

**MINUTE OF GWAH MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY 14 JUNE 2022
AT 6:00 PM, HYBRID MEETING VIA VIDEO CONFERENCE AND IN GWAH OFFICES, 5 ROYAL CRESCENT,
GLASGOW**

PRESENT:

Nicola Adams¹
Steve Bruce
Anne Campbell
Issie Gracie
Joe Heaney Chairperson
Nina MacNeill
Amy Robertson¹
Billy Robertson
Yushin Toda

ATTENDING:

Iain Nicholl, Corporate Director
Nicola Stobie², Services Director
Kevin Booth³, Alexander Sloan

APOLOGIES:

Elaine Travers, Chief Executive
Anila Ali
Joginder Makar

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 Anne Campbell⁴ a GWEn Board Member 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. The business was reordered to facilitate presentations from Kevin Booth (Partner, Alexander Sloan Auditors); who was warmly welcomed by Members.

CORPORATE

2.0 Minutes

2.1 Management Committee Meeting: 17 May 2022

2.1.1 Adoption of Minute

Subject to amendment to accurately reflect the method of attendance, the minute of the meeting was unanimously accepted as a correct record, proposed by N McNeil and seconded by A Campbell.

2.1.2 Item 4.1 Procurement Report – Financial Auditing Services

Report No.1 was considered. MCMs acknowledged the outcome of the procurement process and were alert to the cooling-off period ending midnight 19 June 2022.

Item 5.1 ARC⁵ EOY Performance Report : data correction

Report No.2 was considered and the corrections acknowledged.

Item 5.1 Formal Complaints Reporting

MCMs considered Report No.3. Discussion ensued regarding in person complaints of reception or

¹ Remote

² Items 1.0 – 3.2

³ Remote attendance / Item 4.4

⁴ pending

⁵ Annual Return on the Charter

other front line staff, with confirmation that there will always be a member of the Management Team available to take complaints during office opening hours.

Item 5.1 ARC submission to SHR

MCMs acknowledged approval and submission to the portal on 30/05/22, in advance of the SHR's required date 31/05/22.

Item 7.3 SHQS and EESSH Update – Fuel Poverty Support

MCMs considered Report No. 4, and whilst acknowledging the measures in place to support tenants and housing applicants experiencing fuel poverty, were nonetheless concerned that tenants on housing benefit would not benefit from the measures outlined.

2.2 MC Action Plan Compliance

Report No.5 was considered and progress and compliance acknowledged.

2.2.1 Equalities and Human Rights Strategy – Workshop

Report No.6 was considered, with agreement to review the workshop dates to avoid the recess period.

3.0 Governance

3.1 Execution Of Documents

None

3.2 Registers: Compliance Reporting

MCMs considered Report No.7, noting recent recording in the Registers.

3.3 SHR engagement plan compliance

Report No.8 was considered and progress noted.

3.4 Governance Strategy Compliance

MCMs considered Report No. 9 noting strong PI compliance. A verbal correction to dates was noted, with no further action required.

3.5 Code of Governance Rule 68 Compliance

MCMs considered Report No.10 noting performance and compliance with Rule 68, as confirmed by the Corporate Director and verified by the Secretary.

3.6 Corporate Year End Compliance

MCMs considered Report No.11, noting strong performance, and agreement to retain the 7-day PI for issue of papers to ensure priority focus.

3.7 Committee Plan :Performance 21/22 & 22/23 Draft

Report No. 12 was considered, with Members noting 2021/22 progress and performance. The draft plans and PIs for 2022/23 were adopted, subject to confirmation post recess, and with the training plan to incorporate rent setting training and revised stock walk.

3.8 Community Award Ratification

MCMs were advised that the one nominee received met the criteria for receipt of the 2022 Jim Michael Award, with announcement at the AGM.

4.0 Finance

4.1 Financial Plan Medium Term

Report No.14 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 1-3 and front funding of the Dover Street development in year 1. MCMs were satisfied of sufficient funds for reserves.

4.2 Major Repairs Fund Strategy

Report No. 15 was considered. MCMs were satisfied with the strategy in principle, noting the accelerated spend in years 1-3 and subsequent reduction in the fund. MCMs noted plans for independent validation of life cycle costs to inform longer term investment plans.

4.3 Loan Portfolio Return

Members considered Report No.16, noting low interest rates, covenant compliance and unit security. The removal of the RBS interest covenant was also acknowledged.

- 4.4 Annual Accounts: Adoption
Report No.17 was considered with Kevin Booth presenting the annual accounts in some detail, and noting the following in particular:
1. Increased operating costs (p12) reflecting post covid catch up works-impact on reactive repairs and planned maintenance costs.
 2. Reduction in interest received and payable aligns with the low interest rates in the period.
 3. Actuarial gain in comparison to the loss in the prior year was explained with the volatility of this figure on an annual basis acknowledged.
 4. Another year of strong financial performance; a very healthy balance sheet and surplus; and a strong position to weather the financial impact of Brexit and other external influences.

Kevin Booth talked through the Management Letter and key audit risks, with MCMs noting there were no adjustments to the accounts and assumptions applied were appropriate. Recommendations from the previous year were noted as complete. The recommendation associated with Declaration of Interest forms was accepted, with assurance provided that procedures had been enhanced to reflect.

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, however, a proposer and seconder for this motion was omitted. For audit trail purposes, Y Toda and N MacNeill agreed, retrospectively, to propose and second the adoption of the accounts, with associated signing of the accounts and letter of representation by J Heaney and N MacNeill and with J Makar signature pending attendance at the office. Letter of support for GWEn was also signed by J Heaney.

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.18 noting the rechargeable repairs incurred that have yet to be invoiced as per policy. Recommended bad debt write off for both rechargeable repairs was unanimously approved
- 4.6 Treasury Management – Investment Update
MCMs were briefed of the investment opportunity first raised at MC 22/02/22, acknowledging that accelerated investment works and front funding of Dover Street prevented long term cash investment at this time.

OTHER BUSINESS

5.0 Any Other Urgent Business

6.0 Items For Future Agendas Communications Strategy Nov 2022

7.0 Date Of Next Meeting Special MC Meeting (Projects): 21 June 2022 Pre AGM 22 June 2022

CLOSE