

# Committee Minutes

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**Minutes of Date Held** Management Committee Meeting  
Monday 30<sup>th</sup> October 2023  
at NGHHA offices at 200 Crown Street, Glasgow, G5 9AY at 6.30pm

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**Present** Kirsten Adams-Mackenzie, Catherine Docherty,  
Carol Ann Duffy, Shahila Mandaniya, Pauline McKeever,  
Mari Clark, Aaron Reilly, Raymond Shannon, Thomas Smart and  
Jean Miller (Chair)

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**In Attendance** Fraser Stewart - Director  
Kim Murray - Communications Officer  
Alex Cameron - Director, Quinn International (item 5 only)

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## 1. APOLOGIES

Apologies were submitted by Pauline McKeever, Iain McCreddie and Liz Peden

## 2. PREVIOUS MINUTES

**i) Management Committee** 28.08.23

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

Proposed by : Kirsten Adams-Mackenzie

Seconded by : Jean Miller

**ii) Closed Session** 28.08.23

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

Proposed by : Aaron Reilly

Seconded by : Jean Miller

**iii) Management Committee** 04.09.23

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

Proposed by : Kirsten Adams-Mackenzie

Seconded by : Jean Miller

**iv) Management Committee** 11.09.23

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

Proposed by : Aaron Reilly  
Seconded by : Jean Miller

**For Ratification:**

- |                                   |          |
|-----------------------------------|----------|
| i) Group Audit Sub-Committee      | 05.09.22 |
| ii) Finance & Admin Sub-Committee | 19.06.23 |
| iii) Wider Action Sub-Committee   | 26.06.23 |
| iv) Development Sub-Committee     | 04.07.23 |

**3. DECLARATIONS OF INTEREST**

None.

**4. MATTERS ARISING (SUMMARY REPORT)**

Committee noted the content of the previously distributed report, which provided an update on the following items:

- i) Socioeconomic survey
- ii) Committee Development Plan
- iii) Green Machine
- iv) Hyperoptic Issues
- v) Flexi Time: Progress
- vi) Bulk: Meeting Date
- vii) Buy Backs: Progress to Date
- viii) Business Plan: Update
- ix) Finance Training
- x) Annual Report (query on surpluses)

In relation to 4 vi) Bulk: Meeting Date, the Committee approved to hold a meeting on Monday 20<sup>th</sup> November 2023 to discuss bulk waste issues. This will be a two-item Management Committee meeting which will also discuss the rent increase proposal for consultation.

The Committee also approved to progress in-house Finance training, agenda item 4ix) with Paul McNeil.

The Committee also approved revisiting agenda item 4 v) Flexi Time in spring 2024

**5. ANNUAL ASSURANCE STATEMENT**

Alex Cameron from Quinn International Auditors attended and spoke to the compliance assessment previously distributed.

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

After discussion, the Committee **approved:**

- NGHA's 2023 Annual Assurance Statement, with the Statement to be signed by the Chair and put on our website.

- A lighter touch Annual Assurance Review in 2024 with a decision taken at the June 2024 Management Committee on any areas where additional assurance is required.

Committee noted the additional information on Tenant and Resident Health and Safety provided to Management Committee.

Alex Cameron left the meeting at 7pm.

## **6. RENT INCREASE PROPOSAL FOR CONSULTATION**

Committee discussed the planned approach to Rent Consultation this year and noted the Association would require further information on the cost of some of our services, which will be available later in November. The Committee agreed that this item will be considered at the meeting arranged for Monday 20<sup>th</sup> November along with bulk uplift issues.

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

Committee noted the content of the previously distributed Sub-Committee Round-Up.

## **8. SCOTTISH HOUSING REGULATOR AND GOVERNMENT UPDATE**

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

## **9. GOVERNANCE**

Committee noted the content of the previously distributed report and appendices that covered:

- NGHHA Sub-Committee membership
- 2022/23 Payments and Benefits
- Governance Policies (add Procurement)
- Standing Orders
- Governance Diary
- Annual Performance Report

Committee **approved** the:

- sub-committee memberships for 23/24
- standing orders without amendment with a subsequent review date of February 2024

## **10. GWSF UPDATE**

Committee noted the content of the previously distributed report.

## 11. HALF YEAR COMPLAINTS

Committee noted the content of the previously distributed report.

## 12. WEBSITE UPDATE

Committee noted the content of the previously distributed report.

## 13. PROCUREMENT STRATEGY UPDATE

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

Committee **approved** delegated authority to the Chair of the Finance Sub-Committee or the Office Bearers to approve the final version for publication in November 2023, which will be distributed to the Management Committee once published.

## 14. REVISED FUNDING OFFER AND STANDARD SECURITY IN RESPECT OF THE LAURIESTON COMMUNITY ROOMS, COLISEUM SITE

Committee noted the content of the previously distributed report.

After discussion, Committee **approved** the granting of a standard security over the extent of the “chippy site” (which will include all of the flats built above it), or such lesser area as may be agreed with the Council.

## 15. APPLICATIONS TO JOIN / USE OF SEAL

This item is minuted under closed session.

## 16. A.O.C.B.

### i) Office Closure – Festive Period

Committee **approved** to close the office for the festive period from 1.00pm on Friday 22<sup>nd</sup> December 2023 and re-open at 9.00am on Thursday 4<sup>th</sup> January 2024.

Committee also **approved** an Association contribution to staff Christmas lunches. Contribution will be 1hr working time and £25.

### ii) Tenant conference

Committee agreed that the Gorbals Tenant Gathering held on 21<sup>st</sup> October was a successful event and noted that future events should be mindful of school holiday dates.

### iii) City Fibre

It was raised that City Fibre have been installing cabling and equipment without tenants', and possibly the Association's, knowledge. It was noted any damage as a result of fibre installation should be reported as repairs in the

normal way so they can be investigated immediately, and that the Head of Maintenance would contact Mari Clark directly regarding this matter.

**iv) Parking Meters**

It was raised that parking meters have been installed on Gorbals Street. As these are roads adopted by the Council, NGHA have little / no influence over this. The Director confirmed the Association will check parking meters and the bollards on Margaret Street.

**v) LA Times interview**

The Director noted that a journalist from the LA Times will be running a piece on the Gorbals and will visit on Wednesday 1<sup>st</sup> November to interview some Association representatives.

**vi) Deputy Director retirement**

Committee were informed of plans for Deputy Director's last subcommittee meeting (Property Management – Tuesday 14<sup>th</sup> November), retirement presentation (Wednesday 29<sup>th</sup> November, 3pm, NGHA office) and retirement celebration (Friday 1<sup>st</sup> December, 5.30pm, Bar Soba – 79 Albion Street) with an invitation to all. Committee confirmed the appropriate level of contribution to service gift from the Association for 30 years' service will be awarded.

Meeting closed at 8.15 pm