

**MINUTE OF GWA MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY 10 SEPTEMBER 2019  
AT 6:00 PM, IN GWA OFFICES, 5 ROYAL CRESCENT, GLASGOW.**

**PRESENT:**

Joe Heaney Chairperson  
Nina MacNeill  
Joginder Makar  
Jim Michael  
Hanif Mirza  
Yushin Toda  
Moirira Wadsworth

**ATTENDING:**

Elaine Travers, Chief Executive  
Sandy Welsh, Services Director

**APOLOGIES:**

Steve Jenkins  
Anne Campbell  
Issi Gracie  
Tony Keane

**LEAVE OF ABSENCE:**

**OBSERVERS:**

**WELCOME**

- 1.0 The Chairperson noted apologies, introduced and welcomed all Committee members to the meeting. The general interest of Tenant Members, and GWEn service users, along with the specific interests of Moira Wadsworth as a GWEn Board Member; and J Heaney (item 5.1). 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: 27 August 2019**

2.1.1 Adoption of Minute

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

2.1.2 Matters Arising

There were no matters arising.

**3.0 Governance**

3.1 Execution Of Documents

There were none

3.2 Membership Applications

There were none.

3.3 Registers: Notifiable Events / Data Breaches

Report No. 2 was considered and noted.

3.4 Assurance Statement: Self-Assessment

Members considered Report No.3: the self-assessment against the assurance toolkit, and the supporting information suggested as evidencing compliance with the regulatory requirements and standards. Confident of GW's embedded compliance culture and risk awareness, and of the extensive self-assessment, scrutiny, audit and validation measures in place, Members were satisfied that the necessary level of assurance had been provided for preparation of the draft Assurance Statement for review at the MC Meeting 24/09/19.

## SERVICES

- 4.0** Performance Leadership Strategy  
Report No. 4 was considered, with Members unanimously approving the Strategy for optimising performance in core service areas.
- 5.0 Tenancy Services**
- 5.1** Remodelled Properties: Lease Arrangements  
Report No. 5 was considered, with Members noting lease arrangements, works progress and plans for occupation of the properties.
- 5.2** Housing (Scotland) Act 2014 Compliance: Policy Reviews:-
- 5.2.1** Assignment of Tenancy Policy  
Report No. 6 was considered, with Members unanimously approving the revised policy as mitigating risk, and reflecting legislation, guiding standards and best practice.
- 5.2.2** Succession to Tenancy Policy  
Report No. 7 was considered; with Members unanimously approving the revised policy as mitigating risk, and reflecting legislation, guiding standards and best practice.
- 5.2.3** Joint Tenancy Policy  
Report No. 8 was considered, with Members requesting that information on the rights and obligations of sole and joint tenancies, and of cohabitation and marriage is readily accessible for tenants and other service users. The policy, mitigating risk, and reflecting legislation, guiding standards and best practice was unanimously approved by Members.
- 5.2.4** Subletting & Lodger Policy  
Report No. 9 was considered, with Members unanimously approving the revised policy as mitigating risk, and reflecting legislation, guiding standards and best practice.
- 6.0 Property Services**
- 6.1** Procurement Reports:-
- 6.1.1** Central Heating Installation Works  
Report No. 10 was considered, with Members endorsing the contract award in line with strategy and delegated authority.
- 6.1.2** Kitchen/Bathroom/Rewiring Works  
Report No. 11 was considered, with Members endorsing the contract award in line with strategy and delegated authority.
- 6.2** Curtain Walling at SVT<sup>1</sup>  
Report No. 12 was considered. Members agreed proportionate risk mitigation measures, and unanimously approved delegated authority to the Chief Executive (CE) for conditional direct contract award and budget variation in line with structural engineer's recommendation, and statutory compliance obligations.
- 6.3** Procurement Delivery Plan Progress  
Report No. 13 was considered and progress noted, in the context of a challenging and ambitious plan.
- 6.4** SHQS<sup>2</sup> Progress Report  
Report No. 14 was considered. Members noted 87% compliance (92% excluding exemptions and abeyances), with targeted 89% compliance at year end 2019/20; subject to stock condition surveys and investment programme as outlined.

---

<sup>1</sup> St Vincent Terrace

<sup>2</sup> Scottish Housing Progress Report

6.5 Fire (Scotland) Regulation 2021 Progress  
Report No 15 was considered; progress towards the 2021 target was acknowledged and plans for element reporting was welcomed. Whilst working towards compliance, Members requested ongoing fire-safety awareness campaigns, including the importance of working smoke alarms.

6.6 Environmental Panel Awards  
Report No. 16 was considered. Members unanimously agreed with the recommendations of the GCGC<sup>3</sup> judging panel, and approved continuation of the existing policy criteria and awards.

## **CLOSE**

7.0 **Items For Future Agendas**  
Noted as per committee plan and agenda.

8.0 **Any Other Urgent Business**  
**H&S Responsibilities**  
Following on from the annual H&S awareness session pre-MC, Members reaffirmed responsibilities for health and safety through signed Declarations.

9.0 **Date Of Next Meeting**  
MC 24 September 2019: Corporate  
Audit Sub 24 September 2019

---

<sup>3</sup> Good Close / Garden Competition