contract. It is his view that procuring small pieces of work like this through Public Contracts Scotland is not particularly useful. This was noted.

**CALVAY HOUSING ASSOCIATION MINUTES OF 2019/2020  
MANAGEMENT COMMITTEE: 23 JANUARY 2020**

**16 MANAGEMENT COMMITTEE DECISIONS TRACKER TO DECEMBER 2019 – 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. In response to a question from a Committee Member, it was advised that the funding application referred to was for a staff member for the Calvay Centre, which had been made on our behalf by Community Links.

**17 INTERNAL AUDIT ACTIONS TRACKER TO DECEMBER 2019 – WRITTEN REPORT BY CORPORATE SERVICES MANAGER NOTED**

A written report by the Corporate Services Manager was circulated to Committee prior to the meeting and noted. In response to a question regarding the Disaster Recovery Plan, it was acknowledged that this should be updated as a priority.

**18 COMPLIANCE CALENDAR (2019-2020) TO DECEMBER 2019 – WRITTEN REPORT BY CORPORATE SERVICES MANAGER NOTED**

A written report by the Corporate Services Manager was circulated to Committee prior to the meeting and noted. There were no questions.

**19 COMPLAINTS REPORTING TO DECEMBER 2019 – WRITTEN REPORT BY SENIOR PROPERTY SERVICES OFFICER/CORPORATE SERVICES MANAGER NOTED**

A written report by the Senior Property Services Officer/Corporate Services Manager was circulated prior to the meeting and noted. The Director advised that the Scottish Public Services Ombudsman (SPSO) are coming in to do some all staff training on complaints in February. It was noted that the complaints recording has improved and following a question from a Committee Member, the Director explained the difference between a Stage 1 and Stage 2 complaint.

**20 DEVELOPMENT REPORT – WRITTEN REPORT BY DEVELOPMENT CONSULTANT NOTED**

A written report by the Development Consultant was circulated prior to the meeting and noted. The Director advised that there is an ongoing issue with planning regarding car parking. He is meeting with them on Monday, along with the Development Consultant, to see if this can be resolved.

**21 ANNUAL DECLARATIONS FOR COMMITTEE – WRITTEN REPORT BY CORPORATE SERVICES MANAGER NOTED**

A written report by the Corporate Services Manager was circulated to Committee prior to the meeting and noted. The Chairperson requested that Committee continue with the business on the agenda and complete their forms at the end of the meeting.

**22 SCOTTISH HOUSING REGULATOR – UPDATE – VERBAL REPORT BY DIRECTOR**

The Director advised that there was no update, however EHRA have invited the Regulator's Chief Executive to a meeting. EHRA are looking to discuss

**CALVAY HOUSING ASSOCIATION MINUTES OF 2019/2020  
MANAGEMENT COMMITTEE: 23 JANUARY 2020**

issues surrounding some of the interventions that have taken place.

**23 NOTIFIABLE EVENTS TO THE REGULATOR – VERBAL REPORT BY DIRECTOR NOTED**

There have been no notifiable events since the last meeting.

**24 SIGNING OF MINUTES BY CHAIRPERSON**

The minutes were duly signed by the Chairperson.

**25 OUTSIDE BODIES**

**i. Employers in Voluntary Housing**

The representative advised that there had been a talk from the Chief Executive of Thenue Housing Association on their history and achievements to date.

Services currently available from EVH include: Executive Coaching for CEO's/Managers; Committee Appraisals; Job Evaluations.

Helen Holland, a previous winner of the Herald Unsung Hero Award, has recently been awarded an OBE. Helen attributes this to having won the award, which is sponsored by EVH.

The Director advised that he has today signed off the annual subscription for EVH for 2020-21. He also advised that he had recently attending an event on the changing world of work and how this could affect the Conditions of Service. More information on this to follow.

**ii. Glasgow and West of Scotland Forum**

The representative advised that she had attended the meeting on 16 January where they discussed their mentoring service. They are still looking for people to participate as mentors/mentees.

Website now fully updated.

David Bookbinder spoke about the Government's consultation on Housing to 2040. The representative's notes to be circulated to all Committee.

Next meeting on 29 March.

**iii. Easterhouse Housing and Regeneration Alliance – Minutes of Meeting held on 11 December 2019 noted**

The minutes of the EHRA meeting held on 11 December 2019 were circulated to Committee prior to the meeting and noted.

**iv. SHARE**

The representative advised that the next meeting is on 13 February.

**CALVAY HOUSING ASSOCIATION MINUTES OF 2019/2020  
MANAGEMENT COMMITTEE: 23 JANUARY 2020**

**26 AOCB**

**i. New Committee Members**

In response to a question from a Committee Member, the Director agreed to forward a copy of the Business Plan, Rules and Budget to the new Committee Members.

**APPROVED** \_\_\_\_\_

**DATE** \_\_\_\_\_