

Committee Minutes

Minutes of Date Held Management Committee Meeting
Monday 13th February 2023
at NGHAs offices at 200 Crown Street, Glasgow, G5 9AY at 6.30pm

Present Jean Miller (Chair), Linda Malone, Catherine Docherty, Mari Clark, Pauline McKeever, Cal Duffy, Kirsten Adams-Mackenzie, Raymond Shannon, Shahila Mandaniya, Ian Galloway and Aaron Reilly

In Attendance Fraser Stewart - Director
Chris Rothnie - Communications Manager
Jennifer Crocock - Office Manager

1. APOLOGIES

Apologies were submitted by Iain McCreaddie and Liz Peden (special leave)

2. PREVIOUS MINUTES

i) Management Committee 12.12.22

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

Proposed by : Linda Malone
Seconded by : Jean Miller

ii) Closed Session 12.12.22

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

Proposed by : Linda Malone
Seconded by : Jean Miller

For Ratification:

i) Development Sub-Committee 16.08.22

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MATTERS ARISING

i) Director's Appraisal and Committee Reviews

Jo Coyne, HR Manager, will arrange a meeting week beginning Monday 20th February with Office Bearers to provide guidance on Director's appraisal, with a date to be set soon after for appraisal.

Recommendations for external support for committee reviews is still being sought. If unsuccessful in sourcing support within next couple of weeks, the reviews will be carried out by Chair with support from either the Communications Manager or HR Manager.

ii) Rent Increase

A draft letter was circulated to Committee informing tenants of a 7% rent increase. The letter will be sent out along with a rent increase notice and an advice leaflet and will reach tenants by 28th February.

5. SUB-COMMITTEE ROUND-UP

Sub-committee round-up deferred to next meeting.

6. SCOTTISH HOUSING REGULATOR (SHR) AND GOVERNMENT UPDATE

i) Notifiable Events

None.

ii) SHR and Government Update

The Committee noted the content of the previously distributed update report and appendix.

It was highlighted that there would be a working group set up to deal with necessary assurances required for strands of work in relation to tenant and resident safety.

7. BUSINESS PLANNING DAY, 29/10/22

The Committee noted the content of the previously distributed report and appendices.

The following 7 key themes are currently being actioned and will be incorporated into the business plan which will be reported on further at the meeting in May:

- Generic and Collaborative Working
- Business Improvement / IT
- Communications
- Tenant Engagement
- Association Membership Promotion
- Cost of Living Crisis
- Financial Pressure on Association

8. QUARTERLY COMPLAINTS

The Committee noted the content of the previously distributed report.

Any learning outcomes will be reported at next committee meeting in March. All staff will participate with online SPSO training in the foreseeable future.

9. COMMUNICATIONS

i) Communications Update

The Committee noted the content of the previously distributed report and the current Communications Work Plan 2022/23.

ii) Proposed Website

The Committee noted the content of the previously distributed report and appendix.

Committee members will be invited to discuss aspirations/requirements for the new website.

Committee **approved** the following:

- The project timeline and schedule
- Issuing tenders in March 2023
- A budget cost of up to £50,000

10. MOULD IN HOMES

The Committee noted the content of the previously distributed report and the detailed plan of action to address tenant and SHR concerns.

An information leaflet is being compiled for tenants to raise awareness on how to prevent mould in households and a copy will be circulated to Committee.

It was noted that the MMR properties will be programmed into the Stock Condition Survey.

An update and more detailed proposals will be presented at a Property Management Sub-Committee in due course.

11. PROCUREMENT PROPOSAL

The Committee noted the content of the previously distributed report and appendices.

Committee **approved** the proposed action plan for the review and development of the Association's procurement policy, procedures and practice. It was agreed that it would be beneficial for Kirsten Adams-Mackenzie to be involved in this review due to her procurement knowledge.

A procurement strategy will be brought to the next management committee meeting in March for approval.

12. JOINT PROCUREMENT OF LEGAL SERVICES

The Committee noted the content of the previously distributed report.

Committee **approved** the use of the framework appointed solicitors as the principle source of legal services over the next 3 years.

It was noted that on specific pieces of work that the framework does not prevent us from using other legal practices.

13. DRAFT COMMITTEE DIARY

The Committee noted the content of the previously distributed draft diary. Once senior staff have reviewed the proposed dates, a finalised diary will be circulated.

14. APPLICATIONS TO JOIN / USE OF SEAL

None.

15. A.O.C.B.

i) Buy Backs

Committee approved the purchase of up to 10 buy backs before the end of the financial period if it was deemed to be beneficial to the Association, although it is likely only around 3 will materialise.

ii) Terms and Conditions

Appendices to the full EVH Terms and Conditions require to be reviewed (which includes paternity leave). Once reviewed, this matter can be dealt with by office bearers and reported back to committee.

Meeting closed at 7.50pm.