

**MINUTE¹ OF THE VIRTUAL MEETING OF GWAH'S MANAGEMENT COMMITTEE
HELD ON TUESDAY 31 MARCH 2020**

PRESENT:

Anne Campbell
Issie Gracie
Joe Heaney Chairperson
Joginder Makar
Susan Mosedale
Yushin Toda
Moirá Wadsworth

ATTENDING:

Elaine Travers, Chief Executive
Anne Allan, Corporate Director

APOLOGIES:

Nina MacNeill

LEAVE OF ABSENCE:

Jim Michael
Tony Keane

OBSERVERS:

WELCOME

- 1.0** Alert to the unprecedented challenges of the corona virus (covid-19) medical pandemic, and to ensure continuity of robust governance, expeditive decision making, risk mitigation and flexibility in corporate planning, Members agreed interim communication measures to include virtual meetings; and delegated authority to Executive Team/Office Bearers for covid-19 business critical decisions.

The general interest of Tenant Members, and GWEn service users, along with the specific interests of Moira Wadsworth and Anne Allan as GWEn Board Members were noted. Members were mindful of their responsibilities as Trustees, accordingly, it was deemed competent for Members to contribute to all agenda items. H Mirza's resignation was acknowledged, with Members recording thanks for his contributions over the last 15 years, and wishing him improved health for the future. Appreciation was also formally recorded for J Michael, a founding member and key driving force in the association's success over the last 40 years, and who is now unlikely to return to meetings in advance of his planned retirement at the AGM.

CORPORATE

2.0 Minutes

2.1 Management Committee Meeting: 25 February 2020

2.1.1 Adoption of Minute

The minute of the meeting was unanimously accepted as a correct record, without amendment; proposed by S Mosedale and seconded by Y Toda.

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.

¹ Reflecting members' email responses on a proforma, to reports issued in advance of meeting date

- 3.3 Registers: Notifiable Events; Data Breach and P&Bs²
Report No. 2 was considered. Members noted SHR³ closure of NE 1003581; and, for NE 1003649, acknowledged the ongoing reporting requirement in respect of covid-19 governance and service delivery impacts. There were no data breaches or P&Bs to report.
- 3.4 MC Membership Strategy
Report No 3 was considered and the amendment to MC Member attendance (M Wadsworth rather than S Mosedale) at the Committee Training Forum (CTF) was noted. Members acknowledged postponement of the CTF in cognition of Government advice; and, mindful of the MC profile/Pis, agreed flexibility to explore the appointment of CTF member(s) to fill occurring casual vacancies in advance of the AGM. Responding to Member queries, it was reported that:
(a) the Tenants Handbook was last reviewed in 2018 to ensure compliance with the terms of the Housing (Scotland) Act 2014
(b) MC Membership Profile/Pis reflect household, stock and local profiles, with endeavours towards representation and diversity in the appointment of MC Members.
- 3.5 SHR Regulatory Standards Compliance
Report No. 4 was considered, and the evidence in support of the assessment acknowledged. Members were assured of accurate and appropriate assessment and agreed 100% compliance.
- 3.6 GWEn Business Review
Report No 5 was considered. Members reviewed GWEn's business documents, approving unanimously the 2020/21 Business Plan, Budget, Service Level Agreement and Board Directors; whilst noting the planned review of the latter in August.
- 3.7 MC Appraisals
Report No 6 was considered, with performance against the appraisal framework accepted in context. Members considered the Chairperson's recommendations, resolving to permit J Makar, M Wadsworth and Y Toda to stand for re-election, where appropriate.
- 3.8 ICT Strategy Review and Compliance
Members considered Report No. 7, noting compliance and performance, including low-risk carry forward initiatives.
- 4.0 Finance**
- 4.1 30yr Cashflow
Report No. 8 deferred to April MC.
- 4.2 Management Accounts to 31 January 2020
Report No 9 was considered, with Members acknowledging the ongoing focus on efficiency measures and approving unanimously the Management Accounts to 31 January 2020; noting
I. SHAPS pension deficit accounted for in staff costs.
II. Overheads expected to realign in future periods.
III. Higher than anticipated surplus in the Housing Account due to temporary slippage in planned maintenance programme.
IV. Net current assets fully cash-backed and lender covenant compliance.
- 4.3 Final Budget 2020/21
Report No 10 was considered. Members approved unanimously the final budget for 2020/21 acknowledging prudent planning to reflect the unprecedented environmental factors.

² Payments and Benefits

³ Scottish Housing Regulator

SERVICES

5.0 Service Satisfaction Monitoring: Review

Report No 11 was considered. Members reviewed the evaluation, and, with a caveat to reflect Government imposed restrictions around social contacts, approved continuation of face-to-face surveys, and enhanced data set to enable further cross analysis and trend monitoring. In response to a member query, it was confirmed that there is discussion with the consultant pre-interview and on receipt of the results, and that staff also routinely attend the RSL bench-marking group to share experience and good practice.

6.0 **Property Services**

6.1 Procurement Report: Environmental Services

Members considered Report No 12, acknowledging procedural scrutiny; and noting appointment of the environmental services contractor on the proposed terms, in line with policy and delegated authority levels.

6.2 SHQS Progress Report

Report No13 was considered. Members noted that recent central heating boiler installations (energy efficiency) and asset disposals contributed to 88% compliance (93% excluding exemptions and abeyances) progressing toward the year-end PIs of 89% and 93% respectively.

6.3 Procurement Delivery Plan: Consultant (Project Manager)

Report No 14 was considered, with Members acknowledging the concerted effort to progress consultant procurement amid challenging external influences.

6.4 Fire (Scotland) Regulations 2021: Strategy Compliance

Members noted progress towards compliance as outlined in Report No 15, confirming previous delegated authority to the CEO to determine the delivery strategy, and recognising the sector wide impact of the challenging external factors.

7.0 **Tenancy Services**

7.1 Homelessness Duty Protocol: Lettings Quotas

Members considered Report No 16, deliberating the request in the context of recent extensive HAP⁴ consultation, current lettings PIs and GWHA's homelessness prevention activities; as well as the administrative challenges around the referral process, and the demonstrable tenancy sustainment performance impact. Whilst remaining fully committed to continuing its long history of strong and proactive engagement with the Local Authority, Members were in agreement that GWHA's current lettings quotas were proportionate, and subject to review to reflect needs, demands, performance and risk.

8.0 **Regeneration Services**

8.1 Project Reports:

8.1.1 Remodelling Projects

Report No 17 was considered, with Members commending the quality of the completed projects, despite the challenges with the contractor.

8.1.2 Corunna Street

Report No 18 was considered, and Members approved the procurement proposals to enable the project to be developed to planning application stage; and consequently the site transferred from GCC to GWHA.

8.1.3 Burnbank House: 25 Burnbank Gardens

Report No 19 was considered, with Members noting progress including outline plans for formalising

⁴ Housing Allocations Policy

the Development Agreement.

OTHER BUSINESS

9.0 Any Other Urgent Business

There was no other business.

10.0 Items For Future Agendas

30-year Cashflow: 21/04/20

Energy Efficiency Strategy: 21/04/20

Proposed PDP: 21/04/20

GHR : Central Processing Feasibility: 19/05/20

Governance Strategy Review Jun 2020

Equalities Strategy: Aug 2020

11.0 Date Of Next Meeting

MC Corporate 21 April 2020

CLOSE