

MINUTE OF GWAH MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY 25 AUGUST 2020, POST AGM AT 7.15 PM, VIA VIDEO CONFERENCE.

PRESENT:

Anne Campbell¹
Issie Gracie
Joe Heaney Chairperson
Nina MacNeill
Joginder Makar¹
Susan Mosedale
Yushin Toda
Anila Ali
Billy Robertson

ATTENDING:

Elaine Travers, Chief Executive
Anne Allan, Corporate Director
Jen Barrow, Services Director
Daniel Wedge, Technical Director

APOLOGIES:

LEAVE OF ABSENCE:

OBSERVERS:

WELCOME

- 1.0** It was noted that the office bearers stood down from office immediately prior to the AGM; and the Chair immediately after the AGM proceedings. Joe Heaney agreed to Chair the interim proceedings, introducing and welcoming all Committee members to the meeting. The general interests of Tenant Members, and GWEn² service users, along with the specific interests of Susan Mosedale and Elaine Travers as GWEn Board Members were noted. There were no apologies. Mindful of their responsibilities as Trustees, accordingly, it was confirmed that Members were not required to withdraw from the meeting.

CORPORATE

2.0 Governance

2.1 Election Of Office Bearers

- 2.1.1 Chairperson:** J Heaney was proposed by A Campbell, with I Gracie seconding. There was unanimous support and no other nominations. J Heaney thanked Members and continued to Chair the meeting.
- 2.1.2 Vice-Chairperson:** S Mosedale was proposed by N MacNeill, with J Makar seconding. There was unanimous support and no other nominations.
- 2.1.3 Secretary:** N MacNeill was proposed by S Mosedale, with J Makar seconding. There was unanimous support and no other nominations.
- 2.1.4 Treasurer:** J Makar was proposed by A Campbell, with N MacNeill seconding. There was unanimous support and no other nominations.

2.2 Management Committee Schedule 2020/21

Report No. 1 was considered. Members discussed arrangements for the new cycle and confirmed unanimously:

1. The Reporting Plans 2020/21 and performance targets
2. MC annual Training Programme
3. The proposed cycle of meetings and starting time of 6pm, with virtual meetings continuing for the time-being, and with the option of virtual attendance to be retained as standard.
4. Meeting arrangements and issue of papers as existing.

¹ Items 1.0-2.5

² Glasgow West Enterprises

- 2.3 Management Committee (MC) Remit
Report No.2 was considered and the Remits unanimously approved. Having regard to appraisals, skills assessments and experience; and to ensure appropriate succession planning and compliance, the undernoted was agreed:
1. MC Remit: E Travers as SFHA³ Rep and as GWEn Board Director.
 2. ASC⁴ Remit: S Mosedale and I Gracie appointed in addition to existing Members.
 3. SSC⁵ Remit: J Makar, N MacNeill and S Mosedale (GWEn Board Rep) appointed in addition to existing Members.
 4. EVH Rep and Convenors to be elected at the first Meeting of the Sub-Committees.
- 2.4 Committee Questionnaires
Members were reminded to consider and update Declarations of Interests, Rule 43 Compliance and Personal Profiles and return these this week.
- 2.5 GWEn Accounts
Members considered Report No.7, noting GWEn profit for the year as a result of reversing previous years bad debt provision. Members received the accounts noting they had been approved and profits to be donated to GWHA agreed by GWEn Board Meeting 20/08/20.
- 2.6 SHR Guidance for Governing Body Members
Members considered Report No.4, noting progress and confirming robust self-assessment and assurance against SHR revised guidance.
- 2.7 SHR Consultation on Changes to Regulatory Framework
Members noted that the SFHA and GWSF⁶ had responded on behalf of Members; and that the consultation outcome would be reported to the MC in due course.
- 2.8 Execution of Documents
There were none.
- 2.9 Membership Applications
Members were alerted to two recent applications. Delegated authority was granted to the Chair to consider these in line with the Membership Policy, with retrospective reporting to the next MC meeting.
- 2.10 Registers: Notifiable Events / Data Breaches / Payments and Benefits
Members noted that there was nothing to report.
- 3.0 Finance**
- 3.1 SHAPS: Financial Strength Assessment
Report No.7 was considered, with Members acknowledging trends, ongoing sound performance and continued low risk assessment.
- 3.2 Financial Plan Medium Term
Report No.8 was considered, along with the supplementary detailed analysis, and was approved unanimously.

³ Scottish Federation of Housing Associations

⁴ Audit Sub Committee

⁵ Staffing Sub Committee

⁶ Glasgow and West of Scotland Forum of Housing Associations

SERVICES

4.0 Technical

4.1 Procurement Reports:

4.1.1 Close Cleaning

Members considered Report No 9, noting award of 3 year close cleaning contract (with extension option) in line with procurement policy and delegated authority levels; and in the context of regulatory compliance, the 20/21 Procurement Delivery Plan and budget.

4.1.2 Lift PPM

Members considered Report No 10, noting additional budget provision to accommodate the award of the 3 year lift planned and preventative maintenance contract (with extension option) in line with procurement policy and delegated authority levels; and in the context of regulatory compliance, the 20/21 Procurement Delivery Plan and budget.

4.1.3 Tree Works

Members considered Report No 11, noting award of a tree maintenance contract in line with procurement policy and delegated authority levels, and in the context of regulatory compliance, and the 2020/21 Procurement Delivery Plan and budget.

OTHER BUSINESS

5.0 Items For Future Agendas

As per Committee Plans

6.0 Any Other Urgent Business

There was no other business.

7.0 Date Of Next Meeting

8 Sep MC Services

22 Sep ASC

22 Sep MC Corporate