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LORNA BROWN ON **THIS INFORMATION HAS BEEN REDACTED BECAUSE IT CONTAINS PERSONAL DATA**

West Granton Housing Co-operative Limited Committee of Management

Minutes of Meeting – 9th October 2019

Present: Lorna Brown (Chairperson), Marilyn Dickson (Treasurer), Jim Hemphill (Vice Chair), Marlyn Sinclair, Fiona Marshall, Elizabeth Robertson, Joe Moir, George Nicol, Jim Moir, Donna Anderson

In attendance: Larke Adger (CEO), Alan McKee (Depute CEO)

1) APOLOGIES

George Thomson, Jon Douglas

2) MINUTES OF MEETING 11th September 2019

Minutes approved.

3) MATTERS ARISING FROM THE MINUTES

None.

4) DECLARATIONS OF INTEREST

None.

FINANCE & ADMINISTRATION

5a) Cash in the Bank – September 2019

Committee were advised that WGHC has £1,342,768.80 in the bank and were given the breakdown between the working accounts with RBS, Santander (95 day notice account) and Bank of Scotland (32 day notice account).

Committee noted the report.

5b) Staff Pensions

Committee agreed:

- **to formally advise SHAPS that WGHC will pay the pension contribution increase for staff from 1st April 2020 pending the outcome of a Short Life Working Group; and**
- **to authorise the CEO to ask EVH to assist WGHC setting up a Short Life Working Group for this purpose.**

5c) SHAPS Pension Evaluation

Committee agreed: to authorise the CEO to engage the services of a Pension Consultant to talk to them further about Changes to Pension Contributions and the recent evaluation of the SHAPS Scheme.

6) Governance

6a) Self Assessment Report (Appendix 1) and

2019 Assurance Statement for WGHC (Appendix 2)

The CEO presented two reports to the September Committee demonstrating how WGHC meets Standard 1, Standard 7 and its Constitutional requirements. This month, a report was presented to Committee demonstrating how WGHC meets the remaining standards and areas highlighted in the report.

It is a very detailed report. It covers each of the areas stipulated by the Scottish Housing Regulator and demonstrates how WGHC meets the requirements. There is a heavy emphasis on evidence. The reports have tried to cover this requirement. Whilst it would not be practical to go through every page of evidence with Committee

they are strongly encouraged to ask the CEO to show them any particular documents in any of the areas they need further assurance.

Committee agreed :

- **They were satisfied with the evidence and reports presented to date**
- **Agreed they are satisfied with the Self-Assessment Report**
- **That they acknowledge they are responsible for giving their assurances to the Scottish Housing Regulator**
- **That the Assurance Statement can be signed on their behalf by the Chairperson**
- **That the CEO should now submit the Assurance Statement to the Scottish Housing Regulator**

6b) Setting up an Internal Audit Sub-Committee

Committee agreed:

- **The Internal Audit Sub-Committee would be members Lorna Brown, Fiona Marshall, Marilyn Dickson and Jim Hemphill; and that they would work alongside Wylie & Bisset.**
- **That the Internal Audit Sub-Committee had delegated authority to make decisions to allow the process of the Internal Audit run smoothly**
- **That the Internal Audit Sub-Committee must report all decisions made back to the main Committee**

6c) Equalities Development Project

The report highlighted the importance of WGHC's legislative requirements and the SHR's expectations and requirements of Equalities. The CEO sought has the services of the **Glasgow Centre for Inclusive Living (GCIL) and external Consultant, Dr Stewart Montgomery**. Dr Montgomery works in partnership with GCIL. GCIL is a not for profit organisation which is run by disabled people for disabled people. Amongst other services such as support and training it also offers consultancy services. Both the Depute CEO and CEO had an Equalities Training Session with Dr Montgomery and GCIL.

The CEO approached GCIL about its consultancy services in terms of developing WGHC's equalities requirements. A proposal was given to the CEO for consideration at a cost of £4,250. As a one-off project, the CEO had the level of authority to accept this cost. The CEO has accepted and advised Committee this area of work will begin in October 2019 and is expected to run for around 12 months. The project will also include training for Committee and staff. The CEO will come back to Committee in due course with a date for training. Meanwhile, Committee will be given regular updates in relation to the progress of this project. Once the project is underway,

each of WGHC's policies will need to be assessed under our new Equalities Impact Assessment Template and then put up to Committee for their approval.

Committee noted the report

6d) Proposal for Governance Board Support to WGHC Committee – Appendix 3

Committee were presented with a proposal to provide them with Governance Board Support from Mauger-Thompson Solo Ltd. Annie Mauger has already provided board support and facilitated the Skills Audit and Strategy Away Day. Committee discussed the importance of ongoing support to ensure they meet regulatory and SHR requirements.

Committee agreed that:

- **They wish to receive Governance/Board Support**
- **They would like this to be delivered by Annie Mauger-Thompson from Mauger-Thompson Solo Ltd**
- **They accept the proposal of £2.5k from AMT Solo Ltd for the year**
- **Jim Hemphill for coaching for Vice Chair**
- **The CEO is to ask the Consultant about the availability of any specialist financial training for member Fiona Marshall**

6e) Approving WGHC's new logo

Committee were formally asked to approve new wording in the WGHC Logo, which was WGHC's new mission statement produced by them at this year's Strategy Day: Sustaining and Championing the Co-operative Way.

Committee approved the new wording within the WGHC Logo

6f) WGHC's Annual Report on the Charter – Appendix 4

Committee discussed the format of the report; all agreed it was easy to read and informative. Questions were asked about the Common Housing Register Edindex and how staff give advice to applicants. The CEO advised this was done face to face, over the phone and by email. Committee discussed the wording to tenants concerning the partial appointments system and agreed it was fair and clear. Committee discussed the extremely high levels of tenant satisfaction. Committee asked the CEO to amend some text so it was easier for tenants to read and understand. The CEO confirmed she would do this prior to publication. As tenants, the Committee receive a final published copy of the report anyway.

Committee approved:

- The wording to tenants and the SHR explaining WGHC's positions with the Contractors Appointments System
- Changes to format
- The Annual Report on the Charter for submission to the SHR and WGHC tenants

6g) Allocations Policy

Committee approved the new version of the WGHC's Allocation Policy and acknowledged it has now undergone a full Equalities Impact Assessment.

6h) Application from a tenant to be Co-opted on to Committee

Committee approved Pat Cordiner to be co-opted on to the WGHC Committee of Management

6i) Budget Working Group

Committee noted the report and agreed members Lorna Brown and Fiona Marshall would sit on the Budget Working Group alongside the Senior Staff Team.

6j) CEO's Annual Appraisal

Committee were advised that this year a 360 Appraisal had been carried out on the CEO involving 3 Committee members and 7 Staff Members. EVH would compile the results in a report and send to the Chair in preparation for the CEO's Appraisal.

Committee agreed that the WGHC Staffing Sub-Committee should carry out the CEO's Annual Appraisal on Wednesday, 30th October 2019 at 12 Noon.

6k) Membership Changes

Committee asked for the date of death for the member Mrs Sutherland to be changed to 15.09.19; there was a date typo in the report which showed 15.0.19

Committee noted the report

6k) Health and Safety Report

Committee were advised there had been no accidents or other incidents since the last meeting.

Committee noted the report

7. ASSET MANAGEMENT & MAINTENANCE

7a) Update on Doors and Windows Replacement – Area One

Committee were advised that the programme had finished on 30th September 2019 and a Tenant Satisfaction Survey was about to be carried out on the finished works. Results will be fed back to Committee in due course with a final costings v budget.

Committee noted the report

7b) Stock Condition Survey Update

Committee were advised the stock condition survey was well under way and the Building Surveyor from F3 had reported at being delighted with the success of access from tenants to date.

Committee will be kept up to date.

Committee noted the report.

7c) Electric Charging Vehicle Point

The Maintenance Manager is currently looking in to find out how much it would cost for WGHC to install a charging point at the office for an electric vehicle. If installed, this would have to be available to any member of the public, not just WGHC tenants. Also, WGHC would have to pay for the cost of the electricity. A costing proposal will be presented to Committee for their consideration in due course.

Committee noted the report.

8) HOUSING MANAGEMENT

8a) Update on Court Action with WGHC Tenant

Committee were advised that a recent arrears court action had resulted in the case being continued for 5 weeks until 1st November 2019.

Committee will be updated.

Committee noted the report

8b) Design a Christmas Card Competition

Committee agreed that:

- **Judging would take place on Thursday 5th December 2019 at 4pm**
- **The Competition will close Wednesday 4th at 4pm**
- **The Competition is to be opened up to Prentice Centre's Nursery because we are affiliated to the Trust that runs the Centre. Member FM will raise at the next West Granton Community Trust Meeting.**
- **Age categories agreed as 5 yrs and under, 6-15 years**
- **Prizes of £50 vouchers**
- **Selection Box to be given to every entry**
- **Choose one drawing from all entrants to be the WGHC Christmas Card design**

9) AOCB

a) Donation Request from Craigroyston Youth Football Club

Committee agreed:

To donate £1k

b) Claim against WGHC

Committee were advised the claim has now been closed down by WGHC's Insurance Company, Zurich.

Committee noted the report.

10) DATE OF NEXT MEETING – WEDNESDAY 11th November 2019

Committee Approved the next meeting would be Wednesday 13th November 2019

Signed: **This data has been redacted because it contains personal data**

Date.....

Chairperson