

Committee Minutes

Minutes of Management Committee Meeting
Date Monday 29th August 2022
Held at NGHAs offices at 200 Crown Street, Glasgow, G5 9AY at 6.30pm

Present Jean Miller (Chair), Aaron Reilly, Mari Clark, Liz Peden,
Iain McCreddie, Pauline McKeever, Kirsten Adams-Mackenzie
and Catherine Docherty

Carol-Ann Duffy (observer)

In Attendance Fraser Stewart - Director
Linda Anderson - Head of Corporate Development
Jennifer Crocock - Office Manager

Fraser informed Committee that Carol-Ann Duffy was attending as an observer, having noted interested in joining the Management Committee. Carol-Ann was welcomed to the meeting.

1. APOLOGIES

Apologies were submitted by Linda Malone, Iain Galloway and Raymond Shannon.

2. PREVIOUS MINUTES

i) Management Committee 06.06.22

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

Proposed by : Aaron Reilly

Seconded by : Mari Clark

ii) Closed Session 06.06.22

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

Proposed by : Jean Miller

Seconded by : Mari Clark

For Ratification:

i) Property Management Sub-Committee 22.02.22
ii) Wider Action Sub-Committee 14.03.22
iii) Finance Sub-Committee 21.03.22
iv) Development Sub-Committee 26.04.22

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MATTERS ARISING

a) Northgate opening

Committee members in attendance confirmed the opening was successful. The Chair was congratulated on speech given on the day.

Fraser indicated that he is meeting with Nicola Sturgeon this week and will give any feedback at the next meeting.

5. SUB-COMMITTEE ROUND-UP

Committee noted the content of the previously distributed round-up.

6. SCOTTISH HOUSING REGULATOR (SHR) AND GOVERNMENT UPDATE

i) Notifiable Events

Committee noted the recent Notifiable Event submission made to the Scottish Housing Regulator on 4 July.

ii) SHR and Government Update

Committee noted the previously distributed report and appendices and the following was highlighted:

- Report to be tabled at October meeting on NGHA's 2022 Assurance Statement.
- Committee **approved** for Head of Development to provide a response to either GWSF or directly to Government to emphasise the need for Government funding to cover costs in relation to New Heating Standard for New Build.
- Discussion to be arranged in lieu of Government encouraging social landlords to include veterans as a priority group within allocation policies.

7. GWSF

i) July 2022

Committee noted content of the previously distributed GWSF July 2022 update.

Fraser highlighted the points included within the report of:

- Approach to housing Ukrainian refugees in Scotland (pg 2)
- Regulation (pg 4-6)
- Bulk uplift (pg 7)

b) Annual Conference, Friday 28th October 2022

Committee were encouraged to attend the GWSF annual conference. Anyone wishing to attend, please contact the Office Manager.

c) AGM and Open Meeting, 15th August 2022

The Depute Director attended the AGM and Open Meetings which was predominantly dominated by discussions for the future of community based housing associations due to recent decisions to undertake a Transfer of Engagements.

d) Rent: City Wide meeting

A meeting of GWSF senior officers is taking place on Friday 2nd September to discuss the challenges of the April 2023 rent increase.

Fraser will report back at the October meeting.

8. 305 & 341 CALEDONIA ROAD – FIRE SAFETY UPDATE

Committee noted the content of the previously distributed report which detailed the current ongoing fire safety arrangements at Caledonia Road flats. NGHA are working closely with Scottish Fire and Rescue in relation to these arrangements.

9. GOVERNANCE

i) Governance Update

Committee noted the content of the previously distributed report which covered:

- **NGHA Engagement Plan 22/23**

SHR will meet with NGHA's senior staff to discuss the Business Plan and the requested information which is noted in the engagement plan.

- **Committee Reviews 2022**

Committee approved the arrangements for the next round of Committee reviews and delegated the Director to obtain a quote for the independent consultant's input, for approval by the Office Bearers.

- **Director's Appraisal**

Head of Corporate Governance to circulate an appraisal template to Office Bearers for consideration. Once content is approved, the appraisal will be arranged in October 2022.

ii) **AGM & Management Committee Election**

Committee noted the content of the previously distributed report and noted the arrangements for a physical AGM on Tuesday 13th September 2022, with COVID safety protocols in place.

The members standing for re-election are:

Linda Malone
Aaron Reilly
Raymond Shannon

Committee **approved** continued eligibility Linda Malone, Aaron Reilly and Raymond Shannon to serve on Committee in relation with the '9 year rule'.

iii) **Rule 68 Compliance**

Committee noted our compliance with the above Rule that was detailed in the previously distributed report.

10. **UKRANIAN REFUGEES**

Committee noted the content of the previously distributed report.

After a lengthy discussion took place which included concerns over educational and social pressures, the Committee **approved**:

- Director to engage with Glasgow City Council to determine exactly what they would like NGHHA to provide and what costs / conditions would be associated with any arrangement we make.
- Director to obtain response from Education regarding household profile
- a minimum of **10 households** if no associated costs involved and a maximum of **30 households** if appropriate support services are offered.
- delegated authority to the Director and Office Bearers to make a final decision on an agreement with Glasgow City Council.

11. **PLANNING DAY**

Committee noted the content of the previously distributed report.

Committee **approved** the date of Saturday 29th October for the Business Planning Day. The following topics were raised as possible content for the day:

- Taking stock – impact from pandemic / what did we learn / what can we improve / where are we now
- Cost of Living
- Legislation impact changes – e.g. climate change / low emissions
- HA's committee – performing as required
- Staff structures

- Day to day services – how are we doing? Identify improvements / gaps
- Succession planning

Fraser will compile a brief for the day based which will take into consideration suggested topics and circulate to Committee.

12. HR MANAGER RECRUITMENT

The HR Manager post will be advertised within the next month and will hopefully be in post for the Business Planning Day.

13. CLEANSING STRIKE: ASSOCIATION RESPONSE

NGHA notified all tenants and owners of the G.C.C. cleansing strike dates.

If any items are deemed to be a fire hazard, these items will be dealt with.

14. COST OF LIVING / WINTER CRISIS: ASSOCIATION RESPONSE

Committee noted the content of the previously distributed report.

After discussion, the following recommendations were **approved**:

- i) rationalise and ensure effective co-ordination of all staff and each section's duties and responsibilities.
- ii) reallocate Association staff resources to poverty alleviation measures where practicable.
- iii) ensure the provision of effective fuel advice and support with costs including: accessing Sim/Phone card vouchers such as the Vodafone scheme; continuing digital support; keeping laundries available at no cost; providing advice on boiler settings via staff, including Gas Engineers; and pay for a fuel advisor directly, similar to the service that we provided during the district heating installation.
- iv) maximise the measures that will most effectively impact on food poverty, including another community breakfast to cover Caledonia Road area; weekly Community Meal using either Gorbals Parish Church or St Francis Hall; and progressing the Community Pantry initiative for Gorbals only (12 Commercial Court to be the likely location).
- v) Director is authorised to spend up to £100,000 to 31st March 2023 to fund the above resources.

15. RENT DEBIT DATE CHANGE

Committee noted the content of the previously distributed report and **approved** to make an accounting change and move all monthly rent debit run dates from 28th of the month to the 1st of every month (with effect from 1st October 2022).

16. APPLICATIONS TO JOIN/USE OF SEAL

Minuted under closed session.

17. A.O.C.B.

a) Temporary to Permanent Contracts

It was approved at the Property Management Sub-Committee meeting on 14th June 2022 for trade staff temporary contracts to be made permanent after discussions with EVH.

Committee formally sanctioned this decision.

b) Head of Corporate Governance

Fraser announced that Linda Anderson, Head of Corporate Governance, will be retiring at the end of October 2022.

Committee expressed their thanks for all of Linda's hard work and wished her well for the future.

c) Future committee meetings – Bank Holidays

It was highlighted to avoid arranging committee meetings on bank holidays (out with EVH's public holidays).

Meeting closed 8:30pm.