

West Granton Housing Co-operative Limited

Committee of Management

Minutes of Meeting – 10 April 2019

Present: Lorna Brown (Chair), Jim Hemphill (Vice Chair), Marilyn Dickson (Treasurer), Jon Douglas, George Nicol, Jim Moir, Marlyn Sinclair, Fiona Marshall, Donna Anderson

In attendance: Alan McKee (Housing & Corporate Services Manager), Fiona McIntosh (Tenancy Manager)

1) APOLOGIES

Joe Moir, George Thomson, Elizabeth Robertson, Larke Adger

2) MINUTES OF MEETING 10 March 2019

Minutes approved.

3) MATTERS ARISING FROM THE MINUTES

None.

4) DECLARATIONS OF INTEREST

None.

5) TENANT SATISFACTION SURVEY RESULTS

Members were advised of very high survey results from the 2019 tenant satisfaction survey and that Lorna Shaw from Research Resource will present the report to Committee at the May meeting.

Committee noted the report.

6) FINANCE & ADMINISTRATION

a) Corporation Tax

Members were reminded that WGHC only has to pay tax on any interest received from banks, building societies and any other non-trading loan relationships. In the accounting year, WGHC received £11,388 in interest. For the financial year ending 31st March 2018, WGHC paid £2,168.72.

Committee noted the report.

6b) EVH Wages Ballot Outcome

Committee were advised that following our own submission to the EVH negotiating team approving the proposed deal, agreement had now been overwhelmingly reached. Staff have been notified of the accepted salary proposal which will take effect from 1st April 2019.

Committee noted the report.

6c) Audit Plan

Members were reminded that following the December Committee meeting, the Audit Sub-Committee comprises:

Lorna Brown (Chairperson); Jim Hemphill (Vice Chair); Marilyn Dickson (Treasurer); Fiona Marshall (Committee Member)

Two meeting dates were proposed for the Audit Sub-Committee to meet:

25 April at 12 noon to discuss and approve the Audit Plan &

23 May at 12 noon to formerly close off the Audit

Invite letters will be sent out w/c 15 April and a final update will be provided to full Committee meeting in June.

**Committee approved the membership of the Audit Sub-Committee.
Committee agreed to delegate authority to the Audit Sub-Committee to approve the Audit Plan and amend as necessary.
Agreed the meeting dates of 25 April & 25 May.
Committee noted the enclosed Audit Plan.**

d) Engagement Plan SHR

In March 2019, along with every other Scottish RSL, WGHC received an Engagement Plan Notice from the Regulator. A copy of this Notice was provided and states that the Regulator does not require any additional assessment from WGHC other than required regulatory returns and alert them of any notifiable events.

Once the Regulator has received our Assurance Statement by October, they will advise us of our 'status' (which will be either: Compliant; Non-compliant; or Working towards compliance).

Committee noted the report.

e) Bad Debts

Members were advised of written off rent arrears during 2018-19:

Date	Former or Current Tenant	Reason for rent arrears write off	Amount written off
02.05.18	Former	Debt left at end of tenancy	£32.37
29.08.18	Current	Sequestered	£250.55
05.10.18	Current	Protected trust deed	£598.47
28.03.19	Former	Abandoned tenancy	£1,459.24 (approved by Committee on 10.03.19)
29.03.19	Former	Debt left after tenant death	£74.31
		Total	£2,414.94

Members were also advised that a tenant who had left in August 2016 with an arrear of £857.70 had reduced this to a current balance of only £57.70.

Members were advised of continued pursuance of the following recharges:

Former or Current Tenant	Reason for Recharge Debt	Date last tenant made payment	Amount still being pursued
Current	Recharge – lock replacement	07.12.18	£198.82
Current	Bringing property up to lettable standard after internal transfer	09.08.18	£190.00
Current	Front door replacement	22.03.19	£1,396.45

Committee noted the report.

6f) 53 Week Rent Year 2019-20

Members were advised that there are 53 Mondays in the financial year 2019-20. As this occurrence was only realised after rent increase letters had been sent to tenants, an additional letter had been sent out to those who pay monthly as this makes a difference to their monthly rent charge. Those tenants who pay weekly are not affected.

One Committee Member who pays monthly and had received two rent increase letters stated they had found this confusing. Alan apologised on behalf of staff that the 53 week year had not been identified earlier.

Committee noted the report.

6g) Living Wage Accreditation

Members were advised that WGHC had been awarded accreditation as a Living Wage employer.

As a Living Wage employer, WGHC should always try and source goods and services from organisations who pay the living wage.

Committee noted the report.

6h) Insurance Claim Update

Members were reminded that a tenant is suing WGHC alleging that we failed to repair a defective paving slab.

Our insurers, Zurich have been updated with relevant information about staff not being aware of any repair requests relating to the matter.

Committee noted the report.

7) GOVERNANCE

7a) Health & Safety Monthly Report

Members were advised that no accidents or incidents had occurred since last Committee meeting.

Committee noted the report.

7b) Changes in Membership of the Co-operative

Members were advised of the following:

There have been no new applications for Membership since the last report.

The following Memberships have been terminated since the last report:

Membership Number	Name	Address	Date of termination	reason
347	[REDACTED]	[REDACTED]	9th March 2019	Joint to sole-moved to Care Home
293	[REDACTED]	[REDACTED]	25 th March 2019	Moved to Care Home
208	[REDACTED]	[REDACTED]	25 th March 2019	Moved to England

Committee noted this report.

7c) ARCHIE

Members were updated about the launch of ARCHIE at Edinburgh City Chambers of Friday, 22 March 2019. WGHC were represented at the event by Lorna Brown (Chairperson), Larke Adger CEO and Alan McKee (H&CSM).

Lorna signed the constitution and attended ARCHIE's first AGM. Discussions at the meeting centered around the positive benefits of 8 smaller Edinburgh RSLs forming an alliance. It also meant that for the first time in Edinburgh, 8 Chairpersons from small independent RSLs had come together for a common purpose. It is hoped that further gatherings of ARCHIE's Governing Bodies can be achieved through joint training or information sessions.

On Tuesday, 29th March, the CEO met up with the Procurement Manager from Port of Leith Housing Association to discuss WGHC procuring the supply and fitting of linked smoke alarms through ARCHIE. Committee will be kept updated.

Committee noted the report.

7d) Chairperson Five Year Service

Committee were advised the Chair would be able to stand for re-election in 2019 as she was elected in 2015 and therefore could stand for re-election for a final year in line with Rule 55.10.

The Chair expressed her wish to stand again this year but pointed out that any Committee member would be free to stand against her.

Committee noted the report.

7e) Audit Skills Assessment

The CEO proposed in the paper that the Audit Skills Assessment should take place on Wednesday 15 May 2019. Members agreed to this proposal and suggested a time of 2pm in the afternoon. Annie-Mauger Thomson will facilitate the session.

Committee approved the date and time for the skills assessment audit.

7f) Staffing Update

Committee were advised that Following successful interviews in February and March WGHC has recruited two new members of staff. This follows Committee's approval in December 2018. As of 1st April 2019, WGHC now employs 11 members of staff.

The two new members are Hannah Garner – Housing Administrative Assistant and Jane MacDonald – Housing Officer. Committee welcomed them both and wished them every success.

Committee also welcomed Fiona to the meeting and wished her a continued recovery.

Larke is due back to work by 24 April.

Committee noted the report.

8. ASSET MANAGEMENT & MAINTENANCE

8a) Doors & Windows Replacement – Area One

Members were contrary to confusing information issued by Sidey, the doors will not 'auto-lock' when closed but will need to be locked with a key or thumbturn. They will secure themselves when closed but will not need a key to re-open the door.

Committee noted the report

10. DONATIONS AND SPONSORSHIPS

Committee were advised that 5 donations had been made in the financial year 18/19 totalling £8,072.00.

There were 3 donations discussed at this meeting.

10a) Dolly Parton Book Scheme

A bookclub charity for the for the Under 5's which has a worldwide membership of 900,000 and is designed to inspire a lifelong love of reading. WGHC would be responsible for enrolling tenants children and making a payment of £2.08 per child per month or £25.00 per child per year. Based on the household information we hold and average take up rates, it is estimated the annual cost to the organisation would be £790.00 plus staff time taken during the enrolment process.

There was discussion around the importance of reading but also concerns raised about parents interacting to enrol children and collect their books. Committee were advised that apart from enrolling, the scheme did not need any further commitment from parents as age appropriate books would be delivered through tenants doors.

Committee approved joining the book scheme.

10b) Request from PYCP

The Pilton Youth Community Project submitted a report detailing their activities with young people in the area along with a request for £2,000 **OR** any contribution which WGHC can afford to make.

Committee discussed the important work carried out by the project to help keep youths occupied and off the streets.

Committee approved a donation of £1,000 to the scheme.

10c) Request from Prentice Centre

Members were advised a request from the Centre for £1480 for the year to allow the continuation of Art Class for 2019/20 which is one of the most well attended activities provided by the Centre. It was acknowledged that WGHC had given generously to the Centre in the past, particularly in relation to heating works but was felt there were strong ties between the organisations and that this request be granted.

Committee approved a donation of £1,480 to continue funding of the scheme.

8) AOCB

Members were invited to raise Any Other Competent Business, i.e. any issues relevant to the work of the Co-operative. Nothing was raised by members.

Donna Anderson advised she would be away and would miss the next 3 meetings.

Signed..... Date.....

Chairperson