

**MINUTE OF GWHA MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY 22 AUGUST 2023
AT 6:00 PM, HYBRID MEETING VIA VIDEO CONFERENCE AND IN GWHA OFFICES, 5 ROYAL CRESCENT,
GLASGOW**

PRESENT:

Nicola Adams
Anila Ali^{1,2}
Rowan Evenstar
Issie Gracie (Chairperson)
Nina MacNeill
Joginder Makar
Billy Robertson
Yushin Toda
Debbie van Pomeran Reilly¹

ATTENDING:

Elaine Travers, Chief Executive
Iain Nicholl, Corporate Director

APOLOGIES:

Amy Robertson

LEAVE OF ABSENCE:

OBSERVERS:

0.0 Health & Safety Training, 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 and A Ali as GWEn Board Directors were noted. As MCMs were mindful of their responsibilities as Trustees, the Secretary confirmed it was appropriate that Members did not withdraw from the meeting. The Chairperson reminded MCMs 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.

CORPORATE

2.0 Minutes

2.1 Management Committee Meeting: 21 June 2023 Pre AGM

2.1.1 Adoption of Minute

The minute of the meeting³ was unanimously accepted as a correct record, without amendment; proposed by N MacNeill and seconded by Y Toda.

2.1.2 Matters Arising

There were no matters arising.

2.3 Management Committee Meeting: 21 June 2023 Post AGM

2.3.1 Adoption of Minute

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

2.3.2 Matters Arising:

There were no matters arising.

2.2 MC Action Plan Compliance

Report No. 1 was considered with progress and compliance acknowledged. Receipt of the HMO licences (houses in multiple occupation) was welcomed; and further reporting to the MC 05/09/23 on the response

¹ On-line

² Arrived Online 6.10pm (items 2.2-6.0)

³ Issued to MCMs by email on 18/08/23

repairs service was noted.

3.0 Governance

3.1 Execution Of Documents (Recess)

3.1.1 GCC Programme Agreement

From Report No. 2P MCMs noted grant planning target of £2.159m as anticipated; delegating authority to the CEO to accept the Programme Agreement on behalf of the association.

3.2 Membership Applications

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

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

3.3 Registers: Compliance Reporting

Report No. 4 was considered, in context to the proposed future reporting of Notifiable Events to the MC(S) meetings (as noted under item 3.4.1). There were no data breaches to report and recent recording in the EPB⁴ Register was confirmed to be in compliance with the Policy. H&S reporting is as previously agreed.

Entries in the SAR, FOI and EIR⁵ Register were acknowledged, with particular note to a FOI non-compliance arising from an erroneous approach to dealing with a customer's supplementary FOI enquiry as a formal complaint versus a review under the FOI Act; which was exacerbated by the failure to alert, or consult with the customer regarding the change in approach. MCMs were assured that the supplementary enquiry received a response within 20 working days, and that the reported FOI response time was a direct consequence of the Scottish Information Commissioner's (SIC) formal direction to GW some months later (following the customer's communication with the SIC) to reassess the supplementary enquiry, including the response time, under the FOI Act. It was confirmed to MCMs that the learning from this experience had been shared with staff to inform the future management of FOI correspondence.

3.4 Governance Strategy

This item was allocated a report number in error (Report No. 5). R

3.4.1 Standing Orders

MCMs considered Report No. 6 reflecting on regulatory feedback⁶, GW experience and practice, and the recent SHR publication⁷, in advance of considering the proposed amendments to the Standing Orders. The practicality of alternating the MC meetings between Services/Technical and Corporate/Finance functions was probed, with reference in particular to the plans for approving the respective minutes and matters arising; and the potential governance risk from delayed reporting of notifiable events (only to Services/Technical meetings). With agreement that minutes would be presented to the next available meeting; and likewise, new and/or material developments in notifiable events; MCMs were in agreement to trial the proposed meeting/reporting framework, recognising potential benefits from a more streamlined and focussed governance structure. There was also agreement to note at the report "purpose" whether an item is for information, assurance or decision.

MCMs moved to consider the arrangements for the management of declarations of interest, with discussion around the assessment of actual/potential conflicts and the circumstances under which a MCM and/or staff member would be expected to withdraw from all and/or part of a meeting versus remaining in the meeting and refraining from participating in the discussion. Following review of recent examples, and erring on the side of caution, MCMs were in agreement that conflicts should ideally be flagged in advance

⁴ Entitlements, Payments and Benefits

⁵ Subject Access Requests; Freedom of Information; Environmental Information Regulations

⁶ SHR letter 16/03/23

⁷ Effective recording of decisions and discussions by governing bodies of RSLs – lessons learned (May 2023)

of meetings to enable review by the Secretary/Chairperson and, if necessary, consultation with the full MC prior to commencement of the meeting. In any event, the importance of recording the outcome of the decision within the minute was agreed as paramount to demonstrating robust governance.

Concluding the discussion, MCMs agreed the proposed amendments to the Standing Orders subject to monitoring and evaluation over the course of the next year.

3.4.2 MCM Code of Conduct and Protocol

Report No. 7 and the aligned presentation were considered, 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 Role Descriptions

MCMs considered Report No.8, agreeing that the role descriptions meet GW requirements and comply with the Code of Conduct, Rules, Standing Orders and Remits.

3.4.4 Committee Remits 23/24

MCMs considered Report 9, approving the Remits for 23/24. Membership of the SSC, for a 3-year renewable period, was agreed as the Office Bearers and J Makar. The proposed appointment of former MCM A Campbell to the ASC was vetoed as potentially conflicting with her role as a GWEn Board Director.

3.4.5 Committee Schedule 23/24

MCMs considered Report No. 10 and

1. Finalised the meeting plans and performance indicators for 2023/24;
2. Agreed the proposed meeting cycle and the starting times of 6pm for MC meetings and 5pm for ASC meetings, with the option of either physical/remote attendance;
3. 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, with dates to be agreed: first session "mould and dampness compliance" on 27/09/23.
4. Confirmed 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, echoing the MCM compliment for the audit presentation; and agreeing, aside from a few logistical issues⁸, another successful hybrid event. In response to a MCM query it was confirmed that memberships are not cancelled if apologies are submitted in advance. It was further confirmed that a courtesy letter is sent to members after four consecutive years of non-attendance advising that membership will be terminated for non-attendance/failure to submit apologies on a fifth occasion.

MCMs moved to consider the draft AGM minutes alongside a presentation reporting the outcome of the investigation into a member query raised under "matters arising": MCMs were satisfied that there was no conflict between the 44th AGM Minutes and the FOI response as the questions asked by the member were different.

Referring to the report, MCMs:

1. Confirmed the cancellation of four shares in line with the Rules;
2. Verified the draft AGM minute; subject to amendment to incorporate the outcome of the aforementioned member query; and with agreement to note overall attendance on the sederunt;
3. Agreed hybrid meeting option to optimise attendance;
4. Agreed the preferred date for the 46th AGM as Wednesday, 19/06/24, and the venue as the Pyramid (subject to availability);
5. Recognising the early-evening timing of the event, provision of refreshments (sandwiches/snacks) as

⁸ Audio in the room and online: people talking / noise interference from other activities in the venue / ICT issues; power-point slides distracting as irrelevant to the Agenda/reports; challenges with a roving microphone;

per the pre-covid arrangements;

3.6 Strategy Review Planning

MCMs considered the arrangements for the SRW as outlined in Report No. 12P; agreeing in principle the themes; the date of the event as Tuesday, 24/10/23 and the venue as The Meeting Place at 5 Royal Crescent. A discussion around organisational sustainability in light of the pressure on rents from increasing regulatory/legislative requirements (including energy efficiency) and tenant aspirations was also suggested. Given the traditional “workshop” format, physical attendance was noted as the preference, subject to confirmation of the Agenda to the MC(C) meeting 03/10/23.

3.7 SHR Assurance Statement 2023

Report No. 13P was considered and the timeline for submission of the Assurance Statement to the SHR was agreed.

OTHER BUSINESS

4.0 Any Other Urgent Business

Reminder:

Pre-MC H&S refresher training 22/08/23. 100% KPI

Members to return signed H&S responsibilities forms by 22/08/23.

Chair / CE signed H&S Policy Statement by MC 05/09/23.

5.0 Items For Future Agendas

As per the Committee Plans

6.0 Date Of Next Meeting

5 September 2023

CLOSE