

# Committee Minutes

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**Minutes of** Management Committee Meeting  
**Date** Monday 3<sup>rd</sup> June 2024  
**Held** NGHA Offices, 200 Crown Street, Glasgow, G5 9AY at 6.30pm

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**Present** Jean Miller, Mari Clark, Shahila Mandaniya, Aaron Reilly (Chair), Cal Duffy, Kirsten Adams-Mackenzie, Pauline McKeever, Liz Peden and Catherine Docherty

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**In Attendance** Fraser Stewart - Director  
 Chris Rothnie - Head of Governance & Communications  
 Jennifer Crocock - Office Manager

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## 1. APOLOGIES

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

Committee **approved** to grant Thomas Smart special leave of absence.

## 2. PREVIOUS MINUTES

### i) Management Committee 25.03.24

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

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

### ii) Closed Session – Management Committee 25.03.24

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

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

### For Ratification:

- |      |                                 |          |
|------|---------------------------------|----------|
| i)   | Development Sub-Committee       | 14.11.23 |
| ii)  | Finance & Admin Sub-Committee   | 04.12.23 |
| iii) | NGPM (attached for information) | 11.12.23 |

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

None.

### **4. MATTERS ARISING:**

#### **i) EVH Salary Increase**

Committee formally **approved** the 6% salary increase that was proposed by EVH and the Union and which the union members voted for.

#### **ii) Police Consultation**

Committee noted the previously distributed content of the text which was submitted for online consultation in relation to the proposed closure of Gorbals Police Office. The probability of the closure is still high, but it will be further down the line before any final closure arrangements are made.

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

Committee noted the content of the previously distributed sub-committee round up which provided a good summary of the last quarter of meetings.

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

#### **i) Notifiable Events**

There are no live notifiable events.

#### **ii) Report Update**

Committee noted the content of the previously distributed report, and the following points were highlighted:

- NGHA Engagement plan – April 2024
- Annual Assurance Statement Guidance – March 2024
- Housing (Scotland) Bill Published – March 2024
- Scottish Government Declare Housing Emergency – May 2024

The progress of the Housing (Scotland) Bill, which is currently at Stage 1 is currently being consulted on and will be reported on at future Property Services Sub-Committee meetings.

### **7. GOVERNANCE UPDATE**

#### **i) AGM and Committee Elections**

Committee noted the content of the previously distributed report and noted the arrangements for holding the AGM meeting on Monday 9<sup>th</sup> September 2024.

The members standing re-election are:

- Jean Miller
- Pauline McKeever

In addition, it was discussed and agreed that the other 2 members to stand down would be:

- Aaron Reilly
- Cal Duffy

Committee performance reviews will be arranged for over the summer period and Jean Miller and Aaron Reilly's review will be reported back on at the August meeting so Committee can be satisfied on continued effectiveness before the AGM taking place in September.

**ii) Rule 68 Compliance**

Committee noted our compliance with the above Rule that was detailed in the previously distributed report by the Association's Secretary.

**iii) Governance**

Committee noted the content of the previously distributed report and appendices in relation to Governance Policies, Notifiable Events and Key Governance Calendar dates.

**iv) ARC 2023/24**

Committee noted the content of the previously distributed report written by the Head of Housing Services which included the presentation given at the Property Services Sub-Committee meeting on 14<sup>th</sup> May 2024. As the deadline for submission was prior to the Management Committee meeting, the Property Services Sub-Committee approved under delegated authority.

A further report will be compiled for the Management Committee meeting in October 2024 which will detail trends and comparisons in peer group.

**8. COMMITTEE PERFORMANCE**

**i) Committee Performance Review Policy**

Committee noted and **approved** the content of the previously distributed Committee Performance Review Policy.

The policy formalises the current procedures in place, which is an external appraisal every 3 years with informal appraisals in the intervening years.

All committee members who have served 9+ years will complete the same self-assessment form which is robust and covers all areas.

## ii) **Committee Appraisal Arrangements 2024**

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

A discussion took place about including a training question on the self-assessment form regarding about what NGHA can do to support committee members. It was agreed it would be beneficial if when sending information on training courses for it to be more prescriptive regarding what they should be encouraged to attend. Feedback should then be provided by the committee member to indicate whether the training was helpful.

Any training that committee members have attended in the past year will be attached to self-assessment form for the Office Bearers information.

## 9. **ASSURANCE STATEMENT UPDATE**

Apologies were noted due to the late tabling of a report and appendix regarding Assurance Statement Update.

Chris highlighted the main points and detailed the Action Plan contained within the report. Committee **approved** to progress with previous recommendation to trial tenant involvement in the Assurance process for accountability purposes. A survey will also be issued to Management Committee members to ensure that they are satisfied with the evidence provided gives assurances.

Fraser indicated that the Audit Sub-Committee will provide a more focussed approach to ensure that the improvement plan from 2023 audit is followed.

## 10. **BUSINESS PLAN**

### i) **Final Document (including financial section and assumptions)**

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

Committee noted that the financial section is currently being audited and will be presented along with the full 30-year cashflows for approval at the Finance Sub-Committee meeting taking place on 17<sup>th</sup> June.

There were unexpected costs required to be added to the Business Plan due to works that require to be carried out at Riverside.

After discussion, the Committee **approved** the final document presentation and financial section.

## ii) **Business Planning Morning Feedback**

Committee noted the content of the previously distributed report and appendices. It was agreed that the workshops had been successful and dynamic.

Fraser highlighted some of the common points raised within each workshop which will be incorporated into the Business Plan.

It was agreed that existing communication methods e.g. letters/posters should be used alongside digital methods to improve service delivery.

Management Committee members agreed they would like to have more opportunities to engage with community / tenant groups. This will be raised with the Tenant Participation Officer and reported back at a future meeting.

A Tenant Conference is planned for October 2024.

It was agreed that Management Committee should be kept aware of community events, e.g. volunteer's week lunch, and given as much notice as possible so they can make arrangements to attend when possible.

## iii) **Business Plan Update**

Committee noted the content of the previously distributed report.

After discussion, Committee **approved** a budget of up to £5,000 for consultant support for the facilitation of business planning engagement sessions with Association Managers.

The Director was granted delegated authority to directly appoint a suitable consultant and to approve cost within the budget.

## 11. **SOCIO ECONOMIC AND HEALTH AND WELLBEING STUDIES**

Committee noted the content of the previously distributed report written by Head of Housing Services.

It was noted that due to the vast information in both reports it requires further detailed examination to make it into a digestible format. It was recommended that we appoint an external consultant to consider both papers and provide a further breakdown of the data.

After discussion, Committee **approved** to appoint Capita to analyse the information contained within both reports and datasets to extract the key themes and priorities, on the basis of a competitive rate (c. £800 per day) up to a maximum of £10,000.

It was confirmed that Thriving Places funding has now come to an end and that the Gorbals area have not been included in the areas selected for a new place-based approach. The action point for this issue will be noted under Item 13 – Thriving Places Funding.

## **12. COMPLAINTS**

### **i) Complaints Report Q4**

Committee noted the content of the previously distributed report on the last quarter and the learning outcomes were highlighted.

### **ii) Annual Complaints**

Committee noted the content of the previously distributed report and appendices which summarised this year's complaints.

After discussion, Committee **approved** that, from period 2024-2025, quarterly reports will be dealt with by relevant sub-committees and an annual report will be presented to Management Committee.

Head of Governance & Communications will monitor the first two quarters under new procedures and complaints will be added as a standard agenda item at senior staff meetings for discussion.

Communications will be issued to residents reminding them to inform us if they are using prescribed medical oxygen so risk assessments can be carried out.

Committee were satisfied with the information presented for Key Performance Indicators.

Once the new Housing Bill has been passed, this will be incorporated into Complaints reporting.

## **13. THRIVING PLACES FUNDING**

As discussed under Agenda Item 11, we will request Capita to compile data that can be used to build up a case for funding purposes to show that Thriving Places work has benefitted Gorbals area and report our findings to local councillors and MSP.

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

None.

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

### i) **EVH conference**

Fraser informed Committee that his recent presentation at a recent EVH conference had gone well and he had received good formal feedback from EVH.

### ii) **Gorbals Fair**

It was reported that the Gorbals Fair had been a huge success with a large turnout.

### iii) **Early Start – Audit meeting – 17<sup>th</sup> June**

It was agreed to have an early start of 5.15pm on the evening of Monday 17<sup>th</sup> June to allow for NGPM, Group Audit and Finance Sub-Committee meetings to take place and finish at a reasonable time.

After discussion, Pauline McKeever agreed to be a substitute member of the Group Audit Sub-Committee.

### iv) **Sale of Adelphi Centre**

NGHA are in discussions with City Property in relation to the sale of the Adelphi Centre. Fraser will keep Committee updated on negotiations. It was noted that NGHA would need to front fund the sale as there was no grant money but there was enough money in Business Plan to front fund.

### v) **City Property – old Riverside Tavern pub**

We are currently looking into acquiring the site at a cost of £3k. The site is not suitable for social housing, but it could be utilised for a community centre.

Committee **approved** that Office Bearers can deal with signing off arranging a full risk assessment of the building.

Meeting closed at 8.08pm.