

**MINUTE OF GWAH MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY 30 APRIL 2019  
AT 6:00 PM, IN GWAH OFFICES, 5 ROYAL CRESCENT, GLASGOW.**

**PRESENT:**

Joginder Makar  
Jim Michael  
Hanif Mirza  
Yushin Toda (Chair)  
Maira Wadsworth

**APOLOGIES:**

Steve Jenkins  
Nina MacNeill  
Joe Heaney

**LEAVE OF ABSENCE:**

Mirosława Trzeciak

**ATTENDING:**

Elaine Travers, Chief Executive  
Anne Allan, Corporate Director  
Sandy Welsh, Services Director  
Jen Barrow, Housing Manager<sup>1</sup>

**ABSENT**

Tony Keane

**PRE-MC TRAINING:** General Data Protection Regulation led by Carol Nicol, Corporate Officer.

**WELCOME**

- 1.0** The Chairperson noted apologies, introduced and welcomed all Committee members and staff member: Jen Barrow, to the meeting. Members agreed a 3-month leave of absence for Joe Heaney; and accepted Mira Trzeciak's resignation, recording thanks for her contribution. The general interest of Tenant Members, and GWEn service users, along with the specific interests of Maira Wadsworth and Anne Allan as a GWEn Board Members were noted. 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: 26 March 2019**

**2.1.1 Adoption of Minute**

The minute of the meeting was unanimously accepted, subject to 3.4 amendments; proposed by Yushin Toda and seconded by Hanif Mirza.

**2.1.2 Matters Arising**

SHR<sup>2</sup> Regulatory Standards Compliance

Members agreed the additional evidence for inclusion to the self-assessment report.

**2.2 Audit Sub Committee Meeting: 26 March 2019**

**2.2.1 Adoption of Minute**

The minute of the meeting was unanimously accepted as a correct record, without amendment, proposed by Yushin Toda and seconded by Jim Michael.

**2.2.2 Matters Arising**

There were none

**3.0 Governance**

**3.1 Execution Of Documents**

There were none

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<sup>1</sup> Item 4.0

<sup>2</sup> Scottish housing Regulator

3.2 Membership Applications  
Members considered Report No 1, unanimously approving the membership application

<b>Name</b>	<b>Address</b>	<b>Share</b>
PERSONAL DATA REDACTED	PERSONAL DATA REDACTED	PERSONAL DATA REDACTED

3.3 Notifiable Events Register  
Report no. 2 was noted.

3.4 Pre AGM formalities & MC Competencies

Members considered Report No 3 and confirmed:

- I. Members standing down/for re-election: Jim Michael; with Moira Wadsworth to confirm.
- II. MC endorsement of members with greater than 7yrs service, i.e. Jim Michael, Moira Wadsworth, Joginder Makar, Hanif Mirza and Yushin Toda, at the meeting on 26/03/19
- III. Nominations may be received from GWHA Members up to 17/06/19; with nominations encouraged from underrepresented groups, and with priority also for females and tenants (particularly from City Centre) for consideration for any casual or co-option places that might arise.
- IV. Event management format, venue and arrangements: including Table Managers/MC encouraging attendees to consider MC role.
- V. Target issue dates, including invitation issue 21 days prior to event.

3.5 Corporate Plan 2019/20

Report No. 4 was considered. Members noted performance, and unanimously approved the Plan and initiatives for 2019/20.

3.6 Management Committee Appraisal Framework: Board Performance Survey

Report No. 5 was considered. Members noted performance and trends; and agreed action areas, including a 6-month review and provision for comment on measures for improvement.

3.7 SHR Engagement Plan

Members considered Report No. 6, noting the published Engagement Plan and acknowledging the SHR's plans to issue a regulatory status following review of the Assurance Statement and completion of the annual risk review. Members noted the change in Regulation Manager and welcomed the SHR's approach to set up an introductory meeting.

## **SERVICES**

### **4.0 Tenancy Services**

4.1 Housing Allocations Policy

Members considered Report No 7, noting the refreshed policy format, acknowledging refinement of the access mechanisms, and discussing the compliance self-assessment to reflect current and impending statutory and regulatory requirements and best practice; and demographics and trends as identified via the Housing Needs Analysis and Local Housing Strategy. The extensive consultation and equalities impact assessment were considered; sample testing acknowledged; and reassurance provided insofar as the validation of housing applications prior to offers of accommodation being made. Confident of a comprehensive review, Members unanimously approved the Policy for implementation.

4.2 SST<sup>3</sup> Agreements  
Report No. 8 was considered, with Members unanimously approving the revised SST, incorporating the mandatory clauses of the Housing (Scotland) Act 2014, and retaining, where permissible, local clauses reflecting GWHA policy. Members acknowledged previous formal notification of the legislative changes to current tenants, and were aware that the terms of the Act superseded the existing SST; negating the need for new tenancies to be signed.

## 5.0 **Property Services**

### 5.1 SHQS<sup>4</sup> Progress Report

Report No. 9 was considered, with Members noting year end compliance of 84% (92% excluding exemptions and abeyances).

#### 5.1.1 Asset Management Strategy: Acquisition and Disposals

Report No. 10 was considered. Assured that the business case was in line with the Asset Management Strategy, strategic principles and values, Members agreed to dispose of the three properties by exception, subject to relevant consents and compliance with the disposal criteria.

## 6.0 **Regeneration Services**

### 6.1 Dover Street Project update

Report No. 11 was considered. Members noted validation of the revised planning application mid-April; and tender award pending conclusion of contractor due diligence process.

## CLOSE

## 7.0 **Items For Future Agendas**

Noted as per committee plan and agenda.

## 8.0 **Any Other Urgent Business**

### Remodelled Projects

Members noted that whilst works are progressing as anticipated, the certification required to satisfy the HMO Licensing Committee is unlikely to be available prior to their summer recess (19/06/19); and beyond which there is a risk that new HMO applications will be required. Members were assured of efforts to resolve and mitigate risks from delayed occupation of completed projects.

## 9.0 **Date Of Next Meeting**

21 May 2019 Services

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<sup>3</sup> Scottish Secure Tenancy

<sup>4</sup> Scottish Housing Progress Report