

**CALVAY HOUSING ASSOCIATION MINUTES OF 2020/2021
MANAGEMENT COMMITTEE: 25 MARCH 2021**

1 SEDERUNT

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

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON 25 FEBRUARY 2021 APPROVED

The minutes of the Management Committee meeting held on 25 February 2021 were circulated to Committee prior to the meeting and noted. These were approved on a motion by Eddie Dunlop, seconded by Pauline Barr.

4 MATTERS ARISING FROM PREVIOUS MEETING

There were no matters arising.

5 BUSINESS PLAN REFRESH – WRITTEN REPORT BY DIRECTOR APPROVED, WITH FURTHER INSTRUCTION

A written report by the Director was circulated to Committee prior to the meeting and noted. The Director reminded Committee that it had been intended to prepare a new Business Plan, however due to Covid this had not taken place and it had been agreed to refresh the current Plan. The Director advised that he had updated the budget information, 5 year financial plan and delivery plans, which now include the recommendations from the Governance Review Action Plan. The Chair asked if anyone had any questions.

In response to a question from a Committee Member, the Director advised that the training plan has slipped, however this has been adjusted to start from April 2021 and everything else moved forward. There will be some internally delivered training in April/May, followed by training from external providers.

In response to a further question regarding a new Business Plan, the Director advised that this is currently scheduled for the Autumn, depending on the situation with Covid restrictions.

A Committee Member expressed their view that the Business Plan should be updated to prioritise the tasks discussed at the Director's appraisal.

**CALVAY HOUSING ASSOCIATION MINUTES OF 2020/2021
MANAGEMENT COMMITTEE: 25 MARCH 2021**

The Director was asked to develop 3 KPI's for each of the Association's Strategic Objectives and bring these back to the next meeting.

Committee subsequently approved the Business Plan refresh, with the caveat that a paper on KPI's is brought to the next meeting to allow Committee to monitor and link back to the Business Plan. The current Business Plan will be a 'holding position' until such times as a Committee/Staff Away Day can take place.

6 PROCUREMENT POLICY – FOR APPROVAL – WRITTEN REPORT BY DIRECTOR APPROVED

A written report by the Director was circulated to Committee prior to the meeting and noted. There were no further questions and the Procurement Policy was unanimously approved.

7 PREVENTION OF FRAUD AND ANTI-BRIBERY POLICY – FOR APPROVAL – WRITTEN REPORT BY DIRECTOR APPROVED

A written report by the Director was circulated to Committee prior to the meeting and noted. There were no further questions and the Prevention of Fraud and Anti-Bribery Policy was unanimously approved.

8 PAYMENT OF COMMITTEE MEMBERS – WRITTEN REPORT BY DIRECTOR NOTED – DECISION AGAINST PAYMENT APPROVED

A written report by the Director was circulated to Committee prior to the meeting and noted. The Director advised Committee that one of the recommendations from the Governance Review was that Committee should formally consider and agree whether or not to approve payment for Committee Members.

Committee unanimously decided against the introduction of payment for Committee Members.

9 CO-OPTION TO MANAGEMENT COMMITTEE – APPROVED

A written report by the Director was circulated to Committee prior to the meeting and noted. In response to a question from a Committee Member, the Director explained the process for co-opting this particular individual and confirmed that they had attended an informal interview with the Chair and Director. Subsequently, the co-option was unanimously approved.

10 APPLICATIONS FOR MEMBERSHIP

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

11 TRAINING AND EVENTS

As discussed earlier, the Committee training plan is due to start in April and EHRA's training plan will also be running. Committee are asked to take up training where they feel they need help and also to attend training when it is booked as there is a cost involved to the Association.

**CALVAY HOUSING ASSOCIATION MINUTES OF 2020/2021
MANAGEMENT COMMITTEE: 25 MARCH 2021**

12 DEVELOPMENT UPDATE – WRITTEN REPORT BY DIRECTOR/DEVELOPMENT CONSULTANT NOTED

A written report by the Director/Development Consultant was circulated to Committee prior to the meeting and noted. The Chairperson asked if there were any questions on this report.

Following discussion, Committee asked the Director to make contact with the local Councillors for assistance in progressing the matter at Blyth Road. The Director was also asked to report back to the Chair to confirm what contact has been made.

13 SENIOR OFFICER TRAINING – WRITTEN REPORT BY DIRECTOR NOTED

A written report by the Director was circulated to Committee prior to the meeting and noted. The Director reminded Committee that it had been a recommendation from the Governance review to report this on an annual basis. This was noted.

14 PAY AWARD – WRITTEN REPORT BY DIRECTOR NOTED

A written report by the Director was circulated to Committee prior to the meeting and noted. Committee noted the 2 year pay award agreed for 2021-22 and 2022-23.

15 NOTIFIABLE EVENTS TO THE REGULATOR – WRITTEN REPORT BY DIRECTOR NOTED

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

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

The Director confirmed there had been no contact with the SHR outwith the Notifiable Event in relation to the new loan. This was noted.

17 SIGNING OF MINUTES BY CHAIRPERSON

Minutes to be signed on return to meetings at the office.

18 MINUTES OF OTHER MEETINGS

i. Draft Minutes of the Audit & Risk Sub Committee meeting held on 11 February 2021 noted

The draft minutes of the Audit & Risk Sub Committee meeting held on 11 February 2021 were circulated to Committee prior to the meeting and noted.

**CALVAY HOUSING ASSOCIATION MINUTES OF 2020/2021
MANAGEMENT COMMITTEE: 25 MARCH 2021**

19 OUTSIDE BODIES

i. Employers in Voluntary Housing

The representative advised that recent topics discussed included:

- Pay award
- Members Protection
- Ten for Zen
- Session on Toolkit for Flexible Working
- Covid 19 Resources
- Our Offer – Your Choice
- AGM on 19 April
- Nominations for Executive Board (Alison can send round the bios of Committee want to agree Calvay's vote beforehand)

This was noted.

ii. Glasgow and West of Scotland Forum

The representative advised that recent topics discussed included:

- GWSF's Manifesto for the 2021 Scottish Parliament elections
- Grants from GCC to Housing Association's to help tackle impact of Covid 19
- Talks with GCC regarding bins, bulk uplifts, etc.

This was noted.

iii. Easterhouse Housing and Regeneration Alliance – Draft Minutes of Meetings on 10 February and 10 March 2021 noted

The draft minutes of the EHRA meetings held on 10/2 and 10/3 were circulated to Committee prior to the meeting and noted. Committee Members reported that they had already shadowed at other EHRA Committee meetings and had found it very useful. Eddie had observed Blairtummock, Anna at Gardeen and Alison is observing at Provanhall on Monday 29th.

iv. SHARE

The representative advised that the SHARE Annual Conference is underway. He has also received his induction and things seem to be going well so far.

**CALVAY HOUSING ASSOCIATION MINUTES OF 2020/2021
MANAGEMENT COMMITTEE: 25 MARCH 2021**

20 AOCB

i. Board Annual Plan

The Corporate Services Manager was asked to look at the papers and minutes and find out what was approved at the December 2019 meeting. The Director and Chair to review and bring back an annual plan to next meeting.

ii. Fly Tipping/Dumping of Rubbish

A Committee Member raised this issue and the possibility of developing these areas as cultivated green spaces.

iii. Observing at Meetings

The Property Services Officer thanked Committee for allowing him to attend and observe at the meeting. If Committee need him to contribute anything to discussions about housing management he is happy to do so.

APPROVED _____

DATE _____