

**MINUTE OF GWHA MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY 23 JUNE 2020
AT 3.00 PM, VIA VIDEO CONFERENCE**

PRESENT:

Issie Gracie
Joe Heaney Chairperson
Nina MacNeill
Joginder Makar
Susan Mosedale Secretary
Yushin Toda
Moira Wadsworth

ATTENDING:

Elaine Travers, Chief Executive
Anne Allan, Corporate Director
Kevin Booth, Alexander Sloan¹

APOLOGIES:

Anne Campbell

LEAVE OF ABSENCE:

Tony Keane
Jim Michael

WELCOME

- 1.0** The Chairperson noted apologies, introduced and welcomed all Committee members, and Kevin Booth (Alexander Sloan) to the meeting. Cognisant of the rescheduled AGM, leave of absence for J Michael and T Keane was extended to August 2020. The general interest of Tenant Members, and GWEn service users, along with the specific interests of Moira Wadsworth, Anne Allan and Susan Mosedale 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: 19 May 2020

2.1.1 Adoption of Minute

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

2.1.2 Matters Arising: Item 3.5 Rules Review: SGM² and AGM³ Arrangements

Members welcomed the impending legislation⁴ facilitating virtual AGMs prior to 30/09/20; and agreed that, Government advice and logistics permitting, arrangements should be made for either physical or virtual attendance by members at this year's SGM/AGM. Members further agreed that the imminent changes to the Model Rules 2020 to facilitate virtual meetings in future should be incorporated to GWHA's amended Rules for presentation to the SGM.

3.0 Governance

3.1 Execution Of Documents

There were none.

3.2 Registers: Notifiable Events / Data Breaches / Payments and Benefits

Report No.2 was considered. Members acknowledged SHR⁵ closure of NE 1003952 and noted reporting against NE 1003649, discussing in particular covid-19 impact on rent collection and relets. There were no data breaches or P&Bs to report.

¹ Item 1.0; 2.0 and 4.4

² Special General Meeting

³ Annual General Meeting

⁴ Corporate Insolvency and Governance Act 2020

⁵ Scottish Housing Regulator

- 3.3 MC Membership Strategy
Members acknowledged successful completion of the Committee Training Forum via digital platform, with potential for two MC nominations at AGM; and plans for ongoing MC member promotion.
- 3.4 Code of Governance Rule 68 Compliance
Members considered Report No 3, noting compliance and performance as confirmed by the Corporate Director and verified by the Secretary.
- 3.5 Corporate Year End Compliance
Report No.4 was considered and compliance noted.
- 3.6 Committee Plan :Performance 19/20 & 20/21 Draft
Report No 5 was considered. Members noted 2019/20 progress and performance; and adopted draft plans and PI for 2020/21.
- 3.7 Community Award Ratification
Report No.6 was considered. Members agreed an extension to the end of July for nominations, with further promotion through the summer newsletter; and with Office Bearers making the Award decision for 2019/20 (and future years) depending on J Michael's availability.
- 4.0 Finance**
- 4.1 Major Repairs Fund Strategy
Report No 7 was considered and the procurement/project impact 2019/20, and plans for LCC⁶ review 2020/21 were acknowledged. In the context of the earlier discussion of the annual accounts, Members were satisfied there was sufficient provision to fund the Major Repairs Strategy.
- 4.2 Financial Plan Medium Term
Mindful of the SHR's revised submission timescale, Members agreed to reschedule consideration of the Plan to August, to allow additional time for covid-19 impact assessment.
- 4.3 Loan Portfolio Return
Members considered Report No.8 in some detail, noting loan redemption in line with the treasury management policy and authority; and acknowledging the average interest rate, covenants and unit security.
- 4.4 Annual Accounts Adoption
Report No 10 was considered, with Kevin Booth presenting the annual accounts in some detail, and noting the following in particular:
1. Reduced operating costs (p9) reflecting maintenance/procurement scheduling; and a higher than average spend in 2018/19.
 2. Significant variation in other comprehensive income (p9) following positive actuarial valuation of the pension scheme for 2020.
 3. Another year of strong financial performance; a very healthy balance sheet and surplus; and a strong position to weather a potential covid-19 financial impact.
- Kevin Booth talked through the Management Letter and key audit risks, with Members noting there were no adjustments to the accounts, assumptions applied were appropriate, financial controls were robust, and there were no matters that required to be brought to the attention of the MC.
- Members welcomed the clean audit report, and recorded their thanks to Kevin Booth, and Alexander Sloan, for delivering the audit within a tight timeframe and in such unusual circumstances. The

⁶ Life Cycle Costing

accounts were unanimously approved, as formally proposed by J Makar and seconded by J Heaney. The letter of representation and accounts were signed⁷ by S Mosedale, J Heaney and J Makar.

Kevin thanked Anne Allan and her team for their diligence; with M Wadsworth adding, on behalf of the MC, acknowledgment and thanks to Anne for her many years of outstanding service and commitment to the association; and wishing her the very best in her impending retirement.

4.5 Debt Recovery Report

Members considered Report No 11, noting former tenant and rechargeable repairs performance and trends; and discussing debt recovery challenges when a tenancy has ended. The recommended write-offs were approved, and the current targets were retained for 2020/21, with Members mindful of the Debt Management Strategy initiative(s) and potential covid-19 impact.

SERVICES

5.0 Regeneration

5.1 Dover Street

Members considered Report No 12, acknowledging with disappointment the contractor's "reluctant decision" to withdraw from the project, citing the "potential effects of the covid-19 pandemic and the impact of the new site operating procedures". Members noted the contract sum and contingency position; and agreed the terms for procurement of a replacement contractor via mini tendering on the identified framework. Members were alert to the challenges of procuring the contract in the current economic climate.

OTHER BUSINESS

6.0 Any Other Urgent Business

There was none.

7.0 Items For Future Agendas

Noted as per committee plan subject to the undernoted revisions:

Financial Plan Medium Term: August 2020

Governance Strategy Review: November 2020

8.0 Date Of Next Meeting

25 August 2020 Pre AGM 5.15pm

25 August 2020 SGM 6.00pm

25 August 2020 AGM 6.30pm

25 August 2020 Post AGM 7.15pm

CLOSE

⁷ By DocUsign