

**MINUTE OF GWHA MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY 27 AUGUST 2024
AT 6:00 PM, HYBRID MEETING VIA VIDEO CONFERENCE AND IN GWHA OFFICES, 5 ROYAL CRESCENT,
GLASGOW**

Minute signed:	Date:
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PRESENT:

Nicola Adams¹
Debbie Van Pomeran Reilly¹
Rowan Evenstar
Issie Gracie (Chairperson)
Nina MacNeill¹
Joginder Makar
Billy Robertson
Ekpe Ukpe²
Surjit Chowdhary³

ATTENDING:

Iain Nicholl, Corporate Director
Daniel Wedge, Technical Director

APOLOGIES:

Anila Ali
Amy Robertson
Yushin Toda

LEAVE OF ABSENCE:

None

OBSERVERS:

None

Pre MC Training: H&S⁴: lead by Daniel Wedge, Technical Director

WELCOME

1.0 The Chairperson noted apologies, introduced and welcomed MCMs 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 E Travers as a 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: 17 June 2024 Pre AGM

2.1.1 Adoption of Minute

The minute of the meeting was accepted unanimously as a correct record, without amendment; proposed by J Makar and seconded by R Evenstar.

2.1.2 Matters Arising

There were no matters arising.

2.2 Management Committee Meeting: 17 June 2024 Post AGM

2.2.1 Adoption of Minute

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

¹ On-line

² Departed 7.05 Agenda items 2.0- 3.1.1, and 3.10

³ Departed 8.05pm agenda item 3.9

⁴ Annual Return on the Charter

2.2.2 Matters Arising:
There were no matters arising

2.3 MC Action Plan Compliance

Report No.1 was considered and compliance acknowledged.

2.3.1 MC 11/06/24 item 2.4.1 Dover Street contract compliance
In the CE's absence⁵, the update was deferred to the MC meeting 24/09/2024.

3.0 Governance

3.1 Execution Of Documents (recess)

Report No. 2 was considered

3.1.1 EWI project: 640 Argyle Street

Report No. 2 A1 was considered, with MCMs noting project progress and milestone reached over the recess period in relation to the planned retrofit works at 640 Argyle St. Phased recess appointment within delegated authorities to proceed with submission of Planning and Building Applications was noted. MCM considered next stage Design Team appointment in the context of GWHA's Procurement Strategy route for Direct Award. Reflecting investment priorities MCM approved the appointment of Design Team led by John Gilbert Architects to develop a detailed cost plan, progress the design for procurement subject to budget review and strategy review.

3.1.2 RBS Amendment Agreement was deferred pending clarification to the MC(S) meeting 24/09/24

3.1.3 Services Sharing Agreement was signed by Chair I Gracie, GWEn board member to counter sign.

3.1.4 Intragroup Agreement was signed by Chair I Gracie, GWEn board member to counter sign.

3.2 Membership Applications

Report No. 3 was considered and MCMs approved unanimously the Cat A application.

Name	Address	Share
Personal data	Personal data	Personal data

3.3 Registers: Compliance Reporting

Report No.4 was considered

Members noted recent recording in Registers including one data breach and no EPB⁶s in the period. Entries in the SAR, FOI and EIR⁷ Register were acknowledged, all within reporting timescales.

3.4 Governance Strategy:

3.4.1 Standing Orders

Report No.5 was considered. MCMs confirmed the Standing Orders comply with the regulatory framework and reflect GW requirements. MCMs noted the additional section on the Annual General Meeting had been incorporated into the latest version, further to the issuance of the most recent guidance from SFHA.

3.4.2 MCM Code of Conduct and Protocol

Report No.6 was considered. MCMs approved the Code of Conduct and Protocol as presented, with ongoing commitment to the Code confirmed by all MCMs. It was reported that signed declarations were in place for all MCMs.

3.4.3 MCM and GWEn Board Role Descriptions

Report No.7 was considered. MCMs considered the updates to the MCM role descriptions and the proposed GWEn Board role descriptions as recommended by the GWEn Board. MCMs were drawn to the rules surrounding leave of absence where four missed meetings in a row result in the cessation of

⁵ Attending Dover Street repairs emergency

⁶ Entitlements, Payments and Benefits

⁷ Subject Access Requests; Freedom of Information; Environmental Information Regulations

management committee membership. The updated role descriptions incorporating the GWEn board were approved unanimously.

3.4.4 Committee Remits 24/25

MCMs considered Report No.8: the proposed remits for 2024/25 including a new remit for GWEn.

There followed a presentation outlining the current approval process for both GW and GWEn annual accounts highlighting the timely and complex approval process per current remits. Going forward it was moved to delegate authority to GW MC and GWEn board to approve Annual accounts respectively and for ASC to scrutinize auditor recommendations through to completion.

All remits were approved unanimously.

3.4.5 Committee Schedule 24/25

MCMs considered Report No. 9 and

1. Approved the meeting plans and performance indicators for 2024/25
2. Agreed the proposed meeting cycle (with note to MCM apologies due to conflicting commitments⁸).
3. Meeting times of 6pm for MC and 5pm for ASC and SSC, with the option of physical or remote attendance⁹.
4. Agreed to host the ASC and SSC meetings on the same evening (date 03 or 09/06 to be confirmed)
5. Confirmed the pre-MC annual training programme and starting time of 5.30pm; with the team sessions focussing on achievements/challenges; and the additional governance training programme to be delivered on Wednesday evenings out with the MC meeting cycle as in 2023/24, dates to be agreed.
6. Confirmed catering arrangements for meetings (including sandwiches/fruit) and issue of papers as existing.

3.5 Declarations of Interest EOY 23/24

MCMs considered Report No.10, noting entries in the Register, and controls and annual reviews in compliance with the regulatory framework.

3.6 EPB Register EOY 23/24

Report No.11 was considered. MCMs reviewed the report and entries in the register, confirming policy compliance.

3.7 AGM Evaluation and draft minute

Report No.12 was considered. MCMs discussed the evaluation and outcomes, welcoming feedback, echoing the MCM compliment for the audit presentation; and agreeing, aside from a few logistical issues¹⁰, another successful hybrid event. In addition to the suggested actions for increasing membership, the process for invitations to the AGM was discussed and MCM suggested consideration is given next year to earlier issue of invites with a reminder closer to the date of the meeting to try and stimulate greater interest.

Published proposed AGM dates of 19 & 26 June were corrected to 18 & 25 June, with a preference for 25 June subject to confirmation by MC April 2025

MCMs moved to consider the draft AGM minutes alongside a presentation evaluating the 2024 AGM where members were satisfied that the functions of the AGM as per Rule 20 were fully satisfied. The draft Minute was verified as an accurate reflection of the meeting, for presentation to the membership June 2025.

Options for the 2025 event were considered in line with arrangements for the 2024 event, and the

⁸ R Evenstar MC meetings 21/01/25 and 18/02/25; N MacNeil and R Evenstar AGM 25/06/25

⁹ SSC remote attendance

¹⁰ Online audio, questions from the floor not clear: Challenges with a roving microphone.

following was agreed:

1. Cancellation of 6 shares.
2. Improved sound quality and set up for online attendees including in crowd tablet option and investigating the Glasgow Disability Alliance 'Enhance the online meeting experience'
3. A visual presentation pre-AGM featuring improved photographs of good news stories and achievements from the year past.
4. The structure and format in line with 2024 event, including questions in advance
5. Consideration to onsite surgeries at various locations in advance of AGM.
6. AGM agenda to be numbered for ease of reference.

3.8 SHR Assurance Statement 2024 timeline

MC considered Report No.13 noting timeline towards submission with TIAA attending in person on 08/10/24 to deliver findings on recent AAS databank audit.

3.9 Strategy Review Planning

Report No.14 was considered, and arrangements confirmed for SRD on 22/10/24. Noting preference for event to be held at a larger venue than the Meeting Place. Members noted Bell Group performance / customer service impact and Future of Social Housing: Minorities as potential topics.

3.10 Health & Safety Compliance (EoY 2023/24)

In the context of Member's statutory responsibility for H&S; MCM considered Report No.15, with appropriate scrutiny of processes and performance, noting the outlined action plans for reestablishing of performance controls. Clarification was sought on established operational lone working practices, with clarification requested for review as a *Matter Arising* at the next MC meeting. MC confirmed suspension of reporting on covid-19 control measures from H&S Compliance Reporting, pending material change in legislation / material recurrence of covid or a similar virus.

3.11 GWSF Consultation: Better Protection for CBHAs¹¹

Report No.16 was deferred pending presentation from CE at future meeting.

GWEN

4.0 GWEn

4.1 GWEn Schedule of Rates 24/25

MC considered Report No.17. In response to MCM query on why some rates had reduced from prior year, it was explained for 24/25 rates were based on budgeted costs, not a standard across the board increase. MCMs approved of the Schedule of Rates for 2024/25.

OTHER BUSINESS

8.0 Any Other Urgent Business

Reminder:

Pre-MC H&S refresher training 27/08/24. 100% KPI

Members to return signed H&S responsibilities forms by 24/09/24.

Chair / CE signed H&S Policy Statement returned by 24/09/24

9.0 Items For Future Agendas

SHR Regulatory Standards Compliance (systems audit)

¹¹ Community Based Housing Associations

10.0 Date Of Next Meeting
Services - 24 September 2024