

**MINUTE OF GWAH MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY 25 FEBRUARY 2020
AT 6:00 PM, IN GWAH OFFICES, 5 ROYAL CRESCENT, GLASGOW.**

PRESENT:

Anne Campbell
Joe Heaney Chairperson
Nina MacNeill
Susan Mosedale
Yushin Toda

ATTENDING:

Elaine Travers, Chief Executive
Anne Allan, Corporate Director

APOLOGIES:

Tony Keane
Joginder Makar
Hanif Mirza
Moira Wadsworth
Issie Gracie

LEAVE OF ABSENCE:

Jim Michael

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 Anne Allan as a GWEn Board Member were noted. Members were mindful of their responsibilities as Trustees, accordingly, it was confirmed that it was appropriate that Members did not withdraw from the meeting. Members agreed a 3-month leave of absence for H Mirza and T Keane, and extended J Michael's leave of absence for the same period.

CORPORATE

2.0 Minutes

2.1 Management Committee Meeting: 28 January 2020

2.1.1 Adoption of Minute

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

2.1.2 Matters Arising: Item 5.5 Fire Safety Plan

Members noted unforeseen constraints within the response maintenance contract, and agreed delegated authority to the Chief Executive to drive forward measures for delivering compliance with the Fire Safety (Scotland) Regulations 2021 within the parameters of the procurement strategy.

3.0 Governance

3.1 Execution Of Documents

Members agreed the disposition in favour of **personal data redacted** in respect of flat 2/2, 152 Berkeley Street, Glasgow **personal data redacted**; in line with the Asset Management Strategy (Acquisitions and Disposals framework).

3.2 Membership Applications

Report No. 1 was considered. Members accepted the reasons for the Category B application and unanimously approved Membership.

Name

PERSONAL DATA REDACTED

Address

PERSONAL DATA REDACTED

Share

PERSONAL DATA REDACTED

- 3.3 Registers: Notifiable Events / Data Breaches / Schedule 7
Report No. 2 was considered and SHR¹ closure of NE 1003551 was noted. The recent low-risk data breach was acknowledged for full reporting via the Audit Sub-Committee; and the granting of a tenancy to “one of our people”² was discussed, with Members noting full compliance with the Housing Allocations Policy, and advance authorisation by the Chairperson and Chief Executive in line with the Payments and Benefits Policy.
- 3.4 MC Membership Strategy
Report No. 3 was considered and arrangements for the first meeting of the Committee Training Forum on 03/03/20 noted. Members agreed promotion of MC Membership through sector and voluntary networks.
- 3.5 Corporate Plan & Risk Management Review
Report No. 4 was considered. Members noted progress against the 2019/20 Corporate Plan; explored strategic risk and mitigation, and approved the principles, outline initiatives and 80% PI for the Corporate Plan 2020/21. In line with discussions at the 2019 Strategy Review, the mission statement was revised to read *“Homes are our purpose; service and sustainability our priority”*.
- 3.6 Affiliations 2020/21
Report No. 5 was considered. Members endorsed the affiliations at 3.1, and approved the recommended affiliations at Appendix 1: including the addition of Scotland Excel; and the renewal of the Housemark subscription for one year to facilitate a service needs review during 2020.
- 3.7 Professional Services Performance Reviews
Report No. 6 was considered. Noting satisfactory performance reviews, Members approved renewal of the service contracts, including the new 3-year development SLA; and subject to satisfactory evaluation of the MI³ service Q4.
- 3.9 Rules Review
Report No. 7 was considered. Members acknowledged the context and rationale for adoption of the Charitable Model Rules 2020; agreeing unanimously the proposed revisions for recommending to the membership as per the implementation timeline; and delegating authority to the Chief Executive to obtain legal advice as required. Members noted scope for incorporating additional provisions within the Rules, for consideration at the MC Meeting 31/03/20.
- 4.0 Finance**
- 4.1 Draft Budget 2020/21
Report No. 8 was considered in some detail, with Members noting in particular
- Management Expenses: change in accounting practice (SHAPS pension scheme deficit) impacting staff budget; with other variations in line with projected spend.
 - Housing Account: projected income from rents and service charges consistent with annual review; provision in General Expenses for Management Fee to GWEn as per procurement alignment decisions; and reduced interest payable following redemption of BOS loan.
 - Non-Housing Account: GWEn Management Expenses reflecting procurement alignment decisions.
- Members approved unanimously the draft Budget to March 2021, noting final budget presentation to the MC Meeting 31/03/20.

¹ Scottish Housing Regulator

² A Committee Member or Member of Staff

³ MI Housing

OTHER BUSINESS

5.0 Any Other Urgent Business

5.1 Procurement Delivery Plan (PDP) 2019/20: Progress Action

Members were assured of priority focus on developing the project consultant's brief, delegating authority to the Chief Executive to determine the procurement route, in line with the procurement strategy; and with a view to retrospective MC reporting and early Q1 appointments.

5.2 Asset Management Strategy: Acquisition Opportunity

Members noted business case for exploring acquisition of a self-contained property in line with the acquisitions and disposals framework.

6.0 Items For Future Agendas

Annual Assurance Statement: Learning/Actions T: 21/04/20

7.0 Date Of Next Meeting

31 March 2020 Corp & Services

31 March Audit Sub

CLOSE