

**MINUTE OF GWAH MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY 23 AUGUST 2022  
AT 6:00 PM, HYBRID MEETING VIA VIDEO CONFERENCE AND IN GWAH OFFICES, 5 ROYAL CRESCENT,  
GLASGOW**

**PRESENT:**

Nicola Adams  
Steve Bruce  
Anne Campbell  
Issie Gracie<sup>1</sup>  
Joe Heaney Chairperson  
Nina MacNeill  
Joginder Makar  
Amy Robertson<sup>1</sup>  
Billy Robertson  
Yushin Toda<sup>2</sup>

**ATTENDING:**

Elaine Travers, Chief Executive  
Iain Nicholl, Corporate Director<sup>1</sup>  
Nicola Stobie, Services Director  
Daniel Wedge, Technical Director

**APOLOGIES:**

Anila Ali

**LEAVE OF ABSENCE:**

**OBSERVERS:**

**0.0 Health and Safety Training, lead by Daniel Wedge, Technical Director**

**WELCOME**

- 1.0** The Chairperson noted apologies, introduced and welcomed all MCMs to the meeting, and confirmed the order of business. The general interest of Tenant Members, and GWEn service users, along with the specific interests of Elaine Travers and Anila Ali as GWEn Board Members were noted. Amy Robertson declared an interest in item 2.4.1 and abstained from the discussions. The Chairperson reminded Members of the Code of Conduct and meeting etiquette, specifically that questions are directed through the Chair; that discussions are professional and constructive; and that decisions are taken in the best interests of tenants and service users. 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: 21 June 2022**

**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 N MacNeill.

**2.1.2 Matters Arising**

There were no matters arising.

**2.2 Management Committee Meeting: 22 June 2022 Pre AGM**

**2.2.1 Adoption of Minute**

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

**2.2.2 Matters Arising:**

There were no matters arising.

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<sup>1</sup> Remote

<sup>2</sup> Items 1.0-3.3 and 4.0 (7pm)

## 2.3 Management Committee Meeting: 22 June 2022 Post AGM

### 2.3.1 Adoption of Minute

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

### 2.3.2 Matters Arising:

There were no matters arising.

## 2.4 MC Action Plan Compliance

Report No.1 was considered and progress and compliance acknowledged.

### 2.4.1 Response Repairs Contract

Report No.1A was considered, with MCMs noting imminent meeting, and acknowledging plans to mitigate risks.

## 3.0 Governance

### 3.1 Execution Of Documents (Recess)

MCMs acknowledged CEO approval of the CWST<sup>3</sup> business case under recess authority, as reported at 4.2 (Report No. 14).

### 3.2 Membership Applications

Report No.2 was considered and MCMs approved unanimously the category A and B applications. MCMs were in agreement that, with advancements in technology, an applicant's place of residence should not in itself be a barrier to membership.

#### Name

PERSONAL DATA REDACTED  
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#### Address

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#### Share

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### 3.3 Registers: Compliance Reporting

MCMs considered Report No. 3 noting recent recording in the Registers. The reporting against NE 30083 was concluded with reassurances over MCM health and safety queries. NE 1004349 was then considered alongside a supplementary presentation REDACTED

The quarterly SAR, FOI and EIR submissions were acknowledged, data compliance was noted and there were no EPBs to report. H&S reporting is as previously agreed.

### 3.3.1 Rent Setting

An increase in FOI queries underpinned by concerns around rent affordability were highlighted, with MCMs contemplating the impending 2023/24 rent review in the context of the challenges in ensuring service delivery and investment commitments amid escalating inflation and the cost of living crisis. MCMs were alerted to GWhA attendance at a forthcoming sector meeting arranged by GWSF in this regard, and there was agreement that tenants and the SHR should be kept apprised of the potentially difficult decisions ahead.

### 3.4 Governance Strategy:

#### 3.4.1 MCM Code of Conduct and Protocols

MCMs considered Report No. 4, and associated presentation, with unanimous commitment to the Code through MCM's signing of the annual declaration.

#### 3.4.2 MCM Role Descriptions

MCMs considered Report No.5 approving the Role Descriptions, subject to minor amendment to reflect the Chairperson's responsibility for the CEO appraisal; and to the Secretary's Role Description to remove the reference to facsimile communication to ensure alignment with Rule 23.1. Additionally,

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<sup>3</sup> Cold water storage tank

MCMs agreed that the Treasurer chair the finance part of MC meetings.

### 3.4.3 MC Schedules 22/23

MCMs considered Report No. 6 and

1. Finalised the meeting plans and performance indicators for 2022/23 (subject to an amendment to the MC Services Plan: Landlord Safety Manual compliance self-assessment to ASC Nov 2022);
2. Agreed the proposed cycle of meetings and starting time of 6pm for MC/ASC meetings, with the option of either physical/remote attendance;
3. Confirmed the pre-MC annual training programme and starting time of 5.30pm with the focus on team achievements/challenges; and with the additional governance training programme to be delivered on Wednesday evenings out with the MC meeting cycle, with dates to be agreed.
4. Alert to FSS<sup>4</sup> results timeline, agreed to the rescheduling of the annual SRW (date TBA); whilst retaining the 25/10/22 for delivery of the Corporate Strategy and Rent Setting training sessions.
5. Confirmed catering arrangements for meetings (including sandwiches/fruit) and issue of papers as existing.

### 3.4.4 MC Remits Review

Report No.7 was considered by MCMs and the Remits approved unanimously. A Campbell withdrew from the ASC following recent appointment to the GWEn Board.

### 3.5 AGM Evaluation and draft Minute

Report No.8 was considered. MCMs discussed the evaluation and outcomes, and aside from a few logistical issues<sup>5</sup>, noted a successful hybrid event. Feedback from both members in attendance and those submitting apologies was welcomed, and MCMs:

1. Confirmed the cancellation of nine shares in line with the Rules;
2. Verified the draft AGM minute (subject to correction of a typographical error<sup>6</sup>);
3. Agreed hybrid meeting option to optimise attendance;
4. Agreed the date for the 45<sup>th</sup> AGM as Wednesday, 21/06/22 subject to exigencies including availability of a suitable venue.

### 3.6 SHR Assurance Statements

Report No. 9 was considered and the timeline towards completion of the annual assurance statement was agreed.

### 3.7 Procurement - Financial Services Audit

Report No. 10 was considered, with MCMs noting the appointment of Alexander Sloan to Financial Auditing Services in line with GWHA Procurement Policy and Procedures, regulatory compliance and previous delegated authority<sup>7</sup> to the CEO to confirm the contract award.

### 3.8 Equalities & HR Strategy: Guidance Review

MCMs considered Report No.11, noting revision of equalities guidance (June 2022), and acknowledging compliance in this evolving area of regulation.

### 3.9 Future Services Survey

MCMs considered Report No. 12, noting the outcome of the procurement exercise and risk review; and agreeing the consultant appointment as recommended. Flexibility to achieve optimum response rates was agreed, subject to the results being available for presentation to the MC meeting 29/11/22 as previously agreed.

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<sup>4</sup> Future Services Survey

<sup>5</sup> Sound / preference for tables

<sup>6</sup> Point 5.0 Amend 2021 to 2022

<sup>7</sup> MC Meeting 17/05/22

## SERVICES

### 4.0 Technical

#### 4.1 Major Works and Investment Update

MCMs considered Report No.13, noting additional updates as follows:

- a) 5-year cyclical painting programme: contractor appointment target revised from mid-August to October;
- b) Windows Phase 3: increased costs under review, with further reporting to MC 06/09/22;
- c) SVT Phase 2: mixed works, including painting, planned to follow completion of the GCW project.
- d)

#### 4.2 Procurement – CWST<sup>8</sup> inspections.

MCMs considered Report No. 14, acknowledging CEO business case approval under recess authority; and planned retrospective reporting of tender returns to MC 06/09/22.

#### 4.3 Good Close Garden Competition

Report No. 16 was considered. MCMs agreed unanimously the recommendations of the GCGC<sup>9</sup> judging panel, and approved continuation of the existing policy criteria and awards, including the Learn to Grow Initiatives. The Judging Panel proposed additional time for visits in future to accommodate discussion with residents/entrants.

## OTHER BUSINESS

### 5.0 Any Other Urgent Business

Reminder: Return signed H&S responsibilities forms 25/08/22

### 6.0 Items For Future Agendas

Commercial Unit tenure: T 06/09/22

### 7.0 Date of Next Meeting

6 September 2022

## CLOSE

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<sup>8</sup> Cold Water Storage Tanks

<sup>9</sup> Good Close / Garden Competition