

**MINUTE OF GWHA MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY 20 SEPTEMBER 2022  
AT 6:00 PM, HYBRID MEETING VIA VIDEO CONFERENCE AND IN GWHA OFFICES, 5 ROYAL CRESCENT,  
GLASGOW**

**PRESENT:**

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

**ATTENDING:**

Elaine Travers, Chief Executive  
Iain Nicholl, Corporate Director

**APOLOGIES:**

Yushin Toda

**LEAVE OF ABSENCE:**

**OBSERVERS:**

**Training - Services: Repairs and Factoring**

**WELCOME**

- 1.0 The Chairperson noted apologies, introduced and welcomed all MCMs to the meeting; and confirmed the re-ordering of business to accommodate an early presentation of Report No. 13 by Alex Cameron (Director) Quinn Internal Audit Services. The general interest of Tenant Members, and GWEn service users, along with the specific interests of E Travers, A Ali and A Campbell as GWEn Board Directors were noted. 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: 6 September 2022**

2.1.1 Adoption of Minute

Subject to a footnote correction<sup>2</sup>, the minute of the meeting was unanimously accepted as a correct record without amendment; proposed by A Campbell and seconded by I Gracie.

2.1.2 Matters Arising

Item 5.2 Total Homes annual report risk schedule  
Low risk agenda item deferred to 08/11/22 meeting.

**2.2 Audit Sub Committee Meeting: 13 September 2022**

2.2.1 Adoption of Minute

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

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<sup>1</sup> Remote

<sup>2</sup> Remote attendance 06/09/22: A Campbell; I Gracie and A Robertson

## 2.2.2 Matters Arising

### Item 5.6 Health and Safety Register

MCMs considered the slides referencing Committee Remits<sup>3</sup> in relation to H&S reporting, alongside the ASC referral for MC to consider whether a non-redacted H&S register should be presented to the ASC to enable full scrutiny, trend analysis and compliance review. MCMs explored the purpose of the H&S Register and the accident book, and the existing compliance measures, including reporting of serious H&S issues through the Compliance Register: NE; and the (impending) 2-yearly independent ACS audit. MCMs opted for the status quo at this time, with the caveat that the SSC remit must be amended to reflect responsibility for H&S personnel matters.

## 2.3 MC Action Plan Compliance

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

### 2.3.1 Rent Setting

MCMs were alerted to SFHA and GWSF activity in raising awareness of the consequences of a rent freeze or a rent cap on the social rented sector, and overall consensus from RSLs that any Government control over rent setting should be robustly opposed. MCMs noted much uncertainty remained in relation to the Bill, and that further information would be presented to the MC as part of the scheduled annual rent review in November.

## 3.0 Governance

### 3.1 Execution Of Documents

There were none.

### 3.2 Membership Applications

Report No. 2 was considered, with MCMs noting no new membership applications.

### 3.3 Registers: Compliance Reporting

Report No. 3 was considered and the verbal update on the SHR's response to NEs 30211 and 30212 was acknowledged, with expectation of further reporting to closure. An update on NE 1004349 was then presented **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 Health & Safety Compliance

Report No.4 was considered, with performance, actions, and ongoing covid-19 service control measures noted in context to Member's statutory responsibility for H&S. The 2-yearly ACS audit of the H&S management systems was acknowledged for 18/10/22, with expectation of reporting as part of the EOY report, excepting material failures. The Landlord H&S Manual subscription was agreed as an enhanced control measure, with interim self-assessment to the ASC November 2022, in advance of scheduled external audit October 2023.

### 3.5 OSCR Trustee Duties Compliance

Report No. 5 was considered. Members acknowledged their duties and responsibilities as Charity Trustees and confirmed full compliance with OSCR's guidelines.

### 3.6 SHR Regulatory Engagement Plan: Compliance

Report No.6 was considered and progress and compliance were noted. MCMs welcomed closure of the actions identified from the independent governance report.

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<sup>3</sup> MC meeting 21/08/21

### 3.7 Annual Assurance Statement 2022 – draft

MCMs welcomed Alex Cameron to present Report No. 13, comprising the audit of the evidence back, with feedback noting:

- a) Evidence of rigorous and detailed information: all present and clear;
- b) Meticulous and concise reporting to the MC;
- c) Simple and straightforward governance strategy;
- d) Detailed Corporate Plan incorporating reasonable financial assumptions;
- e) Nothing to add to the self-identified action points;

MCMs thanked Alex for the report conclusion “We advise the association to consider reporting ‘fully compliant’ with its Assurance Statement return based on the evidence available at September 2022”.

The principles for this year’s submission were then considered by MCMs, with note to the live NEs; matters relating to the response repairs contract; previous discussions around equalities data collection and self-assessment against the human rights guidance; and with a mind to the ongoing economic challenges and evolving regulatory context including potential rent freeze. Satisfied that sufficient assurance had been provided through extensive MC reporting and external validation, and with no areas of material non-compliance identified, MCMs agreed flexibility to finalise a “compliant” annual assurance statement, with signatory by the Chairperson on behalf of MCMs.

## 4.0 Finance

### 4.1 Management Accounts to 31 July 2022

Members considered Report No. 7, approving unanimously the Management Accounts, acknowledging the positive outturn, and noting:

- Strong financial viability and fully cashed backed net current assets; and lender covenant compliance;
- Lower levels of budgeted spend on overheads and property and planned maintenance: with provision having been made for a challenging operating environment, and with some deferment and carry forward projects to 2022/23;

In response to MCM queries: the following was confirmed:

- Significant progress in delivering LD2 works (heat and smoke detectors), with compliance c.89% at mid-September.
- St Vincent Terrace homeowner meeting scheduled 21/09/22;
- Surpluses retained for investment in future years

### 4.2 Treasury Management Policy

Report No. 8 was considered, with MCMs reviewing the revised risk schedule and approving unanimously the policy, updated to reflect SFHA Treasury Management guidance (February 2022) aligned to the CIPFA<sup>4</sup> code of practice. Current performance, including lender covenant compliance was noted, investment and borrowing institutions were approved, and PIs for 2023/24 were confirmed. The impact on cash flows of existing loan finance was queried, with agreement that MC further consider redemption of these borrowings.

### 4.3 SHAPS: Financial Strength Assessment

Members considered Report No.9, noting strong financial position and sound performance providing continued low risk assessment.

### 4.4 GWEn Annual Accounts

The annual report and financial statements were presented as Report No. 10, with MCMs acknowledging unanimous approval of the accounts at the GWEn Board Meeting 25/08/22. MCMs noted Management Fees as the principal source of GWEn income, and commended recovery of c£10k in legal fees during 2021/22. The gift aid of the operating profit of £46,264 for year end to 31/03/22 was welcomed, with confirmation that this is shown separately within GWHA reserves for reinvestment.

#### 4.5 Group Annual Accounts

MCMs considered the group accounts presented as Report No.11, noting the requirement from this year (2021/22) forward for consolidated GWHA and GWEn accounts. The group accounts were approved unanimously and the letter of representation, which includes reference to a contingent liability relating to the SHAPS pension scheme, was approved for signatory by the Chair and Treasurer.

### SERVICES

#### 5.0 Services

- 5.1 Neighbourhood Sustainment Event principles  
Low risk item deferred to future agenda.

### OTHER BUSINESS

#### 6.0 Any Other Urgent Business

##### 6.1 Formal Complaint

MCMs were alerted to the SSC consideration of a formal complaint, and to the Chair's discussion with the SHR Regulation Manager in this respect. MCMs were assured that their personal data would be secured via protected folders, and were satisfied that the proposed management of the complaint was appropriate and proportionate.

##### 6.2 Training

Human Rights Act 28/09/22  
Corporate and Financial Planning – detail to be confirmed

#### 7.0 Items For Future Agendas

Equalities & Human Rights Act – HR compliance T: 08/11/22  
Tenancy Repossession Policy T: 08/11/22  
Strategy Review Planning T: 29/11/22

#### 8.0 Date Of Next Meeting

Human Rights Act training: 28/09/22  
MC Meeting 08/11/22