

**MINUTE OF GWHA MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY 29 MARCH 2022
AT 6:00 PM, HYBRID MEETING VIA VIDEO CONFERENCE AND IN GWHA OFFICES, 5 ROYAL CRESCENT,
GLASGOW**

PRESENT:

Nicola Adams
Anila Ali¹
Steve Bruce¹
Anne Campbell
Issie Gracie¹
Joe Heaney Chairperson
Nina MacNeill¹
Joginder Makar
Amy Robertson

ATTENDING:

Elaine Travers, Chief Executive
Iain Nicholl, Corporate Director
Nicola Stobie, Services Director
Daniel Wedge, Technical Director

APOLOGIES:

Yushin Toda

LEAVE OF ABSENCE:

OBSERVERS:

Pre MC Training: Local Issues, conducted by Nicola Carrigan

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. 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: 22 February 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 J Makar.

2.1.2 Matters Arising

Item 3.9 GWEn Board Member Resignation

MCMs were satisfied with the information presented confirming the timeline relating to the resignation of S Mosedale and the appointment of A Ali to the GWEn Board; with agreement that Minutes must in future clearly, accurately and specifically reference Board composition and movement to provide assurance of compliance with Standing Orders.

Item 5.1 REDACTED

2.2 Audit Sub Committee Meeting: 22 March 2022

¹ Remote

2.2.1 Adoption of Minute
The minute of the meeting was unanimously accepted as a correct record, without amendment; proposed by J Makar and seconded by A Campbell.

2.2.2 Matters Arising
There were no matters arising.

2.3 **MC Action Plan Compliance**
Report No.1 was considered and progress and compliance acknowledged.

3.0 **Governance**

3.1 Execution Of Documents
There were none

3.2 Membership Applications
Report No.2 was considered and members unanimously approved the category A application.

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

3.3 Registers: Compliance Reporting
Report No. 3 was considered. MCMs noted the update to NE 1004349, agreeing the revised reporting structure for this NE and welcoming the appointment of the Project Team to progress the design development. REDACTED

There were no data breaches or EPBs to report, and the scheduled update on SAR, FOI and EIR Registers to the MC Meeting 17/05/22 was noted. H&S reporting is as previously agreed.

3.4 SHR Engagement Plan compliance
MCMs considered Report No. 4, noting progress and compliance with the requirements of the Engagement Plan. The impending publication of the 2022/23 Plan was noted, with agreement that this would be presented to the next MC Meeting for review.

3.5 SHR Regulatory Standards Compliance
Report No. 5 was considered, with MCMs reviewing the systems audit Q3 2021/22, the compliance self-assessment, and the associated actions. Progress against the actions identified in response to the system audit recommendations was considered, with MCMs satisfied with the plans for a comprehensive review of the Corporate Strategy in Q3 2022; and with the arrangements for incorporating an annual meeting between the systems auditor and ASC to the impending review of audit services Q2 2022/23. The monthly reporting to the SHR against NE 1004349 was confirmed; as were the arrangements for in-house MC appraisals (MC 23/11/21) and for reporting on the CEO appraisal under Agenda item 3.6. MCMs were mindful that compliance with the regulatory standards was integral to the Annual Assurance Statement, and were assured of a robust assessment including appropriate and proportionate responses, and agreeing regulatory compliance and non-material actions.

3.6 MC Appraisals
Report No. 6 was considered, with a verbal update confirming completion of all MCM appraisals as at 24/03/22; and with a reminder to MCMs to return the completed Board Performance Forms by 31/03/22 to ensure 100% regulatory and Rules compliance. MCMs considered the Chairperson's recommendations, resolving to permit the continued appointment of J Makar, Y Toda and M Wadsworth, subject to GWHA and GWEn Rules. The supplementary presentation summarising the CEO's annual performance review with the Chairperson was also accepted in compliance with the SHR Regulatory Standard 4.2, GW Rules 59.6.11 and policy.

3.7 Equalities and Human Rights Strategy:

3.7.1 Equalities Monitoring

Report No.7 was considered with reference to regulatory expectations, National Guidance on Equalities Data Monitoring and SFHA/GWSF advice and publications on collecting equality information. Mindful of the diversity of GW's local communities, and the objective of ensuring equality of opportunity and access, MCMS considered each of the protected characteristics and the overarching groups (Housing List; Existing and New Tenants; Staff and MCMs), utilising a template developed from the GWSF matrix. In context of the advice, and with further scrutiny, MCMs were in agreement that there was limited value in continuing with the universal collection of data on gender reassignment, marriage and civil partnership, pregnancy and maternity, religion/belief and sexual orientation, with reassurance that this information could be provided as appropriate by individuals through other measures (e.g. housing list applicants / HR processes) and that compliant policies and procedures were in place to ensure a proportionate response and action. In terms of data collection on age, disability, race/ethnicity and sex, MCMs were in agreement that this information remained valuable for all five over-arching groups and that linking this data to individuals reduced duplication and enabled the association to optimise opportunities for representative decision-making, and service delivery decisions that recognised and met the needs of the individuals in the communities in which the association operate. That said, MCMs were alert to data protection/GDPR risks, and with reassurance that robust systems were in place to demonstrate compliance and mitigate risk, there was agreement to incorporate the agreed principles to the Equality and Human Rights Strategy with effect from 01/04/22. There was also agreement to keep this matter under review to ensure compliance with emerging advice and GWHA's assessment of need, with further reporting to the MC as necessary.

3.7.2 Human Rights Act Compliance

MCMs considered Report No. 8, noting the recent publication of the awaited CIH guidance, and agreeing the proposed approach to compliance self-assessment. It was further agreed that options for MCMs contribution to the assessment process would be explored for reporting to the next MC meeting.

4.0 Finance

4.1 30 Year Cashflow

The Memo circulated to MCMs 25/03/22 was referenced, with note to defer consideration to the MC Meeting 19/04/22.

4.2 Management Accounts to 31 January 2022

MCMs considered Report No. 10, with reference to the updated cashflow replacing the incomplete cashflow on p89 of the papers. MCMs noted the context to over-budget management expenses, and acknowledged the positive outturn at this point largely due to the continuing impact of the pandemic/service restrictions on reactive and planned maintenance. The Management Accounts for the period were approved, and the strong financial position, fully cash backed assets and lender covenant compliance were noted. The planned review of cost centres (in advance of budget setting 2022/23) to ensure adequate allocation of management expenses was also noted.

4.3 Final Budget 2022/23

MCMs considered Report No. 11, focussing on amends from the draft budget presented in February, and agreeing cautious budgeting in the prevailing economic climate. The transfer from reserves was agreed to accommodate delayed planned maintenance works and the non-capitalised works to the SVT properties; and the impact on the overall budget from the significant increase in maintenance costs was considered, with MCM attention drawn to the potential risk to covenant compliance, with confirmation of verbal reassurance from lenders "sympathetic to situation" awaited to inform compliance with the regulatory framework and notifiable events guidance. The final budget for 2022/23 was approved unanimously, with note to the importance of cash flow, and with expectation of close monitoring and ongoing focus on delivering efficiencies and outperforming budget projections.

The MCM query on the Chancellor's reference to 0% VAT on energy works was noted for response to the next MC Meeting.

- 4.4 Delegated Authority
MCMs considered and approved the Delegated Authorities as outlined in Report No. 12.

SERVICES

5.0 Repairs and Factoring Service

- 5.1 Digital and Satellite Policy
Report No.13 was considered, and, subject to an amendment to the Risk Schedule to include omitted residual risk scores, the Policy, including the review period and initiatives were approved, in the context of the compliance and equalities impact assessment.

6.0 Technical

- 6.1 Procurement Strategy 2022/23 (final)
Report No. 14 was considered, with MCMs approving the Procurement Strategy, including the updated procurement guide, the ambitious planned procurement activity for 2022/23 (£31.34m focussed regulated and higher spend areas) and the summary 5-year investment plan (£26.68m focussed capital spend).

6.2 Major Works and PDP Priorities

Report No.15 was considered, with MCMs noting in particular:

- a) Appointment of Project Team and QS services for SVT design development, as per NE reporting;
- b) Windows P3 site surveys to inform contractor quotation and validate procurement route, with anticipated (revised) site start July 2022.
- c) BWC homeowner engagement scheduled for April, the outcome of which will influence CCTV works May, and reinstatement thereafter of concierge services;
- d) Team Plan initiative to identify measures for resident specific billing for Athole Gardens common utility supply;
- e) Contract awards for cyclical electrical, stonework, EESSH EPC and LMP common tank inspection anticipated April 2022.

6.3 Good Close Garden Policy

Report No.16 was considered, with MCMs approving the Good Close / Garden Policy including the review period and initiatives, in the context of the compliance and risk assessments. The revised Equalities Impact Assessment format was agreed for future reporting, and the proposal to extend the Garden Grant Initiative to private home-owners was approved on the basis the initiative encouraged good neighbour relations, and common benefit for tenants and other residents. It was confirmed that addresses occupied by MCMs were eligible for consideration under the policy, although MCM would be expected to declare an interest and withdraw from judging of these particular properties. J Makar and A Campbell volunteered for the Judging Panel, with other Members expressing interest subject to confirmation of dates.

7.0 Any Other Urgent Business

7.1 CTF

MCMs noted arrangements for the refined (hybrid) CTF 2022, with confirmation of sessions as undernoted (6pm-7.30pm), and with MCMs welcome to attend:

Wednesday 20/04/22 "Who we Are" : Elaine Travers and Iain Nicholl

Wednesday 04/05/22 "What we Do" : Daniel Wedge and Nicola Stobie

7.2 Staff/Committee Social
MCM support for a staff/committee event was noted, with confirmation that provisional dates for an informal/casual event (c. 4pm-6pm) in the office, would be circulated within the next few weeks.

8.0 Items For Future Agendas

GWEn Business Review 19/04/22

Regeneration Services: Development Project Reports: 19/04/22

IT Strategy Review and Compliance 19/04/22

Full PDP + 2022/23 (final) 17/05/22

Communications Strategy: 14/06/22

30 Year Cashflow 19/04/22

9.0 Date Of Next Meeting

19 April 2022

CLOSE