

**MINUTE OF GWHA MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY 13 JUNE 2023
AT 6:00 PM, HYBRID MEETING VIA VIDEO CONFERENCE AND IN GWHA OFFICES, 5 ROYAL CRESCENT,
GLASGOW**

PRESENT:

Nicola Adams
Anila Ali¹
Steve Bruce³
Issie Gracie (Chairperson)
Nina MacNeill
Joginder Makar
Amy Robertson¹
Billy Robertson
Yushin Toda

ATTENDING:

Iain Nicholl, Corporate Director
Jen Barrow², Services Director
Daniel Wedge⁴, Technical Director
Kevin Booth⁵, Alexander Sloan Accountants

APOLOGIES:

LEAVE OF ABSENCE:

Co-opted Members

Rowan Evenstar

OBSERVERS:

WELCOME

- 1.0** The Chairperson noted apologies, introduced and welcomed MCMs and Co-opted Member R Evenstar to the meeting, and confirmed the order of business. The general interests of Tenant Members, and GWEn service users, along with the specific interests of Anila Ali as a GWEn Board Members were noted. A Robertson's earlier declared interest in item 3.2 (Ref 56) was noted with the Secretary confirming that the MCM was mindful of her responsibilities as a Trustee and would abstain from the discussion, with no requirement to withdraw from the meeting. 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.
- The Chair confirmed the recent resignations of S Bruce³ and A Campbell, thanking both for their valuable contribution during a particularly challenging period for the Management Committee.

CORPORATE

2.0 Minutes

2.1 Management Committee Meeting: 16 May 2023

2.1.1 Adoption of Minute

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

2.1.2 Matters Arising

Item 5.1 ARC (EOY) Performance Report : SSHC Outcome 4

Report No 1a was considered, with MCMs noting the updated "projected" end of year 2023/24 figures, aligning with the ARC submission, adjusted to include the 55 properties due to complete in the Dover Street development through the reporting year. The % adjustment was clarified with

¹ Remote

² Items 1.0-3.2

³ Remote item 1.0

⁴ Items 1.0-3.2, then 5.1

⁵ Remote Item 4.4

confirmation of the figures to follow in the minute. See footnote ⁶

2.2 Audit Sub Committee Meeting: 6 June 2023

2.2.1 Adoption of Minute

MCMs noted deferment of the Minutes to the Pre AGM meeting.

2.2.2 Matters Arising:

Deferred as per item 2.2.1

2.2 MC Action Plan Compliance

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

2.3.1 MC 17/05/22 – Local developments

MCMs considered and acknowledged the presented slide outlining local 3rd party development plans for non GW sites at North Claremont Street and Argyle Street.

2.3.2 MC 06/09/22 - Stock visit (planning)

In the context of increasing MCM awareness of stock out with the Anderston area, it was agreed that the 2023/24 stock visit would include Burnbank Gardens, Hyndland and Partick. Mindful of the potential new MCMs, arrangements for transport, and the date would be confirmed in August. Further to this conversation there was a suggestion that property floor plans would be helpful for assisting new/prospective tenants in planning for their new home, with agreement that this would be further explored.

2.3.3 MC 06/09/22 - August 2023 H&S Refresher (training priorities)

Referencing previous MC Health & Safety awareness training it was confirmed that that the annual refresher was required; even for those that had received the training previously. MC were invited to specify any additional H&S training requirements with further information on 'Damp & Mould' being welcomed. *Post Meeting Note: MC Training Plan includes for separate session on Damp & Mould.*

3.0 Governance

3.1 Execution of Documents

None

3.2 Registers: Compliance Reporting

Report No.2 was considered and recent recording in Registers noted.

Progress of NE 1004349 was considered with the update report presented for discussion: noting site operation and H&S planning in the context of mitigating risk to tenants and residents of the "construction phase", including appropriate resident communication plans, all within the anticipated programme. Ongoing review of the wording of 3rd party collateral Warranty was noted. MCMs were alerted to an incident of unauthorised scaffold access, with damage to bird netting, and high level graffiti on the gable of 30 SVT.

The GW incident response was outlined, with MCMS seeking supplementary assurance, and / or appropriate further action relating to any foreseeable risk of potential further unauthorised scaffold access.

Response Repairs Contract, NE 30299 and supplementary action plan following verbal update at MC 16/05/2023. Members noted completed actions and plans for publishing of VEAT⁷ notice and issuance of key contractor documents REDACTED w/b 05/06/2023 with further review at Executive team to establish resident communication plans 20/06/2023. Members were notified that TUPE information had been submitted by REDACTED and that REDACTED were currently evaluating and have requested further clarity. MCMs noted that GW has no influence at this stage however will continue to press for updates as appropriate. MCMs also noted that REDACTED and REDACTED were respectful of the strategic

⁶ 2022/23 SHQS pass: 863/1489=57.96%, Projected 23/24: 1242 / 1499=83.4%, "Updated" Projected 23/24: 1297/1544=84% SHQS pass.

⁷ Voluntary Ex-Ante Notice

action taken by the Association and that they remain keen to be under consideration for future opportunities.

Progress of NE 30399, falling masonry at 235 Berkeley Street since last MC update 16/05/2023 noting further communication and planned reporting with SHR⁷ following MC meeting.

Progress of Action plan was noted with MCMs satisfied of proportionate and appropriate action.

MCMs also noted the supplementary Compliance monitoring update statistics presented verbally, namely 199/238 roof inspections completed as at 13/06/2023, with subsequent batch reports expected w/c 19/06/2023. 37/468 roof anchor inspections outstanding, and 113/468 anchors (relating to 42 blocks) have 'conditionally failed'⁸ inspection – working with contractors to reconcile records, paperwork to be submitted to GWhA for review by 23/06/2023. Any remedial works identified as per conditional fail to be instructed immediately thereafter.

Progressing to NE 30517, media coverage concerning succession to tenancy, MCMs were notified of amicable conclusion of 4 months extension to vacate the property noting that, consistent with legal advice, no rent is payable as no tenancy is in place. A minute of agreement confirming terms of agreement has been signed by both parties, to which the SHR were notified 08/06/2023

An update was provided on the potential notifiable event regarding possible court action for intimated failure to comply with the telecommunications code in relation to request to install a wireless mast at 421 Blythswood Court. TC Young solicitors acting on behalf of GW have responded, confirming GW are not the sole property owner and do not have authority to sign any agreement, in addition to highlighting errors in the statutory notice served. To date no further response has been forthcoming from the Telecommunications provider. MC considered the update, and noted the low risk of this escalating to full NE, accepting proposal for further updates provided through compliance monitoring if applicable.

The Data breach was considered with MCMs acknowledging circumstances and appropriate actions towards resolution and future mitigation acknowledged.

There were no EPBs to report and the next quarterly report on entries to the SAR, FOI and EIR Registers was acknowledged for MC Meeting August 2023. H&S reporting is as previously agreed.

3.3 Governance Strategy Compliance

Members considered Report No.3 noting strong PI compliance with no further action required. MCMs were alerted to the addition of 'Settlement Agreements' performance indicators.

3.4 SSC compliance report

Members considered Report No.4 noting satisfactory compliance while also noting that many indicators are 'as required'.

3.5 Code of Governance Rule 68 Compliance

MCMs considered Report No.5 noting performance and compliance with Rule 68, as confirmed by the Corporate Director 06/06/2023 and verified by the Secretary 13/06/2023. The plans for extracting the actions from the last systems audit of the regulatory standards was noted for progress reporting via the Audit Sub-Committee.

3.6 Corporate Year End Compliance

MCMs considered Report No.6, noting strong performance overall and improvement on 7 day PI for issuance of papers with a further agreement to retain the PI to ensure priority focus.

⁸ Conditional Fails (Access restrictions eg. Required loft flooring/landing edge protection) preventing anchor testing.

MCMs noted Finance KPIs will be reviewed during 23/24 to align with those of the SHR.

- 3.7 SHR⁷ Regulatory Engagement Plan Compliance
Report No.7 was considered for purposes of confirming compliance.
- 3.8 Committee Plan :Performance 22/23 Review & 23/24 Draft
Report No.8 was considered, with MCMs noting 2022/23 progress and performance. The draft plans and PIs for 2023/24 were adopted, subject to confirmation post recess
- 3.9 Community Award Ratification
MCMS noted verbal Report No. v9: alert to impending meeting between Chief Exec and Chair to review nominations, with outcome to be reported to MCMs at the pre AGM meeting on 21/06/23.

Note: Numbering out of sequence. There are no Report numbers 10 or 11.

4.0 Finance

- 4.1 Financial Plan Medium Term
Report No.12 was considered and the regulatory submission was approved unanimously. MCMs noted the increase in turnover and asset values aligned to development activity, and the associated reduction in cash due to the accelerated investment works in years 1-5 and front funding of the Corunna and Burnbank House developments in years 1-3. MCMs were satisfied of sufficient funds for reserves.
- 4.2 Major Repairs / Planned Maintenance Fund Strategy
Report No. 13 was considered. For 22-23 the report had been modified to incorporate considerable Planned Maintenance costs, these were displayed on a separate line. MCMs were satisfied with the strategy in principle, noting the accelerated spend in years 1-5 in line with recent life cycle costing appraisal. MCMs were comfortable of sufficient cashflow available to ensure plans are supported.
- 4.3 Loan Portfolio Return
MCMS considered Report No.14, noting increased interest rates and subsequent increase in interest payable during the year. MCMs were further alerted to covenant compliance and unit security.
- 4.4 Annual Accounts: Adoption
Report No.15 was considered with Kevin Booth presenting the annual accounts in some detail, and noting the following in particular:
1. Increased operating costs (p12) reflecting increased reactive repairs costs and planned maintenance costs.
 2. Increase in interest received and payable aligns with the higher interest rates experienced during the period.
 3. Actuarial loss in comparison to the gain in the prior year was explained with the volatility of this figure annually based on the performance of assumptions.
 4. Another year of strong financial performance; a very healthy balance sheet and surplus; and a strong position to weather the continuing cost of living crisis and other external influences.
- Kevin Booth talked through the Management Letter and key audit risks, with MCMs noting there was one adjustment to the accounts, and assumptions applied were appropriate. Recommendations from the previous year were noted as complete. No further recommendations were made.
- MCMs welcomed the clean audit report, and recorded their thanks to Kevin Booth, and Alexander Sloan, for delivering an efficient audit. The letter of representation was then considered, with MCMs confirming full disclosures. The accounts were unanimously approved with J Makar proposing and N Adams seconding the adoption of the financial statements. Accounts were duly signed by N MacNeill

I Gracie and J Makar and the letter of representation by I Gracie and J Makar.

Kevin recorded thanks to Iain Nicholl and the corporate team for their diligence and assistance with the audit.

4.5 Debt Recovery Report
MCMs considered Report No.16 noting earlier approved write back of historic rechargeable repair arrears. Concern was noted at the level of former tenant arrears despite the best performance in the last 6 reporting years. MCM approved recommended former tenant write offs of £13,360 and noted timescales for review of the rechargeable repairs policy.

5.0 Technical

5.1 Offer of Grant Compliance – Net Zero
Report No.17 was considered, MCMs noted conditions attached to grant award, noting GWA compliance and compliance action plan.

OTHER BUSINESS

6.0 Any Other Urgent Business

Good Close / Garden
MCMs noted 'save the date' for the Learn to Grow (14/06/23) and G3 growers events (18/08/23), specifically noting nominations closing date (18/07/23) and MCM judging visits for Good Close / Garden (26/07/23) with request for MCMs to confirm interest / availability in taking part.

7.0 Items For Future Agendas

8.0 Date Of Next Meeting
Pre AGM 21 June 2023

CLOSE
