

**CALVAY HOUSING ASSOCIATION MINUTES OF 2020/2021
MANAGEMENT COMMITTEE: 24 SEPTEMBER 2020**

1 SEDERUNT

Present:	Anna Ellis	-	Chairperson
	Alison A'Hara	-	Vice Chair
	Chris Warwick	-	Secretary
	Laura Sneider	-	Committee Member
	John Lyon	-	Committee Member
	Eddie Dunlop	-	Committee Member
	Margaret Lynch	-	Committee Member
Apologies:	Sandra McIlroy	-	Committee Member
In Attendance:	Nick Dangerfield	-	Director
	Tracy Boyle	-	Corporate Services Manager
	Karen Anderson	-	Consultant, Indigo House (Item 6 only)

2 ELECTION OF OFFICE BEARERS

The nominations for the Office Bearers positions for 2020-2021 were as follows:

Chairperson

Anna Ellis was nominated by Pauline Barr, seconded by Alison A'Hara. As there were no further nominations, Anna Ellis was duly elected as Chairperson.

Vice Chair

Alison A'Hara was nominated by John Lyon, seconded by Pauline Barr. As there were no further nominations, Alison A'Hara was duly elected as Vice Chair.

Secretary

Pauline Barr nominated herself for the position of Secretary, seconded by Alison A'Hara. As there were no further nominations, Pauline Barr was duly elected as Secretary.

Treasurer

Christopher Warwick nominated himself for the position of Treasurer, seconded by Laura Sneider. As there were no further nominations, Christopher Warwick was duly elected as Treasurer.

3 DECLARATION OF INTERESTS

There were no declarations of interest.

4 MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 20 AUGUST 2020 APPROVED

The minutes of the Management Committee meeting held on 20 August 2020 were circulated prior to the meeting and noted. During consideration of the minutes, the following items were noted:-

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1. Sederunt

Alison A'Hara noted that she had submitted her apologies to the last meeting, however these had not been recorded. This was noted.

5. Management Accounts to June 2020 – Treasury Management

In response to a question from a Committee Member, it was confirmed that the Association had accepted the 1.5% deal on the Term Deposit account.

6. Five Year Financial Plan – Pension Liability

In response to a question from a Committee Member, the Director confirmed that the Association still has to contribute to the past deficit (which could either increase or decrease) , but no future deficit will accumulate .

5 MATTERS ARISING FROM PREVIOUS MEETING

There were no matters arising.

The Chairperson welcomed Karen Anderson, Consultant from Indigo House, to the meeting.

6 COMMITTEE SUPPORT – FINAL REPORT – WRITTEN REPORTS BY DIRECTOR/CONSULTANT NOTED

Written reports by the Director and Consultant were circulated to Committee prior to the meeting and noted. The Consultant advised that she had now completed the brief given to her and Committee were now in receipt of:

- A Committee Effectiveness Policy
- Committee Succession Plan
- Completion of Committee Appraisals
- Committee Training Plan
- Completion of the Director's Appraisal
- A report on the effectiveness of Committee meetings.

The Consultant then highlighted some of the points from the Executive Summary of her report.

The Consultant advised that she had received great input from everyone during the Committee appraisals, despite all the sessions having to be carried out remotely. All members now have experience of receiving an appraisal and in some cases, of conducting one. From the appraisal process, the development needs identified have been put into a Committee Training Plan.

With regard to the composition of the Committee, the Consultant noted a strong profile with some members having particular skills and others more of a general/broad range of skills.

A healthy pipeline of Office Bearers has been identified and it was noted that those people aspiring to an Office Bearer's position for the first time will need support. However, it was also noted that up to 3 members could potentially leave the Committee in the next 2-3 years.

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In terms of Committee training, it was noted that there is still some work to do on developing members' knowledge of risk management. Committee Members also need to ensure that they fully understand the Regulatory Framework; finance (particularly planning and control); housing policy and performance; and, maintenance. More expertise in these areas should be added either through development of existing members or bringing others on to the Committee. Development was also highlighted as an area where Committee need to understand the framework/whole process. The Consultant is recommending that Masterclasses are offered in all of these areas.

With regard to the Director's Appraisal, it was noted that this had been a very thorough and constructive process. Everyone involved also took the view that it was necessary to put some temporary objectives in place. The Consultant recommended that the appraisal panel monitor the Director's progress on a quarterly basis. They should also provide the Director with management and welfare support.

The Consultant then returned to the subject of meetings. A range of strengths amongst the Committee were identified, however some work is needed to improve scrutiny and participation. In terms of reporting, the Consultant commented that the summary cover report is excellent, however there is perhaps a tendency for too much being reported verbally. The Consultant also noted some good challenge from Committee, however this can sometimes come across as being quite aggressive, which can then lead to defensiveness which is not effective. Some work needs to be done around developing a professional and business like protocol for meetings, for example speaking through the Chair. The Consultant also advised Committee that it is not fair to expect immediate answers from staff to questions raised under AOCB.

It was noted that the Association's strategy/Business Plan should be fully reviewed as soon as possible, in order to agree a way forward. This should be started in October/November in order to be ready for March. This allows time for testing risks, financial scenarios, etc.

The Consultant also recommended the following:

- Training should be organised as a priority on the Regulatory Standards, Scottish Social Housing Charter, Annual Return on the Charter, Annual Assurance Statements and the Office of the Scottish Charity Regulator. A Training Plan has been developed and the Consultant has tried to allow for one day's training per month.
- A budget should be agreed for training.
- Strategy event should be externally facilitated.
- Vacancies on the Committee should be used to co-opt members who can fill skills gaps, especially when it's not known when some current members might leave.
- Implement the Succession Plan – aim to find out Committee Members' intentions well in advance.
- Approve delegated authority for the appraisal panel to continue to monitor the Director's objectives.

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The Consultant then asked if anyone had any questions or comments.

A Committee Member asked what would be considered a contribution at Committee meetings. The Consultant advised that she did not intend for her report to suggest that people were measured on their level of contribution, however some members are not reading their papers thoroughly and therefore not always properly scrutinising. What is expected is for people to proactively learn, which will lead to more confidence and ultimately will allow a more effective contribution.

The Chairperson advised that, with the implementation of Decision Time, AOCB will effectively disappear, because people will have had a chance to ask questions beforehand. The Consultant agreed and also reminded Committee that not all items brought up under AOCB are necessarily 'competent business'. She also reminded Committee that items under AOCB should never be about individuals' personal circumstances, for example repairs.

The Chairperson thanked the Consultant for all of the work she has put in to this Committee support process, which was a great experience for her and very enjoyable. The Chair believes that everyone got something out of it which can only contribute to a better Committee. The Consultant thanked Committee and the appraisal panels and advised that she too had enjoyed the experience.

The Director asked Committee to note the 19 recommendations from the Consultant's report, contained within his cover report. Committee were asked to note the main recommendations 1-7, with the rest relating to training. These were approved.

Karen Anderson left the meeting at this point.

7 MANAGEMENT LETTER AND RESPONSE – WRITTEN REPORT BY DIRECTOR APPROVED

A written report by the Director was circulated to Committee prior to the meeting and noted. The Director took Committee through the Management Letter and advised the external auditor commented on 2 minor items. He then went on to explain the response to the Management Letter, which addressed these 2 items. Committee subsequently approved the response to the Management Letter.

8 LETTER OF REPRESENTATION – WRITTEN REPORT BY DIRECTOR APPROVED

A written report by the Director was circulated to Committee prior to the meeting and noted. Committee subsequently approved the Letter of Representation.

9 MEMBERSHIP OF SUB COMMITTEES 2020-21 – 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. Following some discussion, it was agreed that Alison A'Hara would take Rebecca Howden's place on the Operations Sub Committee and Audit & Risk Sub Committee. It was agreed that Margaret Lynch would fill the place on the Staffing Sub Committee. It was

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agreed that otherwise, the other places on the sub committees would remain as agreed at the Management Committee meeting held on 23 July.

10 REVISED TIMETABLE OF COMMITTEE MEETINGS – WRITTEN REPORT BY DIRECTOR APPROVED

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

The timetable of meetings was approved.

11 REPRESENTATION ON OUTSIDE BODIES – WRITTEN REPORT BY DIRECTOR APPROVED

A written report by the Director was circulated to Committee prior to the meeting and noted. The following representation was agreed:

EHRA	-	Anna Ellis/Pauline Barr
GWSF	-	Laura Sneider/Chris Warwick
EVH	-	Alison A'Hara
SHARE	-	Chris Warwick would like to try if Management Committee place available.

12 SIGNING OF COMMITTEE DOCUMENTS – 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 forms will be posted out to Committee Members for signing in due course.

13 RAISING COURT ACTIONS FOR APPROVAL – 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. Following some discussion about one of the cases highlighted, the recommendation that The Association's staff deal with arrears cases on an individual basis, recommence the serving of notices for arrears recovery and recall sisted cases where necessary, rather than applying a blanket rule of no court action that could later result in questions about failure to manage ongoing debts was approved.

14 HOMELESS REFERRALS TO GLASGOW CITY COUNCIL – 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 explained the background to the report in some detail and the recommendation that Calvay, like other HAs agree to maximise offers to GCC to assist with housing homeless applicants, but does not commit to 90% was approved.

15 APPLICATIONS FOR MEMBERSHIP

There have been no new applications for membership since the last meeting.

16 TRAINING AND EVENTS

It was noted that arrangements will be made to commence the Committee

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Training Plan outlined in Karen Anderson's report.

17 COVID ARREARS UPDATE

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

18 DEVELOPMENT UPDATE – VERBAL REPORT BY DIRECTOR NOTED

The Director advised that we are still struggling to obtain planning permission. We also now need to get a Flood Officer to approve what we are going to do with the waste water at the Blyth Road development. This will involve some quite complicated modelling.

With regard to the loan, our lawyers are in talks with Nationwide's lawyers to decide which properties will be noted against the loan. Committee noted that the site start might be delayed to January 2021.

In response to a question from a Committee Member regarding parking/drainage, the Director advised that everyone should have received the latest plans in the post and in addition all information is now stored on Decision Time.

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

There have been no notifiable events to the Regulator since the last meeting.

20 SCOTTISH HOUSING REGULATOR – UPDATE – VERBAL REPORT BY DIRECTOR NOTED

The Director advised that the latest Covid Monthly Return to the Regulator had been submitted on time.

21 SIGNING OF MINUTES BY CHAIRPERSON

These will be signed by the Chair at a later date, once we return to the office.

22 OUTSIDE BODIES

1. Employers in Voluntary Housing

The representative advised that she had attended EVH's virtual AGM on 7 September, where they received a clean audit and the Memorandum of Association was passed.

2. Glasgow and West of Scotland Forum

The representative advised that she had attended the virtual AGM last night, which had around 30 people in attendance. GWSF have opened dialogue with the Housing Minister with regard to rent/homelessness problems.

3. Easterhouse Housing and Regeneration Alliance

The Chair advised that the film recently made by EHRA, showcasing the different housing associations, will be shown at an SFHA Conference on 30 September. The Secretary will

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also be speaking at this Conference. The EHRA film will also be shown at a forthcoming European Housing Conference.

A Poverty Charter Group has been set up to discuss helping the most disadvantaged in the community.

The meeting was attended by some politicians who will look at some of the points raised in more depth.

4. SHARE

No update was available at this time.

23 AOCB

1. Decision Time

The Chair encouraged members to make more use of Decision Time, especially to use it as a tool for asking questions in advance of Committee meetings.

2. Letter

In response to a question from a Committee Member as to why they had received a letter regarding painterwork when it did not affect their property, the Director encouraged the Committee Member to contact the office and speak to the staff member directly.

3. Quarriers

With regard to a recent story in the press, it was confirmed that none of the staff who had visited the Calvay area had tested positive for Covid. It was noted that the Property Services Assistant had contacted Glasgow Live to correct the story and to get the photo of the Calvay Centre removed.

APPROVED _____

DATE _____