

**MINUTE OF GWAH MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY 28 JANUARY 2020
AT 6:00 PM, IN GWAH OFFICES, 5 ROYAL CRESCENT, GLASGOW.**

PRESENT:

Anne Campbell
Issie Gracie
Joe Heaney Chairperson
Nina MacNeill
Joginder Makar
Susan Mosedale
Yushin Toda

ATTENDING:

Elaine Travers, Chief Executive
Jen Barrow, Services Director¹

APOLOGIES:

Tony Keane
Hanif Mirza
Moirra Wadsworth

LEAVE OF ABSENCE:

Jim Michael

PRE-MC TRAINING: Governance / Finance, Risk Awareness/ HR led by Anne Allan, Corporate Director.

WELCOME

- 1.0 The Chairperson noted apologies, introduced and welcomed all Committee members, and congratulated Jen Barrow on her recent appointment to the post of Services Director. The general interest of Tenant Members, and GWEn service users, were noted. Members were mindful of their responsibilities as Trustees: accordingly, it was confirmed that it was appropriate that Members did not withdraw from the meeting.

CORPORATE

2.0 Minutes

2.1 Management Committee Meeting: 26 November 2019

2.1.1 Adoption of Minute

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

2.1.2 Matters Arising

The Chairperson noted that the majority of annual appraisals were now complete and thanked Members for their active participation.

2.2 Audit Sub Committee Meeting: 26 November 2019

2.2.1 Note of Discussion

The note of discussion from the inquorate meeting was acknowledged.

2.2.2 Matters Arising

There were none.

3.0 Governance

3.1 Execution Of Documents

Members agreed the disposition in favour of **personal data redacted** in respect of flat 2/1 at 52 Buccleuch Street, Glasgow **personal data redacted** in line with the Asset Management Strategy (Acquisitions and Disposals Framework).

¹ Item 4.0

- 3.2 Membership Applications
Report No.1 was considered. There were no new applications.
- 3.3 Registers: Notifiable Events / Data Breaches
Report No.2 was considered, and SHR² closure of NE 1003456 was acknowledged. Members noted that the three asset disposals, and the two supported accommodation leases, are reportable in line with SHR statutory guidance. There were no data breaches to report.
- 3.4 Sub Committee Membership
Members reviewed membership of the sub-committees and, mindful of current leaves of absence and succession planning, it was agreed that S Mosedale attends the ASC³ and GWEn Board meetings, and N MacNeill the SSC⁴, proposed by Y Toda and seconded by A Campbell.
- 3.5 Contingency Planning: Festive Close Review
Report No.4 was considered. Reassured of appropriate learning and action from the procedural non-compliance, Members committed to festive close arrangements continuing, subject to the exigencies at the time.
- 3.6 MC Membership Strategy: Committee Training Forum
Report No.5 was considered, with Members noting the plan for the CTF 2020.
- 3.7 GWHA/GWEn Procurement Alignment
Members considered Report No. 6, agreeing the GWHA/GWEn procurement alignment principles and charging proposals; and delegating scrutiny of the implementation arrangements to the Audit Sub-Committee.
- 4.0 ATC⁵ evaluation/Rent Policy/Service Engagement Strategy feedback
Report No.7 was considered, and the quick turnaround and reporting on the outcomes from the 20th ATC acknowledged. Members noted a healthy atmosphere at the Event, with lots of interaction and genuine opportunities for tenants to influence priorities and decisions. Staff and tenant evaluations were considered, with positive feedback for the conference and service provision welcomed; and opportunities for learning noted for further action and response. The comprehensive rent review presentation, and the City Building service launch were noteworthy, with the promotion of MC Membership acknowledged, and the Service Engagement Strategy for 2020/21, including the participation opportunities, and commitment to a 21st ATC on 23/01/21 endorsed. The timing of the good close/garden competition announcements was noted for further discussion within the 2020/21 MC Services Plan.

Progressing to the rent review consultation, Members welcomed the impressive 199 responses this year: with 42 (21%) from the ATC; and the remainder from the pre-ATC consultation initiative to proactively contact a minimum 10% of tenants.

Of the 177 tenants expressing a view⁶, 70% were in favour of the rent proposal, with higher levels of support (77%)⁷ from those attending the ATC, than from the pre-ATC consultation (69%). Welcoming this level of support in the midst of a challenging backdrop and rent restructuring

² Scottish Housing Regulator

³ Audit Sub Committee

⁴ Staffing Sub Committee

⁵ Annual Tenants Conference

⁶ 3 tenants left the ATC prior to the rent consultation; and 19 tenants asked in the pre-ATC consultation were indifferent to the proposal

⁷ 2019 ATC: 87.5% in support of proposal

programme, Members unanimously approved the proposed average rent increase of 2.2%, effective from 28 March 2020: translating to 0% for 73% of one and two apartment properties; and 1.7% plus a maximum of £3.20 per week for the remainder of properties. Members noted that service charges (notably stair-cleaning and backcourt/garden maintenance) were set separately from the rent and reflected the actual cost of providing the service.

SERVICES

5.0 Property Services

5.1 AMS⁸: Acquisitions and Disposals

Report No.8 was considered, with Members noting the impending disposal of the three properties.

5.2 SHQS⁹ Progress Report

Report No.9 was considered. Members acknowledged 88% compliance against the 90% year-end target (93% and 95% respectively excluding exemptions and abeyances); with the majority (60%) of the overall unit fails (61 units), relating to the “Energy Efficient” criterion, anticipated to reduce by c40% by the year-end.

5.3 H&S: Asbestos Survey 5 Royal Crescent

Report No.10 was considered. Noting the reassuring outcome of the contamination investigation report, Members agreed closure of the Action Plan, subject to the communications as outlined, and completion of the scheduled works.

5.4 Procurement Strategy

Report No.11 was considered, with Members approving the Procurement Strategy 2020-25 including the updated guide and the outline planned procurement activity for 2020/21.

5.4.1 Procurement Delivery Plan (PDP) 2019/20: Progress

Report No.12 was considered. Members noted the impact from slippage in the appointment of consultants, and requested confirmation to the next meeting that this procurement was in hand.

5.4.2 Investment Programme: 5 year plan

Report No.13 was considered and the 5-year plan, outlining an ambitious £23m in investment works, was approved.

5.4.3 Proposed PDP¹⁰ 2020/21

Members noted that Report No. 14 was well advanced and would be available for the MC meeting 31/03/20.

5.5 Fire Safety Plan

Report No.15 was considered, with Members noting plans for increasing compliance from the current 17% within the 2021 target timescale.

OTHER BUSINESS

6.0 Any Other Urgent Business

Procurement Report – Response Repairs Contract

Report No.16 was considered, with Members noting the contract awards in line with previous delegated authority.

⁸ Asset Management Strategy

⁹ Scottish Housing Quality Standard

¹⁰ Procurement Delivery Plan

7.0 Items For Future Agendas
SFHA Charitable Model Rules 2020: Review 28/02/20
Energy Efficiency Strategy: 31/03/20
Equalities Strategy 31/03/20
Proposed PDP 2020/21 31/03/20

8.0 Date Of Next Meeting
25 February 2020

CLOSE