

**MINUTE OF GWHA MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY 8 SEPTEMBER 2020
AT 6:00 PM, VIA VIDEO CONFERENCE**

PRESENT:

Issie Gracie
Joe Heaney Chairperson
Nina MacNeill
Joginder Makar
Susan Mosedale
Yushin Toda
Anila Ali
Billy Robertson

ATTENDING:

Elaine Travers, Chief Executive
Jen Barrow, Services Director¹
Daniel Wedge, Technical Director²
Iain Nicholl, Corporate -Manager³

APOLOGIES:

Anne Campbell

LEAVE OF ABSENCE:

OBSERVERS:

PRE-MC TRAINING: Health & Safety, led by William Hunter, Estates Coordinator; Code of Conduct, led by Anne Allan, Corporate Director

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 J Heaney (items 6.3 and 6.5) and S Mosedale (item 6.3); and Elaine Travers 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: Pre AGM 25 August 2020

2.1.1 Adoption of Minute

Subject to a minor amendment to attendance⁴, the minute of the meeting was unanimously accepted as a correct record, proposed by N MacNeill and seconded by I Gracie.

2.1.2 Matters Arising

There were none.

2.1 Management Committee Meeting: Post AGM 25 August 2020

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 A Ali.

2.1.2 Matters Arising

Membership Application

Members ratified the Chairperson's approval of the Category A applications in line with the Membership Policy:

¹ Items 1.0-5.0

² Items 6.0-9.0

³ Items 1.0-4.0

⁴ D Wedge included in error

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PERSONAL DATA REDACTED**3.0 Governance****3.1 Execution Of Documents**

There were none

3.2 Membership Applications

There were none.

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

No new entries were noted

SERVICES**4.0 Tenancy Services****4.1 Rent Arrears Management (RAM) Strategy**

Report No. 3 was considered. Members discussed the 2018-20 strategy evaluation; reviewing the compliance self-assessment, risk schedule and EQIA⁵; and agreeing that recovery of pre-covid performance is the early challenge and the key priority, in the context of the corporate performance leadership strategy. The RAM 2020/22 Strategy, and accompanying minimum guideline repayment schedule, performance indicators and initiatives were approved unanimously.

4.2 Abandoned Properties Policy

Report No. 4 was considered and the compliance self-assessment, risk schedule and EQIA discussed. Members were alert to the emerging risks around adults lacking capacity, agreeing appropriate risk mitigation and local authority challenge; and approving unanimously the Policy, performance indicators and initiatives.

4.3 Rent Reward Scheme (RRS) Policy

Report No. 5 was considered, and the scheme commended. Members approved unanimously the Policy, performance indicators and initiatives in the context of the compliance self-assessment, risk schedule and EQIA; and endorsed the retrospective amendment to the HAP to reflect the omitted reference to the RRS. It was agreed that the Performance Indicators would be further developed to facilitate evaluation of the RRS against the policy aims and tenancy sustainment objective.

4.4 Homeless Letting Quotas

Members considered the verbal report, deliberating the recent correspondence in the context of the earlier MC review⁶; and the subsequent covid-19 impact on lettings activity. The requested quota, and the principle of flipping TFFs⁷ were agreed in support of the Local Authority covid-19 recovery plan to 31/03/21; all subject to compliance with GWHA's HAP procedures, and with close monitoring to mitigate risk, and to ensure ongoing progress towards balanced and sustainable communities. Members rejected the requested under-occupation of properties as conflicting with the association's Housing Needs and Demand Analysis, specifically the "best use of housing stock".

⁵ Equalities Impact Assessment

⁶ MC Meeting 31/03/20

⁷ Temporary furnished flats

5.0 Repairs and Factoring

5.1 Forced Access Policy

Report No.6 was considered, with Members acknowledging the clarity; and approving unanimously the Policy, and the performance indicators and initiatives, in the context of compliance, risk and equalities impact.

6.0 Technical

6.1 Scottish Government (SG): Pandemic Impact

The self-assessment at Report No. 7 was considered, and the factors impacting progress were acknowledged as per the regular asset management reporting. Whilst content that the action plan provided a robust framework for delivering compliance (subject to flexibility to reflect covid-19 challenges and BREXIT risks), Members were equally mindful of the SG expectations as outlined in the letter from the Housing Minister 02/07/20, and were in agreement that a notifiable event was appropriate in the circumstances.

6.2 Environmental Services – Contract Dispute

Members noted the verbal update to Report No. 8, welcoming positive discussions with the contractor and endorsing the risk mitigating decisions aimed at service recovery by the end of October. Members confirmed delegated authority to the CE to progress matters, if need be, in line with procurement regulations and contract conditions.

6.3 Car Parking Policy

Report No.9 was considered. Members discussed the risk schedule, and, subject to validation of the facilities summary, approved the Policy and the car parking charges which were revised to reflect the anticipated management and maintenance of the car parking facilities. The Action Plan, including potential cycle store feasibility study, was approved; the pending legal review of the Car Parking Agreement was noted; and delegated authority was granted to the CE to oversee the annual review of charges and the programme of works, subject to consultation with residents, compliance with procurement strategy and MC reporting.

6.4 Procurement Delivery Plan (PDP) Progress

Members considered Report No.10, acknowledging the criticality of the project management appointment; and noting likely review of back-court Phase 1 procurement strategy following the disappointing lack of engagement from the consultant.

6.5 Environmental Panel Awards

Members considered Report No.11, approving the proposals for 2020 and 2021.

6.6 Procurement Reports:

6.6.1 Project Management Consultants

Report No.12 was considered, with Members discussing the robust procurement process, the factors influencing the budget variation and the options overview; concluding unanimously that the appointment of the successful bidder was the optimal decision in the context of risk.

6.6.2 Lift Modernisation

Report No 13 was considered and enhanced compliance controls acknowledged. Members noted, subject to homeowner consultation, contract award for replacement of four passenger lifts in line with delegated authority and procurement policy.

OTHER BUSINESS

7.0 Items For Future Agendas

Special General Meeting 25 August 2020 Minute: 22/09/20

Annual General Meeting 25 August 2020 Draft Minute & Evaluation: 22/09/20

Fire Safety 22/09/20

CCTV 22/09/20

Regeneration, Projects Appraisal 22/09/20

BBH Partnership Agreement with QXHA 22/09/20

8.0 Any Other Urgent Business

There was no other business.

9.0 Date Of Next Meeting

Audit Sub 22/09/20

MC Corporate 22/09/20

CLOSE