

Committee Minutes

Minutes of Management Committee Meeting
Date Monday 6th June 2022
Held at NGHAs offices at 200 Crown Street, Glasgow, G5 9AY at 6.30pm

Present Jean Miller (Chair), Mari Clark, Ian Galloway, Debra Nixon,
Kirsten Adams-MacKenzie, Linda Malone, Pauline McKeever,
Liz Peden, Aaron Reilly, and Shahila Mandaniya

In Attendance Fraser Stewart - Director
Linda Anderson - Head of Corporate Development

1. APOLOGIES

Apologies were submitted by Catherine Docherty, Iain McCreddie and Raymond Shannon.

2. PREVIOUS MINUTES

i) Management Committee 28.03.22

The above minutes were approved as a true and accurate record.

Proposed by : Liz Peden
Seconded by : Jean Miller

ii) Closed Session 28.03.22

The above minutes were approved as a true and accurate record.

Proposed by : Jean Miller
Seconded by : Mari Clark

For Ratification:

i) Development Sub-Committee 25.01.22

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MATTERS ARISING

i) New-build visits

Fraser reported that the visits had gone well, and offered to arrange an additional visit to Northgate for any committee members who have yet to see the completed development.

ii) Abbotsford Primary school building

Fraser updated Committee on the current use, and deteriorating condition of fabric of the building.

iii) South City Way

Committee discussed the issue of lack of bus stops along the local route and Fraser confirmed he had raised the issue, querying whether the Sherriff Court vicinity perhaps was a possibility, although there were feasibility issues.

iv) Office opening to public

The office had fully re-opened to the public.

v) Community Pantry

Fraser updated Committee on initiatives in Gorbals and surrounding areas, and suggested that the Association review the need for a cheap food outlet later in the year, and if appropriate, pursue options via the Scottish Pantry Network.

5. SUB-COMMITTEE ROUND-UP

Sub-committee round up deferred to next meeting.

6. SCOTTISH HOUSING REGULATOR (SHR) AND GOVERNMENT UPDATE

i) Notifiable Events

Committee noted that NGHHA submitted a Notifiable Event to SHR on 31 May, reporting a fire incident at 305 Caledonia Rd, together with a copy of the related Committee briefing paper.

ii) SHR and Government Update

Committee noted the previously distributed report and appendix relating to the outcome of SHR Annual Risk Assessment.

iii) Quarterly Covid Statistical Return – Q4 benchmarking 21/22

Committee noted this report comparing NGHHA 21/22 end year performance with that of other large Glasgow-based associations. NGHHA performance compares well within the group for most indicators, including gross arrears and average days to let. A more detailed benchmarking analysis will follow once SHR publish 21/22 Annual Return on Charter data for all landlords.

7. GWSF UPDATE MAY 2022

Committee noted the content of the previously distributed report, including:

- GWSF's ongoing liaison with Scottish Government on new-build grant levels, and the Government's approach to steep cost increases (for materials etc.), and consequent potential for disruption to delivery to new-build projects.
- Further information is awaited from Scottish Government on review of the Energy Efficiency Standard for Social Housing (EESH2), pending which, relatively few associations are progressing retrofit plans for existing stock.
- GWSF request to Glasgow City Council for a meeting to discuss the dropping of any depot charges post 2022/23, and other issues relating to bulk uplift and refuse collection services.

8. ANNUAL RETURN ON CHARTER 2021/22

Committee **approved** the 2021/22 ARC Return, which the Office Bearers had authorised for submission to SHR by end May.

9. ANNUAL COMPLAINTS REPORT 2021/22

Committee noted this report and summary charts on out-turn performance and learning points on complaints. The level of complaints received over 21/22, 86 in total, was significantly below pre-pandemic levels, and with close cleaning and repairs being the most prevalent issues.

10. COMMUNICATIONS UPDATE

Committee noted this update report, including plans to promote membership of the Association, review of our website, and progress in recruiting to the Communications Officer post.

11. HEALTH & SAFETY FRAMEWORK ANNUAL REVIEW

Committee noted the comprehensive update report on ongoing management of NGHA's Health & Safety Framework, and actions taken over the past year, to ensure compliance with statutory requirements.

12. 305 & 341 CALEDONIA RD – FIRE SAFETY UPDATE

Committee noted this update report on management of health & safety at the blocks, as the re-housing process continues. Committee also noted that a review of current Safety and Security protocols is planned, drawing on external advice as appropriate, as occupancy levels are set to decline due to impending new-build completions. A further report will follow on the review outcome.

Committee **approved** the recommendations under item 4 of the report.

13. TENANT AND RESIDENT SAFETY COMPLIANCE

Committee noted progress with internal Health & Safety Compliance reviews by NGHA Health & Safety manager for the following areas:

- Asbestos management
- Fire safety
- Gas safety
- Electrical safety
- Water hygiene (legionella)
- Passenger lifts

Committee noted that to date, two reviews had been completed, for asbestos management and passenger lifts, with details of both included within the report. Fraser emphasised the importance of effective risk management, good awareness and training, and having a named person as duty holder (this will be the Head of Maintenance, who also has responsibility for policy implementation).

Fraser confirmed that improved template reports were under development, as easy to read compliance checklists, with data generated via our new ICT system.

Committee **approved** the recommendations under item 4.3 of the report.

14. DISTRICT HEATING CHARGES AND INVESTIGATIONS

Committee noted this update report, covering on-going investigations on scope for system efficiencies, and proposed tariff changes for Riverside district heating. Committee noted that the revised, increased, charge still compared favourably versus the previous white meter heating charges, and **approved** a revised tariff of 10.7 pence per heat unit.

15. PURCHASE OF 27 HOUSES FROM URBAN UNION

Committee noted this report on the planned purchase of the next tranche of properties from Urban Union, due to complete in August 2022, and **approved**:

- NGHA entering into missives with Urban Union for the acquisition of 27 new properties in Bedford St
- The payment of a related deposit to Urban Union in the sum of £1.5million

(Both subject to NGHA obtaining a satisfactory bank guarantee/ performance bond and confirmation of grant support for the project)

- And delegation of authority to NGHA's Director to determine the acceptability or otherwise of the terms of any bank guarantee/ performance bond

16. GOVERNANCE UPDATE

NGHA Engagement Plan: Committee noted the Scottish Housing Regulator's 22/23 Engagement Plan for NGHA, confirming our "compliant" status in relation to regulatory standards. Committee noted various information requested by SHR,

including updates on Caledonia Rd high-rise re-housing and health and safety, and financial plans, and noted NGHA progress in providing this information timeously.

Payments & Benefits Policy approvals: per our Policy, Committee should receive a report on payments & benefits granted over the past financial year. In 21/22, there was just one approval, a voluntary severance payment to a staff member

Review of Governance Policies: Committee noted that a review had been undertaken covering four policies:

- Staff Code of Conduct
- Whistleblowing
- NGHA membership
- Management Committee Induction

Committee **approved** the reviewed policies, with the next review scheduled for 2027, or earlier if required, for instance, due to legal or regulatory changes.

Management Committee Reviews: Committee **approved** the scheduling of the next round of Committee member reviews, to be completed by end August.

Director's appraisal: Committee approved the scheduling of the Director's appraisal by the Office Bearers, to be completed by end August.

17. NORTHGATE OPENING EVENT

Committee discussed a possible opening ceremony to mark the completion of the Northgate new-build development, and **authorised** the Director to investigate scope for a low-key ceremony later this year.

18. REIDVALE HOUSING ASSOCIATION: PROPOSED TRANSFER

Committee noted the report on the planned Transfer of Engagements that would result in community-controlled Reidvale Housing Association ceasing to exist, with another organisation sought to take over the Association's assets and liabilities.

Committee noted the background information provided, and the concern the decision has generated within other community-controlled housing associations and representative body, the Glasgow and West of Scotland Forum of Housing Associations (GWSF), particularly as it could be indicative of a serious threat to the community ownership model generally.

After discussion, Committee **approved** that the Director/ NGHA senior staff could input on behalf of NGHA to, where practicable, support Reidvale remaining as an independent organisation (if feasible), and noted that this would involve only a moderate proportion of staff time.

19. PLANNING DAY

Committee confirmed support for holding a business planning away day later in the summer, suitable date to be identified, likely to be held in the Association's office, and with the agenda to include succession planning.

20. APPLICATIONS TO JOIN/USE OF SEAL

None.

21. A.O.C.B.

None

Meeting closed 8:30pm.