

**MINUTE OF GWA MANAGEMENT COMMITTEE MEETING HELD ON TUESDAY 24 AUGUST 2021  
AT 6:00 PM, VIA VIDEO CONFERENCE**

**PRESENT:**

Nicola Adams  
Steve Bruce  
Anne Campbell  
Joe Heaney Chairperson  
Nina MacNeill  
Joginder Makar  
Amy Robertson  
Billy Robertson  
Yushin Toda

**ATTENDING:**

Elaine Travers, Chief Executive  
Iain Nicholl, Corporate Director  
Daniel Wedge, Technical Director<sup>1</sup>

**APOLOGIES:**

Anila Ali  
Susan Mosedale

**ABSENT**

Issi Gracie

**LEAVE OF ABSENCE:**

**OBSERVERS:**

**PRE-MC TRAINING:** Health & Safety, led by William Hunter, Estates Services Co-ordinator

**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 Elaine Travers and Susan Mosedale as 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. At 7.45pm, and in line with Rule 36, Members agreed to extend the duration of the meeting by 30 minutes to facilitate discussion of critical business.

**CORPORATE**

**2.0 Minutes**

**2.1 Management Committee Meeting: 23 June 2021 Pre AGM**

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

There were no matters arising.

**2.1 Audit Sub Committee Meeting: 23 June 2021 Post AGM**

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 B Robertson.

2.1.2 Matters Arising

There were no matters arising.

**2.3 MC Action Plan Compliance**

Report No.1 was considered, with Members welcoming the Action Plan as an enhancement to current

---

<sup>1</sup> Items 1.0-3.3 (2.5) and 4.0

governance reporting arrangements. Progress and compliance were noted, and particular reference was made to the positive impact of the increased police presence in Kelvingrove Park in the management of anti-social behaviour.

### 3.0 Governance

#### 3.1 Execution Of Documents

##### 3.1.1 Disposal: amended Deed and Plan

Members noted the signing of an amended Deed and Plan on 06/08/21 by J Heaney, witnessed by E Travers, and aligned to the Disposition reported to the MC Meeting 30/03/21 in favour of **PERSONAL DATA REDACTED**, in respect of flat 1/1 at 114 Berkeley Street, Glasgow G3 7HY for the sum of **PERSONAL DATA**.

##### Internet banking – Amendment

##### 3.1.2 Members endorsed the following amendments in line with Delegated Authority approved 26/01/21:

- a) Increased single payment limit from **SENSITIVE DATA**.
- b) CHAPS payments of value up to **SENSITIVE DATA** in a single transaction.

A copy of the bank's business internet banking post registration amendments form (the "Amendments Form" was laid before the meeting together with a copy of the digital banking services terms and conditions detailing the terms governing the use of Business Internet Banking and mobile app which had previously been accepted by the company together with any amendments made by the bank from time to time and notified to the business (the "T&Cs")

The Company has also been provided with the bank's privacy notice ("Notice") as part of this amendment and have been made aware that personal data on all individuals whose information has been provided within this amendment form will be processed in the manner set out within the notice. The notice is available to view on the bank's website at [cbonline.co.uk/privacy](http://cbonline.co.uk/privacy) and at [ybonline.co.uk/privacy](http://ybonline.co.uk/privacy) and could be updated from time to time. All documents were made available for consideration by the meeting and approved.

#### 3.2 Membership Applications

Report No.2 was considered and members unanimously approved the category A application.

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

**POST MEETING NOTE:** Address corrected to **PERSONAL DATA REDACTED**

#### 3.3 Registers: Compliance Reporting

Members considered Report No. 3, noting routine update against NE 1003649; and SHR closure of NEs 22132 and 22167. There was extensive discussion around NEs 22240 and 22258, with further assurance of risk mitigation measures offered with cross reference to the newly introduced H&S Register: in particular the actions including lone working risk assessment review, planned de-escalation training refresher, and CCTV options appraisal to MC Meeting 07/09/21. With focus remaining on the H&S Register, the discussion progressed to the reports of falling masonry: with incident responses considered, actions including accelerated inspection of traditional tenement properties, and condition recording via bespoke software noted; and remedial repairs pending planned preventative maintenance works acknowledged. Reflecting the scrutiny of the H&S Register and the requests for enhanced PI and RIDDOR reporting, the discussion was concluded with agreement that future reporting of the H&S Register would be aligned to the Service Risks reporting to the Audit Sub-Committee and/or to the Staffing Sub-Committee (for HR matters); with 6-monthly compliance reporting and NE reporting remaining with the MC.

Members reverted back to the NE Register, focussing on NE 1004349: agreeing the learning points/actions and recommendations from the independent report, confirming appropriate OB response and agreeing additional actions; and acknowledging enhanced governance compliance reporting and

monitoring as positive outcomes from the experience. The SHR's position and judgement were considered, with Members echoing feedback that earlier reporting opportunities had been missed, and that SHR engagement had served to accelerate action and response. Significant progress in addressing the identified actions was then acknowledged, with clear MC expectations of ongoing reporting to conclusion. Members also acknowledged progress reporting of the works/project to the Meeting 07/09/21, and reporting of legal advice and the outcome of the regulatory review in due course.

Members moved to consider the Payments and Benefits Register, endorsing the housing allocation approved by the Chief Executive and Chairperson in line with policy, and as validated by the systems auditor.

SAR, FOI and EIR compliance was noted, and there were no data breaches to report.

### 3.4 Management Committee Schedules 21/22

Members considered Report No.4 and:

1. Finalised the draft Reporting Plans for 2021/22 (subject to amendment to MC Services Plan: Dover Street commercial unit tenure T: Mar) and performance targets;
2. Agreed the proposed cycle of meetings and starting time of 6pm, with the option of either physical/remote attendance;
3. Confirmed the pre-MC annual training programme and starting time of 5.30pm; and the additional governance training programme to be delivered out with the MC meeting cycle, with dates to be agreed;
4. Confirmed catering arrangements and issue of papers as existing.

### 3.5 Management Committee Remits Review

Report No.5 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 SFHA<sup>2</sup> Representative, and A Ali as GWEn Board Director (as recommended by GWEn Board 23/08/21)
2. ASC<sup>3</sup> Remit: B Robertson and A Campbell appointed by exception (in addition to existing members); in line with the recommendations of the independent NE report, and subject to review for 2022/23;
3. SSC<sup>4</sup> Remit: As existing, with A Campbell noting interest for future.
4. EVH Rep and Convenors to be elected at the first Meeting of the Sub-Committees.

### 3.6 Governance Strategy

#### 3.6.1 Members code of Conduct

Report No.6 was considered. Members noted the amendments to the Code and associated Protocol, as recommended by the SFHA (April 2021); and with agreement that GWHA retain previously agreed elements of the Protocol. The revised Code and Protocol were unanimously approved, with Members noting the requirement to sign a new Declaration, subsequent to the previous signing in June 2021.

#### 3.6.2 Members Role Descriptions

Report No.7 was considered, with Members unanimously approving the revised Role Descriptions, as recommended by the SFHA (April 2021).

### 3.7 AGM Evaluation and draft Minute

Report No.8 was considered. Members discussed the evaluation and outcomes, welcomed the positive feedback from AGM Attendees, and acknowledged the successful CTF leading to a ballot and full

<sup>2</sup> Scottish Federation of Housing Associations

<sup>3</sup> Audit Sub Committee

<sup>4</sup> Staffing Sub Committee

complement of MCMs. Members then:

1. Confirmed the cancellation of fifteen shares in line with the Rules;
2. Verified the draft AGM minute (subject to correction of a typographical error<sup>5</sup>)
3. Agreed to consider options/initiatives for encouraging membership retention in advance of the next AGM;
4. Noted preference for a physical and/or hybrid meeting to optimise attendance, with improved audio/sound quality a necessity;
5. Agreed the date for the 44<sup>th</sup> AGM as Wednesday, 22/06/22 subject to exigencies including availability of a suitable venue.

### 3.8 GWEn Accounts

Report No. 9 was considered, with Members receiving the accounts approved by the GWEn Board 23/08/21. The variations associated with the alignment of GWEn/GWHA procurement and factoring services were highlighted, and the clean audit report was acknowledged. GWEn Board's due consideration of the profit of £11,477 for the year was noted for further reporting to the MC Q3.

### 3.9 SHR Assurance Statements

Members considered Report No. 10, noting systems audit underway; and approving the timeline for finalising the AAS for 2021.

### 3.10 **SENSITIVE DATA**

### 3.11 Community Award Ratification

Members agreed to defer this matter to the MC Meeting 07/09/21.

## SERVICES

### 4.0 Technical

#### 4.1 Major Works and Investment Update

Members considered Report No. 13, noting service impacts and risks, recovery plans and targets, and SHR NEs reporting. Provision for resident consultation on cyclical painting was confirmed; and suggestions for enhancing the presentation of the report/timeline were noted for further development.

## OTHER BUSINESS

### 5.0 Any Other Urgent Business

#### 5.1 Service Reinstatement Proposal

Report No.14 was deferred to MC Meeting 07/09/21.

### 6.0 Items For Future Agendas

SHAPS: Financial Strength Assessment: 21/09/21

Communications Strategy Compliance and Review 23/11/21

Social Media Strategy Compliance and Review 23/11/21

Commercial Unit Tenure: 29/03/22

### 7.0 Date Of Next Meeting

7 September 2021

## CLOSE

---

<sup>5</sup> GWHA noted as GWHHA x4