

Committee Minutes

Minutes of Management Committee Meeting
Date Tuesday 27th August 2024
Held at NGHA offices at 200 Crown Street, Glasgow, G5 9AY at 6.30pm

Present Kirsten Adams-Mackenzie, Carol Ann Duffy, Linda Malone, Aaron Reilly, Raymond Shannon, Iain McCreddie, Liz Peden and Jean Miller (Chair)

In Attendance Fraser Stewart - Director
Chris Rothnie - Head of Governance & Communications
Natasha Docherty - Administrator

1. APOLOGIES

Apologies were submitted by Pauline McKeever, Mari Clark, Catherine Docherty, and Thomas Smart (who has been granted special leave).

2. PREVIOUS MINUTES

i) Management Committee 03.06.24

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

Proposed by : Raymond Shannon
Seconded by : Jean Miller

ii) Closed Session – Management Committee 03.06.24

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

Proposed by : Raymond Shannon
Seconded by : Jean Miller

For Ratification:

- | | |
|--|----------|
| i) Finance and Admin Sub-Committee | 11.03.24 |
| ii) Wider Action Sub-Committee | 15.04.24 |
| iii) Development Sub-Committee | 15.04.24 |
| iv) Property Management Sub-Committees | 21.05.24 |

3. DECLARATIONS OF INTEREST

None.

4. MATTERS ARISING:

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

i) Thriving Places Funding

It was confirmed that Thriving Places Funding has been withdrawn from NGHA, however, a £20k transitional payment has been allocated from Glasgow City Council and it is proposed that the Association question the decision with a view to some funding being reinstated or substituted.

Committee questioned whether other local Housing Associations have also had funding withdrawn, Fraser will explore and feedback.

ii) Proposed Sale of Adelphi by City Property

Fraser updated as per previously distributed report that NGHA continue to challenge City Property's proposal for high rise student/private accommodation for a strategic site which is beneficial for the Gorbals as a whole.

Committee questioned whether the old school building can be saved to be repurposed. Fraser confirmed that is currently in use as a business centre but appears to be far from fully occupied.

iii) Acquisition of Riverside Tavern

Committee **approved** the acquisition of Riverside Tavern building.

It was advised that an EPC certificate is required for sale and due to the disrepair of the building this is currently holding up progress. Fraser informed that NGHA are also looking at possibly acquiring the old Gorbals Recycle Centre building as this could be repurposed as a community building for the area.

5. SUB-COMMITTEE ROUND UP & STAFF BULLETIN

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

6. AGM AND ANNUAL REPORTS

i) AGM and Management Committee Elections Update

Committee noted the content of the previously distributed report. It was confirmed that AGM notice has now been issued and the finance figures will be delivered directly to members.

It was agreed that the following members will stand down at this election:

- Jean Miller
- Pauline McKeever
- Cal Duffy
- Aaron Reilly

ii) **Annual Report and Performance Report 2023/24**

Committee noted the content of the previously distributed report. It was highlighted that the tenant consultation on the Performance Report was positive and that recommendations from the consultation would be implemented.

7. SCOTTISH HOUSING REGULATOR AND GOVERNMENT UPDATE

i) **Notifiable Events**

There is currently one live notifiable event reported to the Scottish Housing Regulator (SHR) relating to a window unit at Waddell Court. It was confirmed that precautionary additional securing has already been completed in 38 units (out of a total of 48 units).

ii) **Report Update**

Committee noted the content of the previously distributed report. Changes to the regulator's engagement with Milnbank and Clydebank Housing Associations were highlighted.

8. GOVERNANCE UPDATE

Committee noted the content of the previously distributed report and updated Policy Review Schedules were distributed at the meeting.

The Head of Governance reported that the Management Committee Code of Conduct would be reviewed, taking account of the current SFHA model, alongside the review of the Association's Rules in 2025.

Committee member highlighted that the Procurement Strategy was missing from the External Submissions Schedule and questioned the Association's responsibilities in relation to an Anti-Slavery Statement. Fraser advised this will be explored and updated.

Committee discussed the volume of essential external reporting required by the Association and the resource implication of this

9. MANAGEMENT COMMITTEE PERFORMANCE REVIEWS UPDATE

Committee **noted** the findings of the Management Committee Annual Review process to date. It was highlighted that, due to sickness and leave, there are 3 reviews outstanding and that individual records of meetings will be issued to members.

It was agreed that the draft training plan will be finalised by confirming providers and dates.

Management Committee discussed the report and agreed that all members are involved for the good of the Association and have a strong focus on the Association's Vision and Values for the benefit of the Gorbals community.

Committee further discussed the requirement for additional Management Committee members and the importance of the Management Committee being representative of the community. It was noted that the new Tenant Participation Officer has made significant impact promoting membership and supporting tenants in their engagement with the Association's business.

It was agreed that a discussion about committee effectiveness and membership base would be held at a future meeting.

10. GWSF MEMBERSHIP CONSULTATION

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

It was discussed that, in light of the Reidvale Housing Association debacle, a strong focus must remain on:

- NGHHA remaining community controlled and retaining a geographical community boundary
- a further strengthening of the existing Committee, and
- policies being developed with strengthening community control in mind.

11. BUSINESS PLAN UPDATE

Committee noted and **approved** the content of the previously distributed Business Plan including financial section and assumptions.

Feedback from the upcoming Tenant Conference on 26th October will be included in next business plan, along with data gathered from NGHHA staff business planning consultation (which will be undertaken over September).

It was acknowledged there was an error in previous paperwork which stated that the Management Committee would be consulted in August. This was corrected to Committee to be fully involved at next Business Planning Day in early 2025.

12. POLICY REVIEW

Committee **approved** the 10 policies that were put forward for review with changes proposed in the previously distributed papers accepted, with the proviso that any typos identified are rectified. Policies reviewed were Management Committee Code of Conduct; Declarations of Interest Policy; Anti Bribery Policy; Gifts Hospitality and Donations Policy; Payments and Benefits Policy; Social media Policy; Acceptable Use- ICT; Property, Facilities Policy; Unacceptable Actions Policy; and Membership Review and Renewal Policy.

Committee member highlighted a typo in the Payments and Benefits Policy Annex 'Formal Controls on Payments and Benefits' at point 10 which will be rectified.

Committee **noted** the revised review cycles put forward.

13. EQUALITY, DIVERSITY AND INCLUSION POLICY

Management Committee considered and **approved** the new Equality, Diversity and Inclusion Policy, including the associated Equalities Impact Assessment (EqIA), to replace the existing Equality Policy.

Management Committee considered and **approved** the Equalities Action Plan and a discussion was held around the positive work that the Association currently undertakes to support tenants' access to the Association's services, and the emphasis that Management Committee place on Equalities as highlighted at the Business Planning Day. Proposed further equalities awareness training was welcomed by members.

14. EQUALITIES DATA COLLECTION UPDATE

Committee **noted** the content of the previously distributed report.

It was advised that information gathered from Management Committee, staff and tenants at the Regulators request is to be collated and reviewed. The data consultant currently supporting the Association's work will support and information will be made available at next Management Committee meeting.

15. NOTIFIABLE EVENTS POLICY

Management Committee considered and **approved** the proposed Notifiable Events Policy which is in line with Scottish Housing Regulator (SHR) guidance.

Committee queried who is responsible for logging notifiable events with the SHR. It was advised that the Director and/or Chairperson have ultimate responsibility for reporting and updating on notifiable events and that the administrative process is supported by the Head of Governance, Head of Finance and Finance Manager who all have access to the SHR's portal.

16. SOCIO-ECONOMIC, HEALTH AND WELLBEING STUDIES UPDATE

Following on from previous Management Committee meeting in June 2024, Chris Mooney of Capta has been appointed to assist with collating and presenting the data from the Health and Well Being and Socio-Economic surveys into an easily accessible and useable format, and also to inform a report to challenge the loss of funding from Thriving Places.

It is hoped that the report will be available for presentation to the Management Committee meeting in October.

17. ASSURANCE STATEMENT

i) Assurance Process Update

Committee noted the previously distributed report which provides an update on the progress of the Annual Assurance Review process.

ii) Presentation and Discussion

Committee were presented with the evidence bank compiled to provide specific assurance on tenant and resident safety requirements. A discussion about fire risk assessments ensued and it was advised that NGHA are in the process of selecting a consultant for fire risk assessments in line with current guidance. Further discussion about the implications of storey height was held and committee were assured that the Association would continue to comply with best practice, as well as guidance and statutory requirements.

18. ACQUISITION OF THE “DEPOT SITE” AND EGLINTON STREET AND GRANTING OF A STANDARD SECURITY IN FAVOUR OF CITY PROPERTY

Committee noted the content of the previously distributed report and approved that the standard security be granted to City Property on the terms laid out in the report.

19. A.O.C.B.

i) Thank You

Committee agreed that Ian Galloway be formally thanked for his service to the Management Committee. Fraser will also arrange for a card for everyone to sign.

ii) University Doctorate

Fraser informed he has been nominated for an honorary doctorate from Glasgow University (on behalf of the Glasgow School of Art) and, as it relates entirely to the work of New Gorbals Housing Association, he requested Committee approval to accept, which was granted.

iii) Bulk Uplift

Committee member raised concerns in relation to lack of communication from NGHA regarding the bulk uplift factoring charges.

It was discussed that Management Committee had previously approved the bulk uplift charges in April on basis of costings, and a letter confirming the charges was issued to all owners following this.

Committee member stated that other residents have expressed their concerns with him regarding Factoring charges, direct debits not being increased timeously and information on invoices being unclear. Other committee members agreed that information on Factoring invoices is not always clear about what charges are for to.

Fraser advised he will review the information and report back.

Meeting closed at 8.20pm.