

**CALVAY HOUSING ASSOCIATION MINUTES OF 2020/2021
MANAGEMENT COMMITTEE: 28 JANUARY 2021**

1 SEDERUNT

Present:	Anna Ellis	-	Chairperson
	Pauline Barr	-	Secretary
	Laura Sneider	-	Committee Member
	Eddie Dunlop	-	Committee Member
	Margaret Lynch	-	Committee Member
	Sandra McIlroy	-	Committee Member
	John Lyon	-	Committee Member
Apologies:	Alison A'Hara	-	Vice Chair
	Chris Warwick	-	Treasurer
	Julia Okun	-	Committee Member
In Attendance:	Nick Dangerfield	-	Director
	Tracy Boyle	-	Corporate Services Manager
	Gerry Shepherd	-	Finance Consultant (Item 2 only)
	Fettes McDonald	-	FMD Finance (Items 1-6 only)

2 PRESENTATION TO GERRY SHEPHERD, FINANCE CONSULTANT

The Chairperson thanked Gerry sincerely for his work at the Association over the past 15 years and advised that gift vouchers will be sent to him on behalf of Committee and Staff. Gerry thanked the Chair, Committee and staff for the opportunity to work with everyone over his time at Calvay. All present at the meeting wished Gerry all the very best in his retirement.

Gerry Shepherd left the meeting at this point.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 26 NOVEMBER 2020 APPROVED

The minutes of the Management Committee meeting held on 26 November 2020 were circulated prior to the meeting and noted.

5 MATTERS ARISING

5. Management Accounts to September 2020

Discussion took place on the level of consultancy fees. It was agreed that further discussion around using consultants for the ARC review and next round of Committee appraisals would take place at a later date.

The Director advised that FMD had not found any systemic delays in paying invoices, however a short report on this, will be brought to a future Audit & Risk Sub Committee meeting.

8. Standing Orders – Appointment of Chairs to Sub Committees

In response to a question from a Committee Member, it was confirmed that the minute was correct.

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6 DRAFT BUDGET 2021/22 FOR APPROVAL – FINANCE CONSULTANT IN ATTENDANCE – BUDGET APPROVED

Fettes McDonald from FMD Finance introduced himself and his company. Fettes took the Committee through this budget. The salient points were noted as below:

Management Expenses

Staff costs assume a wage rise of 1.5%, however wage negotiations are currently ongoing and it is possible the rise will not be as high as this.

Office Overheads

An increase has been allowed in the computer costs due to the continuation of staff working from home.

Statement of Comprehensive Income

Committee noted an assumption of 1.5% for the rent increase and 1% for void loss, together with a prudent assumption of around £50k for bad debt costs.

Statement of Financial Position

Committee noted the current cash at bank figures of £5.6m and total net Assets of £10.9m at March 2022.

Housing Accounts

The Finance Consultant has received the breakdown of Maintenance spend from the Property Services Manager and this is at or around levels contained within the draft budget, with the exception of added provision for Direct Services costs. It was noted that spend will obviously vary depending on any extended periods of lockdown.

Notes

- Committee were advised that the loan repayments figure will increase as a result of the new build programme, however the rental income will rise concurrently and this will exceed the rise in loan repayments.
- The Association is operating well within its banking covenants.

Cash Flow

The Association continues to enjoy very healthy cash balances throughout the year.

The Finance Consultant asked if Committee had any questions. In response to a question regarding Note 8 – Direct Services, the Finance Consultant advised that he can provide a breakdown of these figures and they can also be seen in the Management Accounts.

In response to a question regarding agency fees, Committee were advised that the costs for FMD will be higher than what the Association paid for the previous Finance Consultant.

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The Finance Consultant left the meeting at this point.

7 SENIOR STAFF STRUCTURE – WRITTEN REPORT BY DIRECTOR NOT APPROVED

Please refer to confidential minute.

8 DRAFT TENANT PARTICIPATION STRATEGY – WRITTEN REPORT BY DIRECTOR APPROVED

A written report by the Director was circulated to Committee prior to the meeting and noted. The Director advised he had been asked to prepare a Tenant Participation Strategy and it is the Director's understanding that it is a legal requirement for Calvay to have a tenant participation strategy.

A Committee Member also noted the importance of tenant participation as it is part of the Regulatory Standards.

It was agreed by Committee to approve the strategy, but with the understanding full implementation was likely to take some time.

9 DRAFT PROTOCOL FOR NOTIFIABLE EVENTS – WRITTEN REPORT BY DIRECTOR APPROVED

A written report by the Director was circulated to Committee prior to the meeting and noted. The draft protocol for Notifiable Events was approved.

10 POLICIES FOR APPROVAL – WRITTEN REPORT BY PROPERTY SERVICES MANAGER APPROVED

A written report by the Corporate Services Manager was circulated to Committee prior to the meeting and noted. The Staffing Sub Committee considered the undernoted policies at its meeting on 10 December 2020 and recommended them to Management Committee for approval.

10.1. Personal Relationships at Work

This policy was approved.

10.2. Recruitment and Selection Policy

This policy was approved.

11 APPLICATIONS FOR MEMBERSHIP

The Corporate Services Manager advised that no new applications for membership had been received.

12 TRAINING AND EVENTS

In response to a question regarding the situation with Business Planning, the Director advised that it had been agreed to continue with the current 3 year plan until such times as Committee can physically meet to discuss.

It was agreed to carry on with Karen Anderson's recommended training plan for Committee.

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With regard to the Committee appraisals, the Chair advised that these will become due again in the summer and the arrangements for these to be discussed nearer the time.

13 DEVELOPMENT UPDATE – WRITTEN REPORT BY DIRECTOR NOTED

A written report by the Director was circulated to Committee prior to the meeting and noted. Committee were advised that planning permission for Garvel Crescent is progressing and the Director explained the background to the S69 agreement the Association has been required to sign as a condition of planning approval. The Director also advised Committee of ongoing problems with dealing with the flooding issue at Blyth Road and the ramifications of not being able to resolve this.

With regard to the Loan Agreement, the Director advised Committee that in the worst case, i.e. if development did not go ahead, the Nationwide will allow us to use the loan to partially repay off the Clydesdale loan which is up for renewal shortly in any case.. Committee will be asked to sign the Loan Agreement at the Management Committee meeting on 25 February, but there is no guarantee we will have full planning permission by then.

Some discussion then took place regarding the worst case scenario and it was agreed that the Director should consider approaching local Councillors if this was likely to be helpful in relation to the flood-related planning issue at Blyth Road. It was also requested that the Risk Register be checked to ensure the planning difficulties were included as a risk.

14 CODE OF CONDUCT FOR COMMITTEE MEMBERS – 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. The Corporate Services Manager advised it that the Code of Conduct had been updated slightly in September and Committee Members had re-signed in October to the previous version. The update contained mainly an administrative tidy up and that SFHA were planning a fuller review of the Code of Conduct as part of their ongoing review of their governance policies and guidance. This was noted.

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

A written report by the Director was circulated to Committee Members prior to the meeting and noted. The first event was noted as Closed by the Regulator and the second event is under consideration. This was noted.

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

The Director reminded Committee that the Covid monthly return for January was not required by the Regulator and the next one is due to be returned in the first week of February. This was noted.

17 SIGNING OF MINUTES BY CHAIRPERSON

To be carried out when we are back in the office.

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18 MINUTES OF OTHER MEETINGS

i. Draft Minutes of Operations Sub Committee meeting held on 3 November 2020 – noted

The draft minutes of the Operations Sub Committee meeting held on 3 November 2020 were circulated prior to the meeting and noted.

ii. Draft Minutes of the Staffing Sub Committee meeting held on 10 December 2020 noted

The draft minutes of the Staffing Sub Committee meeting held on 10 December 2020 were circulated prior to the meeting and noted.

19 OUTSIDE BODIES

i. Employers in Voluntary Housing

The representative was not present at the meeting.

ii. Glasgow and West of Scotland Forum

The representative advised that the GWSF website had crashed, however she has been following events on Twitter and GWSF have launched their Manifesto for the 2021 Scottish Parliament Election.

iii. Easterhouse Housing and Regeneration Alliance

Everyone in the same boat with regard to management of the ongoing Covid situation, however EHRA are pressing on with their Poverty Charter.

iv. SHARE

The Corporate Services manager advised that SHARE's AGM takes place tonight, where Chris has been nominated to their Executive Committee.

20 AOCB

i. Managing Performance

A Committee Member expressed concern that the Committee was not focusing enough on strategy and performance management information and asked if there was some kind of dashboard report to assist Committee to understand the organisation's performance.

ii. Potential Committee Member

Pauline advised that she had been approached by a tenant regarding joining the Committee. She will contact the Corporate Services Manager re. getting in touch with them to discuss further.

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APPROVED _____

DATE _____