

NOTE: Certain items in these minutes have been redacted as they contain personal or confidential information.

IF YOU WOULD LIKE TO DISCUSS THESE MINUTES OR ANY OTHER COMMITTEE RELATED MATTER, PLEASE CONTACT YOUR CHAIRPERSON,

LORNA BROWN ON [REDACTED]



**West
Granton**

Housing Co-op

sustaining and championing the co-operative way

West Granton Housing Co-operative Limited

Committee of Management

Minutes of Meeting – 11th March 2020

Present: Wendy Riordan (Elected by committee to stand in as Chair under Rule 55.7)
Marilyn Dickson (Treasurer)
Jon Douglas
George Nicol
Pat Corinder

In attendance: Larke Adger (CEO)
Sheena Farrell (Housing Admin Assistant as minute taker)

1) APOLOGIES

Lorna Brown (Chairperson), George Thomson, Joe Moir

2) MINUTES OF MEETING 12th February 2020

Minutes approved by Marilyn Dickson (Treasurer)

Seconded by George Nicol

Approved by all Committee thereafter

3) MATTERS ARISING FROM THE MINUTES

None.

4) DECLARATIONS OF INTEREST

None.

5. FINANCE & ADMINISTRATION

5a) Cash in the Bank – March 2020

Committee were advised that WGHC has £1,652,521 million 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) WGHC's Insurance Policy with Zurich Renewal

Committee were advised that on 26.02.20 the CEO met up with our Customer Manager from Zurich Insurance to discuss our renewal. Members were reminded that in 2019, WGHC accepted the two-year extension from Zurich which expires March 2021.

The cost of the insurances from 1st April 2020 to 31st March 2021 is £25,096.74 + VAT. This includes building insurance for 372 properties, building contract insurance, the office and its contents, personal liability, public liability, crime cover and various other business risks.

WGHC should go out to tender once this 2-year extension expires in March 2021; the CEO has diarised to do this September 2020.

Committee noted the reports. No concerns or questions raised.

5c) Annual Statement to Committee – Information and Communications Technology (ICT) Compliance

Appendix 1 – GDPR/Data Protection Plan for WGHC

In accordance with good practice the CEO is required to make an annual statement to Committee to confirm that WGHC is complying with relevant legislation in relation to Information and Communications Technology (ICT).

The Information Policy is up for review in 2020 and will need to incorporate new legislation such as the General Data Protection Requirements (GDPR).

Following the report being presented to Committee, the CEO assured Committee that WGHC is operating in accordance with its Information policy

and is not in breach of any other legislation in relation to ICT, GDPR or Data Protection.

Committee noted the report.

5d) Bad Debt Write Off Request

The Senior Staff Team held the Annual Debtors Meeting in February 2020.

A full report of all debts written off within the financial year is to be presented to Committee in April 2020.

Meanwhile the CEO sought approval from Committee in relation to 2 former tenant debts which exceed her sign off limit of £750.

Committee approved to write off the following:

1 Former Tenant A
Rent arrears of £1,511.43

Committee were asked to note that the CEO has approved a write off of £387.82 for an unpaid recharge for this tenant.

2. Former Tenant B
Rent arrears of £769.40

Both former tenants will be added to WGHC's Bad Debt Register should they attempt to apply to WGHC for housing in the future.

5e) Short Life Working Pensions Group

Committee were advised that on Thursday, 20th February 2020, the first Short Life Working Group met in the WGHC Office. The meeting was facilitated by EVH Director, Eamonn Connolly.

Members were reminded that the purpose of the meetings is for Committee to consult with staff on proposed changes to their pensions, specifically moving over to a defined contributions pension from 1st April 2021.

The meeting lasted 1 hour and involved the general discussion about why organisations would consider moving from a defined benefit scheme to a defined contribution scheme; this largely involves reduced costs and reduced risks for the employer, however, it also means the pension is not worth as much to the employee.

Updates from the group meetings will be provided to Committee to allow them to make their final decision later in the year.

Committee noted the report

6) Governance

6a) Health and Safety: Annual Report and Draft Policy

Appendix 2 – Draft Health and Safety Policy

The draft Health and Safety Policy was handed out in Appendix 2.

It contained an overall statement of health and safety responsibilities drawn from the manual and a short summary of the responsibilities of Committee, CEO and others.

It also included a health & safety organisation chart and a full statement of the responsibilities of Committee members in an appendix. Both are taken directly from the manual.

Committee members are expected to review the policy and their responsibilities annually. The organisation chart has been updated. Otherwise, no alterations to the *WGHC Health & Safety Policy* were proposed. However, members were asked to remind themselves of their responsibilities as set out on page 4 of the policy.

There was 1 accident reported in our Accident Report Book within the period 01.04.19 to 04.03.20. This was reported to Committee last month at the February meeting. It involves a WGHC staff member tripped in a pothole whilst crossing the West Granton Road, on her way to visit our stock at the Forthquarter. Thankfully the staff member was unhurt and only suffered mild bruising. There have been no other reports or incidents.

Committee approved the Health & Safety Policy.

Note: Signatures still required from all members who were not in attendance.

6b) Equality Action Plan – Appendix 3

WGHC is required to meet legislative requirements in relation to equalities and diversity.

WGHC have engaged the services of Housing Consultant and Legal Specialist, Dr Stewart Montgomery. Dr Montgomery works with the Glasgow Centre for Inclusive Living which is an organisation run by disabled persons for disabled persons.

The CEO has been meeting regularly with Dr Montgomery to work through an agreed Equalities Action Plan.

Committee were presented with this Action Plan in Appendix 3.

The works in the Action Plan are due to be completed by October 2020.

Actions that are still to be completed were highlighted in the report.

Committee noted the report.

6c) Tenant Participation Strategy

Appendix 4

As part of the Equalities Action Plan, a draft Tenant Participation Strategy was presented to Committee for their approval.

WGHC current's Tenant Participation Strategy consists of 2 pages within the Governance Policy. The Governance Policy is up for review this year. WGHC's new Tenant Participation Strategy should be approved by Committee before the review.

Committee approved the new Tenant Participation Strategy

6d) Appropriate Language Use Guide Policy

Appendix 5

As part of the Equalities Action Plan, a draft Appropriate Language Use Policy was presented to Committee for their approval.

Training is to be arranged for both Committee and Staff in due course with Dr Stewart Montgomery and the Glasgow Centre for Inclusive Living.

Committee approved the new Appropriate Language Use Guide Policy.

6e) New Style Committee Report from April 2020

Appendix 6

WGHC's Internal Auditors, Wylie & Bisset visited us on site in January and February 2020. Their results and recommendations are to be presented to the Audit Sub-Committee on 18th March 2020 and a report will be presented to the full Committee of Management thereafter.

Committee were advised that the Internal Auditors are recommending that WGHC provide more written evidence in terms of governance.

Meanwhile, Committee were advised that the CEO has been recommended to adapt the current format of the Committee Reports and provided an example of these at the meeting. The CEO will still use the Traffic Light System with these new reports.

Committee were advised they would be asked for feedback from the CEO in due course in relation to the new report format and she would make changes accordingly.

Committee noted the report.

6f) Staffing

Committee were given an update on staffing.

[REDACTED]

[REDACTED]

[REDACTED]

Staff Member	Professional Body	Membership Type	Annual Fee
CEO	Chartered Institute of Housing	Corporate Member	£310
Depute CEO	Chartered Institute of Housing	Corporate Member	£310
Maintenance Manager	Chartered Institute of Housing	Certified Practitioner	£202
Tenancy Manager	Chartered Institute of Housing	Certified Practitioner	£202
Housing Officer	Chartered Institute of Housing	CIH Level 2	£202
Assist. Finance Officer	CIPFA	Professional Qualification	£161

Committee noted report

6g) MEMBERSHIP CHANGES

There was 2 new memberships and 1 membership ended since the last report.

Committee noted the report.

6h) HEALTHY AND SAFETY REPORT

There have been no incidents or accidents since the last Committee Report in February 2020.

Committee noted the report.

6i) Hunter Hall Housing Co-op Committee Training- Joint Opportunity

The Director of Hunters Hall Housing Co-op (HHHC) contacted the CEO to ask if WGHC's Committee would be interested in some joint training with HHHC Committee of Management.

Both Hunters Hall Housing Co-op and WGHC are housing co-operatives and are members of ARCHIE.

There are two sessions which HHHC are looking into.

They are:

- **The information you require: ARC and financial returns**

This session will look at the information that the Scottish Housing Regulator requires from organisations to ensure they are well governed and meeting regulatory requirements, such as the ARC and financial returns. The session will also look at what other information that Committee/Board members require in order to assure themselves that they are meeting governance requirements.

- **Meeting the Regulatory Standards**

This session focuses on the Regulatory Framework, looking at each of the standards and what organisations need to do to comply with them. It will consider the role of Committee/Board members; what information they should expect from their senior staff; what questions they should be asking and what assurance they should be looking for that the organisation is complying with the Standards or what action is being taken to ensure compliance.

Committee agreed to a joint opportunity with Hunter Hall Housing Co-op. Committee would like to receive more information in regard to this and where it is likely to be held.

6j) WGHC's 30 Year Annual General Meeting

Committee were reminded that 2020-21 will be WGHC's 30th Annual General Meeting.

The CEO will raise this item again at future meetings, but in the interim, wanted to introduce the idea of perhaps setting up an Events Sub-Committee to deal with arrangements for this special year; and ask Committee to think of some possible events WGHC might host this year in celebration.

The CEO will propose this formally in a future report to Committee, well in advance of the AGM in September.

Committee noted the report.

7. Approval to Raise Legal Action & to keep a Property Void for up to 6 months

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Committee confirmed WGHC will accept the legal costs and gave approval for the action to be raised.

8) Donations and Sponsorships

Following Committee's decision to award a donation of £1k to the H.O.P.E Club being run from the West Pilton Neighbourhood Centre, the CEO advised that she personally went to visit Frances Durie at the Centre when the Club was hosting one of their sessions.

Frances Durie was delighted with the donation and wished to express her heartfelt thanks to WGHC's Committee of Management for their support. Frances introduced the CEO to the group who were having their lunch at the centre at the time. There were two WGHC tenants in attendance, amongst others from the local community. The group proves very popular and hosts events like a Burns Supper, Christmas Dinner, and a Valentine's Lunch.

Frances advised she is arranging to open up a bank account for the Club and once this has been done, she will advise the CEO, who will then arrange for the donation to be paid.

It has been agreed that the CEO can return at the invite of Frances for a photo opportunity with the group and these photographs will be published on the WGHC website.

Committee noted report.

9) Coronavirus

At the time of these reports, there were only 6 known cases of coronavirus in Scotland. As a precautionary measure, all WGHC staff had been issued with their own hand sanitisers and boxes of tissues. In addition, WGHC has put an information video on the WGHC website and put up NHS Posters in Reception.

There is no known risk to the disruption of any our services to tenants at this time. Committee will be kept updated.

Committee noted the report.

10) AOCB

There were no items raised under AOCB.

11) DATE OF NEXT MEETING – Wednesday, 8th April 2020

Committee approved:

Signed: [REDACTED] Date: 11th March 2020

Chairperson