

**MINUTE OF GWAH MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY 18 MAY 2021
AT 6:00 PM, VIA VIDEO CONFERENCE**

PRESENT:

Joe Heaney Chairperson
Anila Ali
Anne Campbell
Billy Robertson
Joginder Makar
Nina MacNeill
Susan Mosedale
Yushin Toda

ATTENDING:

Jen Barrow, Services Director
Daniel Wedge, Technical Director
Iain Nicholl, Corporate Director¹

APOLOGIES:

Elaine Travers, Chief Executive
Issie Gracie

LEAVE OF ABSENCE:

OBSERVERS:

Alan Townsley Nicola Adams
Amy Robertson Steve Bruce
Gunjan Yadav Tim Smith
Mohammad Karim

WELCOME

- 1.0 The Chairperson noted apologies, introduced and welcomed all Committee members to the meeting. The general interest of Tenant Members, and GWEn² service users, along with the specific interests of Susan Mosedale as a GWEn Board Member was noted. Members were mindful of their responsibilities as Trustees, accordingly, the Secretary confirmed it was appropriate that Members did not withdraw from the meeting. CTF³ members were welcomed to the meeting as observers, and were thanked for their participation in the CTF. It was noted evaluation forms would soon be circulated, with members encouraged to complete and return these to support continuous improvement measures.

CORPORATE

2.0 Minutes

2.1 Management Committee Meeting: 27 April 2021

2.1.1 Adoption of Minute

The minute of the meeting was unanimously accepted as a correct record, without amendment; proposed by A Campbell and seconded by B Robertson.

2.1.2 Matters Arising

Item 3.4 Pre AGM Formalities and MC Competencies

Members acknowledged the difficulties in booking a venue for this year's AGM. Whilst noting that the Marriot hotel has been provisionally booked, the possibility remained that the Event may be virtual and that Government advice and venue availability would be monitored in the lead up to the issue of the invitations.

Item 3.5 Corporate Plan 2021/22

Members accepted proposed amended wording to section 7.2 of the draft Corporate Plan 2021/22 noting the requested clarification in respect to SHQS and ESSH performance.

Item 5.1 SFHA Manifesto

¹ Items 1.0-5.0

² Glasgow West Enterprises Ltd

³ Committee Training Forum

Members acknowledged that it is not possible for individuals to hold SFHA⁴ membership. As a member organisation, all employees and MC members of GWHA are entitled to access SFHA information, resources and discounted rates at SFHA events. A generic Board Member log in will be circulated to members.

Item 6.0 Anti-social Behaviour

Members acknowledged update from CRU⁵ noting that CRU staff are deployed alongside Police Scotland in Kelvingrove Park on days where park visitor numbers are anticipated to be high, with the aim of managing the flow of visitors; reminding visitors of park management rules and local alcohol bye-laws; and with the intention of encouraging positive behaviour and offering public reassurance. Members further acknowledged Police Scotland powers to issue fines/charges to individuals if their conduct provided them with just cause, and GCC⁶ Community Enforcement Officer powers to issue tickets in relation to environmental legislation (ie. litter and dog fouling). Members and residents were encouraged to report incidents of antisocial behaviour to Police Scotland in order for resources to be deployed efficiently. Members discussed the challenges of managing the unintended effects on the local community when visitors moved on from the park by Police Scotland, and acknowledged reporting arrangements would influence community intel and deployment of resources.

3.0 Governance

3.1 Execution Of Documents

There were none

3.2 Membership Applications

Report No.2 was considered and the Category C applications were unanimously approved as per the Membership Panel recommendations.

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

3.3 Registers: Compliance Reporting

Report No.2A was considered and the change in the report name to reflect the inclusion of additional registers was noted. Members acknowledged monthly reporting against NE 1003649 would resume from June, with review in September. NE Report 1004349 was then considered, with Members noting progress against the Action Plan and welcoming the reduced risk profile following completion of the scaffold towers. The proposed design workshop was noted, with Office Bearer attendance and decision making confirmed in line with delegated authorities. Reporting arrangements for NE 22132 were noted, and quarterly performance reporting against the SAR, FOI and EIR Registers was acknowledged. There were no data breaches or payments and benefits to report.

3.4 GWEn Business Review – Financial Projections

Report No 3 was considered, with Members approving the revised Balance Sheet and 5-year cashflow.

5.0 Services

5.1 ARC⁷ (End of year) Performance Report

Report No 4 was considered in some detail, along with a presentation on the key points against each of the Scottish Social Housing Charter (SSHC) outcomes. Members discussed performance, trends and peer group comparisons across all outcomes, with specific discussion around average spend per property⁸ as impacted

⁴ Scottish Federation of Housing Associations

⁵ Community Relations Unit

⁶ Glasgow City Council

⁷ Annual Return on the Charter

⁸ Outcome 5: Repairs, Maintenance and Improvements, 5j

by suspension of routine repairs service during covid-restrictions, and with agreement that GWHA provide further supplementary information at MC June. Further discussion was had around projected spend (£6.63M) in 2021/22⁹ with MC acknowledging the figure reflects a single year spend profile, with projects such as windows / stonework comprising 3 to 5 year works programmes. Members agreed the initiatives and PIs aligned to the 2021/22 Corporate Plan, acknowledged multiple levels of scrutiny, and delegated authority to Iain Nicholl, Corporate Director to submit the ARC to the SHR in line with GWHA's target timescale of 25/05/21.

5.2 Systems Audit report

Members considered Report No 5, and supplementary slide. There was discussion around the auditors comment at 3.1 concerning double checking of information, with assurances provided of the multi-level checks in place, notably: staff collation of data; line manager review; PPC¹⁰ scrutiny; and Executive review and sign off prior to final verification via systems audit. Members were reassured by the Systems Audit Report conclusion: *"In our opinion, the Association has a good method of gathering, calculating and audit trailing the information"*.

5.3 RTO¹¹ Compliance

Members considered report No.6, noting RTO non-compliance with its written constitution, notably 7a) re: AGM. Members discussed the influencing factors, empathising with the limitations on activities due to covid-19 restrictions, age profile and health issues of members, and challenges around digital engagement, though ultimately unanimous approval was reached to give notice of their suspension from the RTO register, effectively withdrawing support (including insurance at expiry date) pending demonstration of compliance with written constitution.

5.4 Homeless Letting Quotas

Members considered the verbal report, deliberating the recent correspondence in the context of the earlier MC reviews¹²; and the subsequent covid-19 impact on homelessness and lettings activity amongst GWHA and peer RSLs¹³. The requested quota was agreed in support of the Local Authority, by a majority decision, for financial year 2021/22; 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. Subsequent letting quotas for future years will be subject to annual review.

6.0 Technical

6.1 Health & Safety Compliance

Report No.8 was considered. Members noted performance and actions and ongoing covid-19 service controls in context of Member's statutory responsibility for H&S. Detail relating to Health & Safety compliance reporting was discussed; with members requesting summary presentation (MA:15/06/21) on the operational controls as evaluated in the independent December 2020 audit.

6.2 Procurement Report: Stage 3 Medical Adaptation Framework

Report No.9 was considered. Members noted appointments in line with delegated authorities, procurement policy and procedures, regulatory compliance, and rolling budget provision. The proposed Financial Standing Evaluation criteria was approved for incorporation to the Procurement Strategy.

6.3 Procurement Delivery Plan (PDP) Update

Members considered Report No.10, with progress against the key procurement initiatives acknowledged.

⁹ Outcome 4: Quality of Housing, Table 4: SHQS/ Capital Investment

¹⁰ Policy and Performance Co-Ordinator

¹¹ Registered Tenant Organisation

¹² MC Meetings 31/03/20, then 08/09/2020

¹³ Registered Social Landlords

OTHER BUSINESS

7.0 Any Other Urgent Business

There was no other business

8.0 Items For Future Agendas

Insurance Procurement – 15/06/2021

9.0 Date Of Next Meeting

15 June 2021

CLOSE