

**MINUTE OF GWAH MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY 27 AUGUST 2019
AT 6:00 PM, IN GWAH OFFICES, 5 ROYAL CRESCENT, GLASGOW.**

PRESENT:

Isobel Gracie
Steve Jenkins Chairperson
Tony Keane
Nina MacNeill
Jim Michael
Hanif Mirza
Yushin Toda¹

ATTENDING:

Elaine Travers, Chief Executive
Anne Allan, Corporate Director

APOLOGIES:

Anne Campbell
Joe Heaney
Joginder Makar
Moira Wadsworth

LEAVE OF ABSENCE

PRE-MC TRAINING: SHR² Assurance Statements led by Elaine Travers, Chief Executive.

WELCOME

- 1.0 The Chairperson noted apologies, introduced and welcomed all Committee members to the meeting. The general interest of Tenant Members, and GWEn service users, along with the specific interests of Moira Wadsworth and Anne Allan as GWEn Board Members were noted. Members were mindful of their responsibilities as Trustees, accordingly, the Secretary confirmed it was appropriate that Members did not withdraw from the meeting.

CORPORATE

2.0 Minutes

2.1 Management Committee Meeting: Pre AGM 24 June 2019

2.1.1 Adoption of Minute

The minute of the meeting was unanimously accepted as a correct record, without amendment; proposed by N MacNeill and seconded by Y Toda.

2.1.2 Matters Arising

There were no matters arising.

2.1.2.1 Recess Authority

There was none.

2.2 Management Committee Meeting: Post AGM 24 June 2019

2.2.1 Adoption of Minute

The minute of the meeting was unanimously accepted as a correct record, without amendment; proposed by N MacNeill and seconded by Y Toda.

2.2.2 Matters Arising

There was none

3.0 Governance

3.1 Ratification of Recess Authority

As per 2.1.2.1, there was none.

¹ Left meeting at 7pm (after Agenda Item 3.8)

² Scottish Housing Regulator

3.2 Execution of Documents (Recess)

There was none.

3.3 Membership Applications

Members considered Report No 1, unanimously approving the membership application

Name	Address	Share
PERSONAL DATA REDACTED	PERSONAL DATA REDACTED	PERSONAL DATA REDACTED

3.4 Registers: Notifiable Events/Data Breaches

Report No.2 was considered and noted. Members agreed the presentation of the data breach register to MC meetings, with full reporting through the Audit Sub Committee.

3.5 Management Committee Schedule 2019/20

Report No.3 was considered. Members discussed arrangements for the new cycle and confirmed unanimously:

1. The Reporting Plans 2019/20 and performance targets, subject to minor amendment to ASC³ Plan to note quarterly risk review.
2. MC Annual Training Programme, including stock visit 13/09/19.
3. The proposed cycle of meetings and starting time of 6pm, as existing.
4. Catering arrangements as existing.
5. Meeting arrangements and issue of papers as existing.

3.6 Management Committee Remit

Report No 4 was considered and the Remits unanimously approved. Having regard to appraisals, skills assessments and experience; and to ensure appropriate succession planning and compliance, the undernoted was agreed:

1. MC Remit: EVH/SFHA⁴ Representatives as existing.
2. ASC Remit: Members as existing; and I Gracie attending as Observer.
3. SSC⁵ Remit: J Heaney invited to attend, in addition to existing Members.
4. Convenors to be elected at the first Meeting of the Sub-Committees.

3.7 Governance Strategy: MC Role Descriptions

Report No.5 was considered and the revised Role Descriptions were unanimously approved for incorporating to the Governance Strategy. Members agreed a mentoring system would be helpful for new MC Members.

3.8 AGM Evaluation and Draft Minute

Report No.6 was considered. Members discussed the evaluation and outcomes, and the presentation was updated to incorporate members' feedback including:

1. Aside from the unavoidable audio fault; a well-organised and successful event;
2. 50% of shareholders either attending the AGM, or submitting apologies in advance;
3. An articulate and informative presentation by the external auditor.

MC Members:

1. Confirmed the cancellation of seven shares;
2. Verified the draft AGM Minute as a true reflection of the meeting;
3. Reflecting trends, suggested additional measures for encouraging and promoting membership and participation amongst new tenants, BME⁶ households and AGM Observers.

³ Audit Sub Committee

⁴ Scottish Federation of Housing Associations

⁵ Staffing Sub Committee

⁶ Black and Minority Ethnic

4. Approved the structure and format for future meetings as per 2019.
5. Agreed the date for the 42nd AGM as Wednesday, 24th June 2020; and the Pyramid at Anderston as the preferred venue.

3.9 GWEn Accounts

Report No.7 was considered. Members received the accounts noting they had been approved by GWEn Board Meeting 15/08/19.

3.10 SHR Assurance Statement

Report No.8 was considered. Members considered the guidance, noted progress and plans for self-assessment against the SFHA toolkit; and approved the measures outlined for the purposes of finalising the AAS⁷ for 2019.

3.11 ITC Strategy – housing database

Report No. 9 was considered, with Members approving the recommendations on balance of risk.

4.0 Finance

4.1 SHAPS: Financial Strength Assessment

Report No.10 was considered, with Members acknowledging trends, ongoing sound performance and continued low risk assessment.

SERVICES

5.0 Property Services

5.1 Dover Street: Site Start

Report No.11 was considered. Members noted a further approach from DRS⁸ and, whilst maintaining a preference for a completion event, approved a low-key site start event.

CLOSE

6.0 Items For Future Agendas

Noted as per committee plan and agenda.

7.0 Any Other Urgent Business

There was no other business.

8.0 Date Of Next Meeting

10th September 2019

⁷ Annual Assurance Statement

⁸ Development and Regeneration Services