Committee Minutes

Minutes of	Management Committee Meeting
Date	Monday 1st June 2026
Held	at NGHA offices at 200 Crown Street, Glasgow, G5 9AY at 6.30pm
Quorum	The meeting was quorate.

Present Jean Miller (Chair), Aaron Reilly (Vice Chair), Kirsten Adams-Mackenzie (Secretary), Catherine Docherty (Co-optee), Shahila Mandaniya, Iain McCreaddie, Przemek Pikula, Linda Malone, Pauline McKeever & Cal Duffy

In Attendance

Chris Rothnie	-	Head of Governance & Communications
Gregor Colville	-	Head of Housing Services
Tracey McCauley	-	Head of Maintenance
Lindsey Dinnen	-	HR Manager
Jennifer Crocock	-	Office Manager

1. APOLOGIES

Apologies were received from Bob McInally, Liz Peden, Mari Clark (special leave), Raymond Shannon (special leave) and Andrew Donat (special leave).

2. PREVIOUS MINUTES

It was noted that there was an error on the agenda and the date for the previous minutes should have noted 30th March 2026 and not 2nd February 2026. This will be amended on original agenda for public records.

i) Management Committee 30.03.26

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

Proposed by : Aaron Reilly
Seconded by : Linda Malone

ii) Closed Session 30.03.26

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

Proposed by : Aaron Reilly
Seconded by : Linda Malone

For Ratification:

i)	Wider Action Sub-Committee	19.01.26
ii)	Property Sub-Committee	17.02.26
iii)	Closed Session Property Sub-Committee (enclosed separately)	17.02.26

3. DECLARATIONS OF INTEREST

No declarations of interest were made in respect of the business on the agenda.

4. MATTERS ARISING

i) Office Improvements

Gregor reported on behalf of the Head of Development, that the building warrant application had been submitted to Glasgow City Council who have requested further information in relation to the glazed screens within the plans. The anticipated start date for the works is the end of summer.

5. BUSINESS PLAN

i) NGHA Business Plan 2026 Update

The Committee considered the previously circulated report on the NGHA Business Plan 2026/27. Gregor presented the updated Plan, highlighting the key priorities and actions aligned to the Association’s four strategic objectives: Great Services, Great Homes & Assets, Great People, and Great Community & Regeneration.

Members noted that the Plan reflects the strategic priorities agreed at the February Away Day and has been further refined following discussions at the Management Committee meeting held in March.

The Committee noted that the Plan will be monitored and reported to future Management Committee meetings.

The Committee **approved** the Business Plan for 2026/27.

6. RISK STRATEGY

i) Annual Strategic Risk Register 2026/2027

The Committee considered the previously circulated report and appendix relating to the Draft Strategic Risk Register for 2026/27. Chris highlighted a number of updates to the Register, including revised risk descriptions and controls to strengthen assurance in relation to compliance, the inclusion of new strategic risks relating to procurement and stock condition, and an overview of the Association's current high-risk areas.

Members noted that the Register reflects the Association's key strategic risks and the controls, mitigation measures and monitoring arrangements in place to manage those risks effectively.

The Committee **approved** the Strategic Risk Register for 2026/27 and noted that a full review of the Risk Strategy is scheduled to take place in December 2026.

ii) Governance Operational Risk Register

The Committee considered the previously circulated Draft Governance Operational Risk Register for 2026/27, detailing the governance risks facing the Association and the existing control measures and mitigation actions.

Members noted that the overall governance risk profile remains stable, with no risks assessed as high after the application of controls and the majority of risks rated as medium or low.

The Committee was advised that sectional operational risk registers are being presented to the relevant Sub-Committees for oversight.

Members were satisfied that the Register accurately reflected the Association's current governance risk position and noted that further enhancements to the risk management framework are planned as part of the Risk Strategy Review scheduled for later in 2026.

The Committee **approved** the Draft Governance Operational Risk Register for 2026/27.

7. GOVERNANCE UPDATE

i) Annual Report on Regulatory Submissions and Governance Activities

The Committee considered the previously circulated Annual Report on Regulatory Submissions and Governance Activities for 2025/26, which provided an overview of policy management, regulatory submissions, governance activities and notifiable events during the reporting period.

Members noted that governance activities had been delivered effectively overall during the year. Whilst a small number of policy reviews and external submissions had not been completed within agreed timescales, no material risks or adverse outcomes had arisen, and actions were in place to address the outstanding items. The Committee noted that the Annual Report on Payments and Benefits will be presented to the Group Audit Sub-Committee on 22 June 2026.

The Committee noted the report.

ii) AGM Arrangements 2026

Committee members noted the previously distributed report which detailed the arrangements and proposed timetable in place for this year's AGM which will be held on Monday 7th September 2026 at 7pm in NGHA's offices.

iii) Sub-Committee Highlights March 2026

The Committee noted the previously circulated Sub-Committee Highlights for March 2026, which had been provided for information.

Members welcomed the format and presentation of the report, noting that it provided an accessible summary. Committee acknowledged the work of Kim Murray, Communications Officer, in its preparation.

The Committee noted the report.

8. LEGAL AND REGULATORY UPDATE: SHR, OSCR, SPSO, SCOTTISH GOVERNMENT

i) Notifiable Events

Chris informed Committee that the SHR were waiting for copies of the closed session minutes which were approved at tonight's meeting., before they could complete their consideration of the two open Notifiable Events the Association currently has.

ii) Legal and Regulatory Update

Chris spoke to her previously distributed report and highlighted that clear and consistent messages from SHR, SPSO and OSCR emphasises the need for stronger, evidence-based assurance, transparency and tenant focus.

iii) ARC 2025-2026 submission

The Committee noted the ARC presentation previously considered by the Property Services Sub-Committee in May and recirculated for reference. Members were advised that, in accordance with delegated authority and to meet the submission deadline of 31 May 2026, the ARC Return had been approved by the Property Services Sub-Committee and submitted to the Scottish Housing Regulator.

Tracey McCauley, Head of Maintenance, provided further context on a number of performance indicators, including long-term voids, gas safety compliance and EICR inspections. Following discussion, the Committee was advised that an energy meter referred to within the report had been removed by the utility supplier rather than the tenant.

The Committee noted the ARC submission and the performance information presented.

9. POLICY REVIEW

i) Staff Code of Conduct

The Committee noted the previously circulated Staff Code of Conduct and accompanying summary of key changes. It was highlighted that the revised Code is based on the SFHA Model Code of Conduct (2024) and reflects recognised sector best practice.

Following consideration, the Committee **approved** the adoption of the revised Staff Code of Conduct.

Members noted that the revised Code will be issued to all staff.

ii) Asbestos Management Plan

The Committee considered the updated Asbestos Management Plan for 2026/27 and noted the minor amendments made since the previous version. The Plan provided assurance that appropriate arrangements remain in place to identify, monitor and manage asbestos-containing materials within the Association's properties, ensuring compliance with relevant health and safety requirements.
In discussion, the Committee sought clarification on the prevalence of asbestos within the Association's stock. Tracey advised that identified asbestos-containing materials are primarily located within common areas inherited from GHA. She advised that robust control measures are in place, including visual inspections prior to works being undertaken and periodic audits to verify the accuracy of asbestos records and the effectiveness of management arrangements.

The Committee was satisfied that appropriate controls and monitoring processes are in place and **approved** the updated Asbestos Management Plan for 2026/27.

iii) Declarations of Interest Policy

The Committee noted the minor procedural amendments made to the Declarations of Interest Policy. Members were advised that a full review of the Policy, together with an Equality Impact Assessment, will be undertaken following the completion of the reviews of the Staff Code of Conduct and Management Committee Code of Conduct.

The Committee **approved** the proposed amendments to the Declarations of Interest Policy.

iv) Probationary Period Policy

Lindsey presented the new Probationary Period Policy, which has been developed to establish a clear and consistent framework for supporting, monitoring and reviewing employee performance during the probationary period.

Members noted that the Policy reflects current employment legislation and good practice and provides greater clarity regarding roles, responsibilities and review arrangements.

The Committee **approved** the new Probationary Period Policy.

v) Unacceptable Actions Policy

Gregor presented the revised Unacceptable Actions Policy, which has been updated to reflect current good practice and legislative requirements.

The Committee was advised of a recent incident involving aggressive behaviour towards a member of staff and were advised that appropriate support measures were being provided.

Following consideration, the Committee **approved** the revised Unacceptable Actions Policy.

10. TENANT AND RESIDENT SAFETY REPORT

The Committee considered the previously circulated Tenant and Resident Safety Report and compliance overview, which provided assurance that NGHA continues to meet its legal and regulatory obligations and is maintaining appropriate arrangements to safeguard the health, safety and wellbeing of tenants and residents.

Members noted that the report covered the seven critical compliance areas identified by the Scottish Housing Regulator and provided detail on current compliance status, monitoring arrangements, and risk management controls.

The Committee noted the assurance provided by the report.

11. HUMAN RESOURCES

i) HR Update

The Committee considered the HR update detailing ongoing workforce planning and policy development activities. Members noted progress on the development of a new induction and probation framework in preparation for forthcoming legislative changes, as well as recent recruitment activity, which resulted in three permanent appointments and two temporary landscaping operatives being recruited.

The Committee also noted that the draft Attendance and Absence Management Policy is nearing completion and will be subject to consultation before being presented for approval at the August 2026 meeting.

In discussion, the Committee sought clarification on the requirement to consult with Trade Unions on the proposed Attendance and Absence Management Policy. Lindsey advised that consultation was necessary due to the introduction of absence trigger points linked to disciplinary processes, and that engagement with Trade Unions would help ensure the proposed arrangements are fully considered prior to implementation.

The Committee noted the report.

12. COMMUNICATIONS

i) Communications Update and Strategic Alignment

The Committee considered the Communications Update and Strategic Alignment Report, which advised communications activity delivered during 2025/26 and outlined key priorities for 2026/27.

Members noted the wide range of communications activity undertaken during the year and the priorities for the year ahead, including the development of a more coordinated digital approach.

The Committee noted that the draft Communications Strategy remains under development and received an update on the proposed next steps to support its completion and implementation.

Following discussion, the Committee agreed the following actions:

- Arrangements will be made for Committee Members to receive demonstration access to the Tenant Portal, with a demonstration for the Tenant Panel to be scheduled at a future meeting if required.

- The Factoring Team will investigate and provide feedback regarding issues experienced by a Committee Member with the portal security verification process.

- The Annual Procurement Report will be included within the publication schedule for the Association's website.

The Committee noted the report and the actions identified.

13. MEMBERSHIP APPLICATIONS

Two membership applications were presented and **approved** by Committee.

14. A.O.C.B.

No business.

Meeting closed at 7.18pm

A Closed Session meeting followed. Matters discussed in Closed Session are recorded separately in confidential minutes.

These minutes were approved as a true and accurate record at the meeting of Management. Committee on Monday 1st June 2026.

Signed: [redacted]
Jean Miller (Chair)

Key decisions and actions from Management Committee, 1st June 2026

Note:

The following summary information is provided for ease of reference and to support Committee understanding. It is supplementary to the formal minute and does not form part of the official record of discussion, decisions or approvals.

Decisions Approved

- Approved the NGHA Business Plan 2026/27.
- Approved the Strategic Risk Register 2026/27.
- Approved the Governance Operational Risk Register 2026/27.
- Approved the revised Staff Code of Conduct.
- Approved the updated Asbestos Management Plan 2026/27.
- Approved the amendments to the Declarations of Interest Policy.
- Approved the new Probationary Period Policy.
- Approved the revised Unacceptable Actions Policy.
- Approved two membership applications.