MINUTE OF GWHA MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY 26 AUGUST 2025 AT 6:00 PM, HYBRID MEETING VIA VIDEO CONFERENCE AND IN GWHA OFFICES, 5 ROYAL CRESCENT, GLASGOW

PRESENT:	**ATTENDING:**
Nicola Adams	Elaine Travers, Chief Executive
Anila Ali[1]	
Surjit Chowdhary	**APOLOGIES:**
Rowan Evenstar	Joginder Makar
Issie Gracie (Chairperson)	Ekpe Ukpe
Nina MacNeill	Debbie van Pomeren Reilly
Billy Robertson	Amy Robertson
Yushin Toda	**LEAVE OF ABSENCE:**
	None
	OBSERVERS:
	None

Pre MC Training: H&S[2]: lead by Lauren Herd, Compliance Officer

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, A Ali and B Robertson 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: 25 June 2025 Pre AGM

2.1.1 Adoption of Minute

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

2.1.2 Matters Arising:

Item 5.2 Corunna Street site start ceremony

MCMs noted that the contract had been signed and works commenced on site mid-July. MCMs confirmed support for a low-key ceremony to mark the significant milestone in progressing this legacy project.

[1] On-line

[2] Annual Return on the Charter

Item 6.1 640 Argyle Street – retrofit project
It was reported that the outcome of the Scottish Government grant application was anticipated by the end of August, and that the contractor had agreed to hold the tender price in the meantime. Separately, additional render colour options had been requested from the consultant for presentation to the MC in due course.
Item 6.2 Byres Road – stonework project
MCMs noted that the delegated authority granted to the Technical Director to authorise the release of the tender price information was not required as the Chief Executive had returned from annual leave in time to approve, in line with the procurement strategy. Redacted sensitive data section 43 [redacted]

2.2 Management Committee Meeting: 25 June 2025 Post AGM

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 N MacNeill.

2.2.2 Matters Arising:
Item 2.1.4 Confirmation of Office Bearer position: Treasurer
Y Toda thanked MCMs for the nomination and confirmed acceptance.

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

2.3.1 [redacted] Redacted sensitive data section 43 [redacted]

3.0 Governance

3.1 Recess Business

3.1.1 Execution of Documents
Other than the Corunna Street contract reported at 3.1.2, there were none.

3.1.2 Corunna Street contracts
It was confirmed that the contract was signed on 14/07/25.

3.1.3 Grounds Maintenance and Close Cleaning contract
MCMs noted from Report No. 2 the early contract end during the committee recess period (with reporting via Office Bearers), and the contingency measures implemented pending reprocurement of the contract,

as per the reported timeline. Redacted sensitive data section 43 [redacted]

3.1.4 GW Programme Agreement 2025-26
MCMs considered Report No.3, welcoming GCC funding support for Corunna Street, and delegating authority to the CE to accept the programme agreement on behalf of the association.

3.2 Membership Applications
Report No. 4 was considered and MCMs approved unanimously the Cat A application.

Name	**Address**	**Share**
Redacted Personal Data Section 40 [redacted]		

3.3 Registers Compliance Reporting
MCMs considered Report No.5, noting recent recordings in the Registers, including learning and further actions in relation to the data breaches, none of which were assessed to be reportable to the Information Commissioner. An alert to NE 31423 was provided in advance of full reporting to the MC 23/09/25, with context from the tenant's relative that this was a well-being issue, rather than a concern relating to the property condition: since confirmed in a GWHA property inspection.

3.4 Governance Strategy:
3.4.1 Standing Orders
MCMs considered Report No.6, approving the amendments to the Standing Orders in line with GWHA's governance requirements: including elaborating processes for declaring interests, and for minimising and managing conflicts; introducing a new clause to accommodate the use of AI[3] in agreed circumstances; and the introduction of a Redactions Register for recording decisions prior to the publication of MC Minutes on the website.
3.4.2 MCM Code of Conduct and Protocol
Report No.7 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 Role Descriptions
MCMs considered Report No. 8, approving the proposed updates to the MCM role descriptions and the GWEn Board role descriptions (as recommended by the GWEn Board meeting 14/08/25). Referring specifically to annual appraisals, it was agreed that either the Chair and/or Secretary would conduct the CE's appraisal, and that the GWEn Board Chair would input to the GWEn Board Director appraisals.
3.4.4 Committee Remits 25/26
MCMs considered Report No.9: the proposed Committee Remits for 2025/26, and the Remit for GWEn (as recommended by the GWEn Board meeting 14/08/25). All remits were approved unanimously, and the information on committee member length of service was welcomed as a risk control in support of governance compliance. Membership of the sub-committees was considered, with agreement to additional appointments: N Adams (Staffing Sub-Committee) and E Ukpe (Audit Sub-Committee); reflective of skills/experience, and in support of succession planning. In response to a MCM query, it was confirmed that interest in Sub-Committees is generally explored via the annual appraisals.
3.4.5 Committee Schedule 25/26
MCMs considered Report No. 10 and

[3] Artificial Intelligence

1. Approved the meeting plans and performance indicators for 2025/26.
2. Agreed the proposed meeting cycle, including arrangements for trialling the SSC and ASC on the same evening (in September and March); and subject to review thereafter.
3. Meeting times of 6pm for MC and 5pm for ASC and SSC (subject to variation to accommodate point 2 above), and with the option of physical or remote attendance[4].
4. Confirmed the pre-MC annual training programme and starting time of 5.30pm[5]; with the team sessions focussing on achievements/challenges; and the additional governance training programme to be delivered on Thursday evenings out with the MC meeting cycle, with dates to be agreed.
5. Catering arrangements for meetings (including sandwiches/fruit) and issue of papers as existing.

3.5 AGM Evaluation and draft minute

Report No.11 was considered. MCMs discussed the evaluation and outcomes, welcoming feedback, complimenting the audit presentation, and agreeing aside from a few logistical issues[6], another successful hybrid event.

The proposed AGM dates for 2026 (Wednesday 17 or 24 June) were considered, however, noting that the Pyramid would not be available on these dates, MCMs agreed the proposed alternatives (Thursday 18 or 25), with a preference for the 18th (subject to confirmation from the auditor that the final audited accounts would be available). It was also agreed to trial an earlier start time of 6pm.

MCMs moved to consider the draft AGM minutes alongside a presentation evaluating the 2025 AGM where members were assured 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 2026) and the following was agreed:

1. Cancellation of 5 shares.
2. The structure and format for 2026 in line with the 2025 event, including questions in advance.

3.6 SHR Assurance Statement 2025 timeline

MCMs considered the presented Report No.12, setting out the timeline for consideration of the Annual Assurance Statement to ensure submission to the SHR before the end of October, in line with regulatory requirements. In response to a query about whether there was sufficient involvement of MCMs in the process, it was noted that GWHA MCMs receive reports on a phased basis throughout the year on the regulatory framework, with the systems auditor reviewing this evidence in advance of attending the MC meeting (scheduled for 07/10/25) to report on the audit outcome, with a view to supporting the MC decision on the wording of the assurance statement. Whether MCMs require to review the evidence again is a matter for MCMs to consider, perhaps in discussion with the systems auditor; and it was agreed that this would be revisited at the meeting on 07/10/25.

3.7 Strategy Review Planning

MCMs considered verbal report No. 13, agreeing 21 October 2025 as the date for the Strategy Review and with agreement to return to the same venue as last year, subject to availability. Members noted AI / Stonework Strategy / GWSF Governance research and the future role of GWHA in light of homelessness pressures, as possible topics for the event.

4.0 Finance

4.1 Consolidated Accounts

Report No. 8, the consolidated report and financial accounts of GWHA and GWEn, and the aligned letter of representation were approved unanimously by MCMs, and signed as required by N MacNeill

[4] SSC remote attendance only, unless the meeting is held on the same evening as the ASC / GWEn Board meetings online
[5] ARC Introduction & Briefing – date amended from 12/05/26 to 19/05/26 consistent with MC (services) meeting date
[6] Online technical issues; sound quality in venue; over-catering

(Secretary), I Gracie (Chairperson), Y Toda (Treasurer) and N Adams (MCM).

OTHER BUSINESS

5.0 Any Other Urgent Business

5.1 Good Close Garden Competition

MCMs participating in the recent Panel visits provided feedback, with suggestion that the event is reviewed in advance of next year to ensure it is a positive, welcoming and enjoyable experience for the participants.

5.2 Recruitment

MCMs welcomed the recent Executive Team appointments, noting Mhairi Maguire had been appointed to the Governance/HR Director post, and Kirsty McKay to the Finance/ICT Director post.

5.3 Reminder

Members to return signed H&S responsibilities forms 23/09/25
Chair / CE signed H&S Policy Statement returned by 23/09/25.

6.0 Items For Future Agendas

As per plan

7.0 Date Of Next Meeting

Services 23 September 2025

CLOSE

Publish on Website approval	15/10/25 (ET)