

# Committee Minutes

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**Minutes of Date Held** Management Committee Meeting  
Monday 12<sup>th</sup> December 2022  
at NGH A offices at 200 Crown Street, Glasgow, G5 9AY at 6.30pm

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**Present** Jean Miller (Chair), Linda Malone, Kirsten Adams-Mackenzie,  
Cal Duffy and Mari Clark

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**In Attendance** Fraser Stewart - Director  
Jennifer Crocock - Office Manager  
Stacey Anderson - Administrator

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## 1. APOLOGIES

Apologies were submitted by Catherine Docherty, Liz Peden, Raymond Shannon, Aaron Reilly, Shahila Mandaniya, Iain McCreddie, Ian Galloway and Pauline McKeever.

## 2. PREVIOUS MINUTES

**i) Management Committee** 24.10.22

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

Proposed by : Linda Malone  
Seconded by : Kirsten Adams-Mackenzie

**ii) Closed Session** 24.10.22

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

Proposed by : Linda Malone  
Seconded by : Kirsten Adams-Mackenzie

**iii) Closed Session** 29.08.22

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

Proposed by : Kirsten Adams-Mackenzie  
Seconded by : Jean Miller

### For Ratification:

**i) Property Management Sub-Committee** 23.08.22  
**ii) Wider Action Sub-Committee** 19.09.22  
**iii) Finance & Admin Sub-Committee** 05.09.22

### **3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **4. MATTERS ARISING**

#### **i) HR Manager Appointment**

Jo Coyne was appointed as HR Manager and started on 12<sup>th</sup> December.

### **5. SUB-COMMITTEE ROUND-UP**

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

### **6. RENT INCREASE CONSULTATION FEEDBACK AND PROPOSED INCREASE**

The Director introduced the previously distributed report and appendices and ran through the content. The response rate to the consultation was similar to last year and the feedback reflects how difficult circumstances are for some people at the moment.

The Committee noted the content and there was a lengthy discussion regarding a proposed rent increase for 2023/2024. After taking everything in to consideration the following was **approved**:

- With the proviso that the Association will take due regard and account of whatever the Scottish Government announces on or before the 14<sup>th</sup> January 2023, rent will be increased by 7% for 2023/2024.
- The same increase of 7% will also be applied to service charges.
- The rents at 305 and 341 Caledonia Road will be frozen.
- All tenants will be sent a letter regarding the rent increase providing contact details should they have any questions or queries regarding this.

### **7. 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. The report covered:

- Assurance Statements
- ARC
- Future Financial Challenges
- Challenges Meeting Net Zero
- Homelessness Applications
- Scottish Government's Charitable Bond Scheme

### iii) **SHR LETTER ON MOULD 01/12/22**

The Committee noted the content of the previously distributed letter.

## 8. **STRATEGIC RISK REGISTER – ANNUAL REVIEW**

The Committee noted the content of the previously distributed report and appendix and the following was **approved**:

- Strategic Risk Register and the inclusion of the top 12 risks identified for inclusion in the Business Plan narrative.

There was also a discussion regarding procurement services and it was highlighted that the Management Committee will be involved in this.

## 9. **BUSINESS PLANNING DAY**

The Director advised that he will prepare a report on the Business Planning Day for the next Committee meeting so that it can be properly considered alongside the Business Plan.

## 10. **DIRECTOR'S APPRAISAL/COMMITTEE PERFORMANCE REVIEW**

The Committee noted the content of the previously distributed report including the following:

- The HR Manager will assist the office bearers in preparing for the Directors appraisal.
- The Director is in the process of sourcing a consultant to undertake the Committee Performance Reviews. He will liaise with colleagues in the sector and provide a recommendation. The Association can also consider carrying these out in house and if necessary the Director will support the Chairperson with this.

## 11. **COMMUNICATIONS UPDATE**

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

## 12. **HEALTH AND SAFETY – STATEMENT OF INTENT**

The previously distributed Health and Safety Policy Statement was **approved and signed** by the Chairperson and the Director.

### **13. EVH WAGES BALLOT**

The Committee noted the content of the previously distributed letter and the following was **approved**:

- All staff regardless of grade / hours worked to receive a non-consolidated monthly payment of £150 in each of January, February and March 2023. These payments would be subject to normal tax and NI deductions, be paid through payroll and would not attract a pension contribution.
- A traditional, across the board, consolidated percentage increase of 5.25% on all salary points from 1<sup>st</sup> April 2023. This will also be applied to all allowances apart from the fixed mileage rates set by the HMRC.
- An additional rise for Landscapers, RRT and potentially lowest paid office staff to be considered to avoid salaries being close to below the real living wage by September 2023. The Director will write a report on this for the next meeting.

### **14. APPLICATIONS TO JOIN/USE OF SEAL**

Minuted under closed session.

### **15. A.O.C.B.**

#### **i) District Heating: Suspension of Charges Report**

The Committee noted the content of the previously distributed report and the following was **approved**:

- Proceed with bypassing the meters immediately to allow the remaining tenants access to free heat for the remainder of their stay in the high rise blocks at an estimated cost of £12,000. This will be reviewed in late January and free electric heating will be supplied if / when this becomes more economic.

Meeting closed at 8.00pm.