

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

**PRESENT:**

Nicola Adams  
Anne Campbell<sup>1</sup>  
Issi Gracie<sup>1</sup>  
Joe Heaney Chairperson  
Joginder Makar  
Amy Robertson<sup>2</sup>  
Billy Robertson  
Yushin Toda

**ATTENDING:**

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

**APOLOGIES:**

Anila Ali  
Nina MacNeill  
Steve Bruce

**LEAVE OF ABSENCE:**

**OBSERVERS:**

**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, Anila Ali and Anne Campbell as GWEn Board Members were noted. Amy Robertson declared an interest in item 2.2.1 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: 23 August 2022**

2.1.1 Adoption of Minute

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

2.1.2 Matters Arising

Item 3.3.1 : Rent Setting

MCMs noted the SHR's acknowledgement of a pre-emptive NE alert, with expectation of updates in the event of further developments. MCMs also noted that the feedback from the GWSF meeting on 02/09/22 of a *cautious approach to 2023/24 rent reviews* had been superseded by the Scottish Government's announcement earlier today of an imposed *rent freeze to 31/03/23 for public and private sector rented properties*. MCMs fully appreciated the motivation behind this announcement, however, were both surprised and concerned at this imposition on our business planning, and at the removal of our

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<sup>1</sup> Remote, Items 1.0-4.4

<sup>2</sup> Remote

independence to set rents in consultation with tenants, and from this perspective, welcomed the SFHA's lead in coordinating a meeting of CEOs to consider the sector's response. MCMs agreed that the scheduled corporate planning/rent setting session on 25/10/22 would be critical in exploring the impact of a rent freeze on service delivery and investment plans; and asked to be kept fully informed of developments in this matter.

## 2.2 MC Action Plan Compliance

Report No.1 was considered and compliance acknowledged. The recent development activity at the North Claremont Street private site was noted; and with confirmation that all H&S declarations had been signed, these two actions were closed. The current requirement for annual H&S refresher training was noted for further discussion; and MCMs were in agreement that an additional stock tour was not required this year, and that next year's should incorporate developments in the Hyndland, Hillhead and Burnbank communities.

2.2.1 **SENSITIVE DATA REDACTED**

## 3.0 Governance

### 3.1 Execution Of Documents

There were none

### 3.2 Membership Applications

There were none

### 3.3 Registers: Compliance Reporting

MCMs considered Report No.3, noting item 3.3.1 alert to the SHR would be added to the NEs Register for MC reporting 20/09/22; likewise the lease of the six properties to the Health and Social Care Partnership, as per MC approval 07/09/21. NE 1004349 was then considered **SENSITIVE DATA REDACTED**

There were no EPBs or data breaches to report, and next quarterly reporting on the SAR, FOI and EIR registers was scheduled for 08/11/22. Reporting on the H&S register is as previously agreed.

### 3.4 Equalities and Human Rights Strategy: Compliance Update

Report No.4 was considered, with MCMs noting provisional date of 28/09/22 for a training/awareness session in advance of MCM input to the compliance self-assessment.

### 3.5 Procurement Report: Future Services Survey

MCMs considered Report No. 5 acknowledging the formal appointment of Research Resource in line with MC approval 23/08/22; and noting the research programme culminating in MC reporting on 28/11/22 and ATC presentation 19/01/22.

## SERVICES

### 4.0 Services

#### 4.1 HSCP<sup>3</sup>: Local Letting Plan 2022-23

MCMs deliberated Report No. 6, and the supplementary brief presentation noting local RSL section 5 contributions to alleviating homelessness in the City. MCMs then considered the options presented, agreeing that the existing quota, as agreed at the MC Meeting 18/05/22, was proportionate in context to the demand for GWhA properties as expressed via the Housing and Internal Transfers lists, and mindful of the ongoing challenges in obtaining comprehensive resettlement plans for section 5 referrals. MCMs were in agreement that it would be helpful for the pre-MC training on 08/11/22 to explore examples of the circumstances of (homeless) households supported by GWhA through the Housing Allocations Policy.

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<sup>3</sup> Health and Social Care Partnership

- 4.2 Supported Accommodation: HMO licence renewal  
MCMs considered Report No.7, acknowledging the timeframe for renewal of the licences and noting reassurances that the existing licences remained active whilst the applications were progressing.
- 4.3 Service Engagement Strategy: ATC 2023  
Report No.8 was considered and the principles for a hybrid evening event on the 19/01/23 were approved. MCM noted that the Agenda may need to be revisited in light of the Scottish Government's announcement regarding rents.
- 4.4 Burnbank Gardens Association: RTO<sup>4</sup> AGM report  
MCMs considered the feedback from the BGA AGM, in particular the discontent over the repairs service, communication with the office, and increasing rent levels. MCMs were in agreement with the invitation to meet with BGA Representatives, and that whilst it was highly exceptional for Office Bearers to be involved in such operational matters, it was an appropriate risk mitigation measure in this case. MCMs noted the SHR verbal alert as part of the rent setting NE.
- 5.0 Technical**
- 5.1 Asbestos Management Policy (AMP)  
MCMs considered Report No. 9, approving the AMP, taking cognisance of the proposed review period, and initiatives as part of rolling Health & Safety, and compliance improvement programme. MCMs also acknowledged adoption of the Asbestos Management System (AMS), through the AMP, as a significant milestone in the ongoing monthly reporting to the SHR in compliance with the Engagement Plan. MCMs attention was drawn to learning from a recent incident and, as part of the review of the risk schedule and PIs, there was consensus on the provision of targeted information to residents on an annual basis in properties where there are known Asbestos Containing Materials (ACMs).
- 5.2 Total Homes Annual Report  
Report No. 10 was considered, with MCMs commending the positive impact of the bulk uplift and fly-tipping services, and agreeing continuation subject to performance, rolling initiatives and future rent setting considerations. MCMs were in agreement that the service should be more widely promoted to residents, with particular focus on the ability to request a bulk uplift free of charge at the point of instruction/use; with further consideration of the charging mechanism as part of the annual rent review. Clarification on the risk schedule was noted for reporting to the next MC meeting under matters arising.
- 5.3 Telecoms Mast: Lease Risk Review  
Report No.11 was considered, with MCMs noting the continuation of the existing lease as the only option based on legal/risk review; and with commitment for retrospective and future remuneration to homeowners as per previous MC discussions.
- 5.4 SHQS & EESSH Update  
MCMs considered Report No.12 noting in particular:
- a) good progress against the fire and electrical safety projects, and the corresponding positive impact on SHQS performance; and with strategies now in place for addressing the expected drop-off in access; abeyance trend report to be included in November 2022 SHQS update.
  - b) the appointment of an EPC surveyor with expectation that the 200 EPCs instructed will enhance current data intelligence to inform EESSH initiatives and reporting;
  - c) the instruction of a heat metering project subject to advice on billing arrangements, to ensure compliance with the Heat Network (Metering and Billing) Regulations 2014.
- 5.5 Major Works & Procurement Delivery Plan (PDP): Priority updates  
MCMs considered Report No. 13, noting progress across the priority 1 and 2 projects. Attention was drawn to the timescales for progressing the SVT (phase 1) GCW, dependent on the procurement route;

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<sup>4</sup> Registered Tenants Organisation

and to the further due diligence checks underway to mitigate risk exposure in the cyclical close painting project.

#### 5.5.1 Major Works: Budget Review

MCMs considered Report No 14. Following a review of the options, and reassurances regarding adequate budget provision for potential remedial works arising from the CWST inspections, MCMs agreed the redistribution of the reported project savings towards the phase 3 windows programme in the context of optimising SHQS compliance, ESSHH performance, and mitigating potential longer term project costs as a consequence of current market conditions.

#### 5.6 Procurement Report: CWST Cyclical Inspections

MCMs considered Report No. 15 and, subject to concluded standstill period, agreed the proposed appointment, and outlined mechanism for contract extension, in line with Procurement Policy, delegated authorities, and regulatory compliance towards critical path commencement and implementation of GWHA's pilot Legionella Management System. MCMs further agreed adoption of PfH's regulatory compliant framework procedures as proposed, where there is justification through the business case.

### 6.0 Regeneration

#### 6.1 Dover Street: commercial unit

Report No. 16 was considered, with MCMs noting advice from the solicitor and external auditor that the income from commercial rent would be considered investment (rather than trading) income, and as such did not present risks to GWHA's charitable status. Within this backdrop, MCMs moved to review the valuation report and financial appraisal (as per the Business Plan), agreeing with the recommended whitebox fit-out to optimise interest in the unit; and with a preference for lease as the optimum option insofar as risk mitigation. The marketing principles were agreed, including appointment of QXHA to manage the marketing administration, and TCY for the development of lease terms and a Deed of Conditions for the development. MCMs noted further reporting as matters progressed.

## OTHER BUSINESS

### 7.0 Any Other Urgent Business

There was none.

### 8.0 Items For Future Agendas

Neighbourhood Sustainment Event pilot T: 20/09/22

Tenancy Repossession Policy T: 20/09/22

Waste Management Strategy T: c/f 2023/24

### 9.0 Date Of Next Meeting

Tuesday 20 September

## CLOSE