

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

PRESENT:

Nicola Adams
Anila Ali¹
Rowan Evenstar
Issie Gracie (Chairperson)
Nina MacNeill
Joginder Makar
Amy Robertson
Billy Robertson
Yushin Toda
Ekpe Ukpe

ATTENDING:

Elaine Travers, Chief Executive¹
Iain Nicholl, Corporate Director

APOLOGIES:

Debbie van Pomeroy Reilly

LEAVE OF ABSENCE:

OBSERVERS:

Timeline: Overview, lead by Iain Nicholl, Corporate Director

WELCOME

- 1.0** The Chairperson noted apologies, introduced and welcomed MCMs to the meeting, and confirmed the order of business. As per the agenda notification, and in line with Rule 36, MCMs agreed to extend the meeting by thirty minutes if required to facilitate discussion of all critical business. The general interests of Tenant Members, and GWEn service users, along with the specific interests of E Travers and Anila Ali as GWEn Board Directors 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: 7 November 2023

2.1.1 Adoption of Minute

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

2.1.2 Matters Arising

2.1.2.1 Pre-MC training: Services-Sustainment and Management

MCMs were in agreement to incorporate this session to the external training (homelessness awareness/context) being sourced for Q4.

2.1.2.2 Item 4.1.3 Service Engagement Strategy Plan including ATC Agenda ²

Report No. 2 was considered, with MCMs approving the principles of the ATC for finalising by staff; and the SES Plan for consultation with tenants and final sign-off by the MC 23/01/24.

¹ On-line

² Deferred from 07/11/23 MC(S)Meeting

2.1.2.3 Item 4.3.4 Corunna Street
MCMs considered the options set out in Report No.2a in context to previous discussions; and, on balance of risk, agreed framework call-off as the preferred procurement route for appointment of the main contractor.

2.2 **Audit Sub-Committee Meeting: 21 November 2023**

2.2.1 Adoption of Minute

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

2.2.2 Matters Arising:

2.2.2.1 Item 3.2 H&S Personal Injury Claims

In response to Member query, a timescale of 3-years from identification of the injury was reported.

2.3 **MC Action Plan Compliance**

Report No.3 was considered and progress and compliance acknowledged.

3.0 **Governance**

3.1 Execution Of Documents

There were none

3.2 Membership Applications

There were none.

3.3 Registers: Compliance Reporting

MCMs considered Report No.5, reviewing the rescheduled update to NE 30399 (from MC(S) 07/11/23), welcoming the completion of the required repairs to the property in question; and noting appropriate progress and actions in the associated stock-wide roof/gutter inspections and roof anchor certification programmes. The next scheduled update on NEs was confirmed as MC(S) meeting on 23/01/24.

There were no data breaches to report, and recording in the EPB Register and SAR, FOI and EIR Registers was considered and accepted as compliant with regulatory requirements; with the next scheduled update on these Registers to the MC(C) meeting on 27/02/2024.

H&S reporting is as previously agreed.

3.4 Review Day Evaluation & Corp Plan Principles

MCMs considered Report No. 6, noting strong and consistent strategic performance in another challenging year; agreeing an enjoyable and informative event; and confirming a preference for a similar format for 2024, ensuring a strategic focus, and with further consideration of the venue to accommodate attendance levels. The SFHA plenary was agreed as informative in setting the scene for the Event and for helping shape the Corporate Plan; and the separate GW workshop feedback on corporate publications was appreciated for enhancing future communications. The estate services strategy workshop summary, alongside the presented timeline/action plan was agreed as providing a sound basis for future service options, with expectation of further development and MC reporting through 2024. The value of the governance software was then debated, with MCMs agreeing an initial focus on standardising the measures for MCM digital communications; with the aim of revisiting the governance software at a later date. MCMs recognised another busy year ahead, with ongoing focus on “repairs; investment and customer services” for the purposes of corporate planning, and with acknowledgment over capacity for change in the context of current internal and external challenges.

3.5 Governance Strategy:

3.5.1 MC Planning and Support Policy amendment

MCMs considered Report No.7, agreeing the amendment to the Policy to reflect previous discussions noting the SHR’s register of potential MCMs as an option for GWhA in the event of MCM recruitment

challenges.

3.5.2 MCM Appraisal Plan 2024

MCMs agreed to retain the current (in-house) format for appraisals, with provisional dates to be confirmed for mid-February; ensuring compliance with Standard 6 of the Regulatory Standards of Governance and Financial Management: *“the governing body and senior officers have the skills and knowledge that they need to be effective.”* MCMs noted OB input to the Chair and CEO appraisals; and that the Chairperson conducts the latter, with summary reporting to the MC meeting April.

3.6 Communications Strategy Compliance / Review

MCMs considered Report No.8, noting strong PI performance and agreeing adjusted timescales for progressing 2022-25 initiatives, aligned to business needs and priority focus on service satisfaction.

3.7 SSC Compliance Report

MCMs considered Report No. 9 noting brief summary of business and agreeing compliance against the Plan for 2023-24.

3.8 Review of GWHA/GWEn Relationship documents

Report No. 9a was considered and the revised relationship documents were approved for signing by the respective Chairs on recommendation from the Audit Sub-Committee and GWEn Board.

3.9 Review of Regulatory Framework

MCMs noted from Report No. 10 the opportunities for contributing to the current consultation on the regulatory framework; acknowledging a final revised framework anticipated February 2024 for implementation from April 2024.

3.10 MC Emergency Procedures

MCMs considered Report No. 11, with agreement that whilst the procedures are primarily operational, it was nonetheless helpful for MCMs to have access via the MC intranet.

4.0 Finance

4.1 Management Accounts to 30 September 2023

MCMs considered Report No. 12, approving unanimously the Management Accounts in the context of ongoing market volatility; noting an unexpected positive outturn due to lower levels of spend on planned maintenance, including an unavoidable rescheduling of projects (in particular Byres Road stonework). Property maintenance spend was noted to exceed the budget set prior to the current contract, with the increased premiums expected pending reprocurement of the contract during 2024. The strong financial position, fully cashed backed assets, and lender covenant compliance were all acknowledged, with confirmation of ongoing close monitoring of spend.

4.2 Pensions actuarial valuation – impact review

MCMs considered Report No.13, alert to the complexities, and aware of the potential for the reintroduction of deficit payments pending the September 2024 valuation, and the outcome of the separate legal challenge reported via the SSC. It was confirmed that specialist pension’s advice would be procured if required for MCM assurance.

4.3 Debt Recovery Report

MCMs considered Report No. 14, welcoming the positive impact on former tenant arrears performance from enhanced processes during 22/23 and continuing during the first part of 23/24; and accepting the position with rechargeable repairs, namely write-back during 22/23 to property maintenance spend pending policy review.

4.4 Treasury Management Policy Review

MCMs considered Report No. 15, approving the inclusion of an amendment proposed by the ASC Meeting 22/11/22 which had been omitted from the policy presented to the MC 03/10/23.

- 4.5 Debt management strategy review
MCMs considered Report No. 16, acknowledging ASC scrutiny of performance; and approving the proposed Strategy for 2023-28 as recommended by the ASC in line with remit and authorities.
- 4.6 Internal Financial Controls policy review
MCMs considered Report No. 17, acknowledging ASC scrutiny of performance, and approving the proposed policy for 2023-28 as recommended by the ASC in line with remit and authorities.

5.0 **Glasgow West Enterprises**

5.1 GWEn Management Accounts

MCMs received the GWEn Management Accounts to 30/09/23, as approved unanimously by the GWEn Board 09/11/23 and scrutinised by the ASC 21/11/23. MCMs noted performance largely in line with budget, albeit increased management fee income had a positive effect at the 6-month period. The current low-risk deficit position was expected to be recovered by the year-end.

OTHER BUSINESS

8.0 **Any Other Urgent Business**

There was none.

9.0 **Items For Future Agendas**

ARC mid-year performance: Complaints T: 23/01/24
LLC Phase 2: stock condition survey validation T: 23/01/24
SSHCH 5: Repairs Maintenance and Improvements T: tbc

10.0 **Date Of Next Meeting**

Staff & Committee Social 12/12/23 5pm start
MC Services 23/01/24

CLOSE

ⁱ On-line