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Some information has been redacted as it contains either personal data or commercially sensitive data



West Granton Housing Co-operative Limited
Committee of Management

Minutes of Meeting – 19th August 2020

Present: Lorna Brown (Chairperson)
Marilyn Dickson (Treasurer)
Fiona Marshall (Vice Chair)
Pat Cordiner
Elizabeth Robertson
George Thomson
Donna Anderson
Wendy Riordan

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

1) APOLOGIES

Joe Moir

Jon Douglas

2) MINUTES OF MEETING 29th July 2020

Error on page 21 which has been amended

Approved by all Committee thereafter

3) MATTERS ARISING FROM THE MINUTES

None.

4) DECLARATIONS OF INTEREST

Sheena Farrell (Staff Member and Minute taker) declared her interest for Report Number Item 6d and left the meeting whilst this was discussed. Sheena was asked to re-join the meeting after Committee had discussed this item. In her absence, the CEO minuted this item.

5. FINANCE & ADMINISTRATION

5a) Cash in the Bank – August 2020

This will be reported to Committee each month.

As at 13th August 2020 WGHC had the following amounts of cash in the bank:

	£
RBS (immediate access)	934,629
Santander (95 day notice account)	833,285
Bank of Scotland (32 day notice account)	21,147
Total cash in Bank	£ 1,789,062

For comparison, the July 2020 figure was £1,720,775.

Linkage to Business Plan/SHR Regulatory Standards Compliance

SHR Standard 3.1

The RSL has effective financial and treasury management controls and procedures, to achieve the right balance between costs and outcomes, and control costs effectively. The RSL ensures security of assets, the proper use of public and private funds, and access to sufficient liquidity at all times.

SHR Standard 3.5

The RSL monitors, reports on and complies with any covenants it has agreed with funders. The governing body assesses the risks of these not being complied with and takes appropriate action to mitigate and manage them

Committee noted the report.

5b) Presentation of 2020 Draft Audited Financial Accounts – Appendix 1

Executive Summary

Two Members of the Audit Sub Committee, the CEO and Erin Mullen from Prospect Housing Association all met virtually with Phil Morrice from our auditors, Alexander Sloan on 23rd July 2020. Together they went through the draft statements in some detail. This brought the 2020 Audit to a close.

Members at the meeting referred to Appendix 1. Appendix 1 contained the final draft of the Financial Statements, the Auditor's Management Letter and a draft Letter of Representation from Auditors, Alexander Sloan.

Phil Morrice of the auditors Alexander Sloan presented his report on the annual audit of the financial statements. He went through each of the pages in the financial statements and the management letter highlighting the key points. There were no concerns raised.

Committee approved:

- **the audited financial statements**
- **the letter of representation.**
- **Two committee members were authorised to sign the Audited Financial Statements and the letter of representation (Marilyn Dickson (Treasurer) and Lorna Brown (Chairperson)). These are to be signed electronically by “docuSign”. The Auditor would circulate for signing post-approval.**
- **The CEO (as Secretary) was authorised to sign the financial statements.**
- **Committee have noted the auditor's Management Letter and Committee have authorised CEO to respond to it.**
- **Committee have authorised Prospect Community Housing to submit the signed financial statements to the Scottish Housing Regulator**

Linkage to Business Plan/SHR Regulatory Standards Compliance

SHR Standard 3.1

The RSL has effective financial and treasury management controls and procedures, to achieve the right balance between costs and outcomes, and control costs effectively. The RSL ensures security of assets, the proper use of public and private funds, and access to sufficient liquidity at all times

SHR Standard 3.7

The governing body ensures the RSL provides accurate and timely statutory and regulatory financial returns to the Scottish Housing Regulator. The governing body assures itself that it has evidence the data is accurate before signing it off.

SHR Standard 4.6

4.6 The governing body has formal and transparent arrangements for maintaining an appropriate relationship with the RSL's external auditor and its internal auditor.

5c) Presentation of the 1st Quarterly Management Account – Appendix 2

Executive Summary

The 1st financial quarterly report for 2020-21 was enclosed with the reports. Lynne Bell (Finance Manager and financial agent to WGHC) from Prospect Housing Association presented the reports to Committee via Zoom. Nationwide Building Society have now relaxed their information requirements and have advised they no longer require WGHC to submit their financial quarterly reports; only their Annual Audited Accounts.

Committee noted the report.

Linkage to Business Plan/ SHR Regulatory Standards Compliance

SHR Standard 3.1

The RSL has effective financial and treasury management controls and procedures, to achieve the right balance between costs and outcomes, and control costs effectively. The RSL ensures security of assets, the proper use of public and private funds, and access to sufficient liquidity at all times.

SHR Standard 3.5

The RSL monitors, reports on and complies with any covenants it has agreed with funders. The governing body assesses the risks of these not being complied with and takes appropriate action to mitigate and manage them.

5d) Five year Financial Projections Return to the Regulator – Appendix 3

Executive Summary

The submission date for the FYFP is 30th September 2020.

It includes financial information for the year just past and projects forward five years to 2024-25.

Committee agreed the Year 2020-21 Budget and Business Plan back in February 2020. Year 0 should mirror the statutory accounts to 31st March 2020. Years 1 to 5 should be in line with the WGHC Business Plan.

Committee are asked to note, however, that the surplus in the original budget of £215,695 as reported in the Business Plan has now been *reduced* to £146,590. This figure has been used and reported in the enclosed Five Year Financial Projections (FYFP) which are to be submitted to the Scottish Housing Regulator.

The reason for the above difference in surplus of £69,105 is down to the CEO making revisions to the 2020-21 budget brought about by the impact of being in lockdown and the global pandemic of COVID-19.

The changes are summarised in the table below. Increases have had to be made to the following budgets which have resulted in an overall decrease in the surplus figure at the year end.

Surplus in original budget **£215,695**

Increases were made to the following Budgets:

Voids	4,000
Overheads	13,105
Planned Maintenance	38,500
Reactive Maintenance	1,500
Bad Debt	3,000
Net Interest Charges	9,000

New Surplus in the FYFP **£146,590**

The increase in the budget headings are explained as follows:

Voids Budget:

This budget has been increased by £4k.

This is to accommodate any increase in void periods have experienced over the remainder of the year simply because allocations were suspended during the 1st quarter and we now have a number of tenants who are looking to terminate and move. We also had 1 void in the 1st quarter which we couldn't relet until the 2nd quarter. This was an unusually extended void period owing to the fact that a non-qualifying occupier submitted an appeal in regard to staff refusing a succession request. The appeal process took some time to complete. In addition, we are also expecting the property which is being kept void because of legal action against a WGHC tenant, to continue to be void for much longer than expected due to the Court system putting a further hold on court dates due to COVID-19.

Overheads

This budget has been increased by £13,105.

This is largely due to staffing changes since the budget was set including national insurance contributions, employer pension contributions and the promotion of the assistant housing officer to housing officer; additional equipment that WGHC had to purchase to allow staff to work from home during lockdown; additional computer software licenses and additional spend under Health & Safety in the Office as a result of COVID-19; and additional legal costs due to possible court actions having to go to proof within court. There is also the cost of the procurement of the Welfare Rights Advisor through Port of Leith Housing Association that was not accounted for in February 2021. This only came about because of the impact of COVID-19 and the need to provide welfare rights and benefits advice to WGHC Tenants to help maximise their income and indirectly protect WGHC's rental income. **Some information has been redacted as it contains either personal data or commercially sensitive data.**

Planned Maintenance

The Planned Maintenance budget has been increased by £38.5k.

This is by far the largest increase. This is due to an expected increase of £10k for Building Consultant Survey and Project Fees for a number of planned maintenance projects which will now take place this year.

There are 7 projects in total.

These are:

1. Painting of Area 1
2. Replacement of smoke alarm heads at the FQ
3. The Gas Servicing contract is going out to tender soon as it is up for renewal as at 01.11.20.
4. The Fire Alarm Maintenance System for West Pilton Bank (Area 5) and FQ (Area 6) is just about to go out to tender.
5. Rolling electrical testing programme- just about to go out to tender. This is a new project.
6. Energy Performance Certificate testing (aiming to complete 100 this year).
7. COMPONENT REPLACEMENT: Replacement of gas boilers in Area 4 (71 in total. Would have been 72 but we are just about to replace one in an up and coming void at 20G3 West Pilton Park.) This was in the original Planned Maintenance budget at £156k. After speaking to the Maintenance Manager this needs to be upped to £180k.

Committee are advised there was not a separate budget for the Grass Cutting Service. This annual cost was not transparent in previous budgets and therefore was missed during the last budget exercise. The expected budget for this is now £15k. The CEO has noted that in setting budgets for 2021-22 a separate budget code will be introduced for this cost moving forward so this will not be missed again.

The budgets for estate cleaning and external grounds maintenance works have also been increased by £10k. This is to ensure we have a healthy budget set aside to ensure the estate is kept clean and safe during the pandemic. It may not be used, but it is prudent to have a comfortable cushion for this. This also includes the use of a tree surgeon for the large leylandii trees which are on the boundary lines of many of our streets.

Reactive Maintenance

A small increase of £1.5k is proposed to cover any additional works which may arise out of the fact the reactive repairs service was suspended during the first quarter.

Bad Debt

This has been increased by £3k from £5k up to £8k to accommodate any further increase in bad debts from tenants as a direct result of COVID-19 on their income and their ability to pay rent. The Recharges written off budget has also been increased by £1.5k to £3k again to accommodate any rechargeable repairs at end of tenancy during the remainder of the year, which WGHC are unable to realistically recover from the outgoing tenant.

Net Interest Charges

This budget has been increased by £9k. This is largely to do with the interest we receive as from our bank deposits. Given the fall in interest rates from the Bank of England any interest we can expect on our investments will be significantly lower.

Other key assumptions agreed have informed this year's return.

Some of the key assumptions in the FYFP are:

- 5 voids are assumed per quarter
- WGHC will remain operating with a stock of 372; the 1 remaining property at West Pilton Drive will be sold only when it becomes void.
- General inflation is assumed at 2.5%
- Future rent increases will be applied with a 0% margin above general inflation.
- SHAPS pension deficit will be paid off in 2023/24
- Staffing levels will remain at the same number

The final page of the report are financial ratios which are automatically calculated based on the data in the report. The Regulator uses these to look for any problems. It is not believed these ratios will give any cause for concern.

Looking further forward, no significant problems are forecast. Should assumptions change, or should Committee prefer a higher cushion then we can look at either changing the timing of planned maintenance or component replacements (reprofiling) or at short or long-term borrowing.

These are both practical options, which WGHC can accommodate without significantly impacting on rents or services.

However, all projections and assumptions should be regularly reviewed as part of our business planning process.

Committee approved the Five Year Financial Projections and approved the CEO to instruct Prospect Housing Association (as our financial agent) to submit these to the Scottish Housing Regulator.

Linkage to Business Plan/Regulatory Standards Compliance

SHR STANDARDS

3.1 The RSL has effective financial and treasury management controls and procedures, to achieve the right balance between costs and outcomes, and control costs effectively. The RSL ensures security of assets, the proper use of public and private funds, and access to sufficient liquidity at all times. **3.2** The governing body fully understands the implications of the treasury management strategy it adopts, ensures this is in the best interests of the RSL and that it understands the associated risks.

3.3 The RSL has a robust business planning and control framework and effective systems to monitor and accurately report delivery of its plans. Risks to the delivery of financial plans are identified and managed effectively. The RSL considers sufficiently the financial implications of risks to the delivery of plans.

3.4 The governing body ensures financial forecasts are based on appropriate and reasonable assumptions and information, including information about what tenants can afford to pay and feedback from consultation with tenants on rent increases.

3.5 The RSL monitors, reports on and complies with any covenants it has agreed with funders. The governing body assesses the risks of these not being complied with and takes appropriate action to mitigate and manage them.

- Business Plan: 2020-21 Budget Revision

5e) Insurance Review and Renewal

Executive Summary

WGHC's current Insurance policy ends with Zurich Insurance on 31st March 2021. It had been the CEO's intention to invite quotes from other insurers before the expiration of the above policy. This was prior to COVID-19. In addition, the CEO has spoken with some other Housing Associations, who earlier in the year, put out their insurance cover for tender. Some of the Associations were already with Zurich. Their informal feedback to the CEO is that other insurers use Brokers for tenders and this has caused some problems with delivery of what was promised by the Broker and then the actual Insurance company. In effect, the Broker acts as the Salesperson. These Housing Associations, whilst now paying marginally less for their policies have expressed dis-satisfaction with the actual level of service and exclusions to cover that they previously enjoyed with Zurich.

Zurich Insurance do not use an intermediary broker. All negotiations for policy costs and exclusions are done directly between WGHC's CEO and their Relationship Manager at Zurich. The CEO met remotely with WGHC's Relationship Manager on 06.08.20. The CEO has asked for a quote to renew

the current insurance policy for a further year. Zurich have assured the CEO they will come back with a price that it similar to WGHC's current premium.

The CEO has regular review meetings with Zurich to ensure that the policies continue to cover the business and risk assessment needs of WGHC. Any new claims and any new risks are identified and discussed with their underwriter and feedback is always received back to ensure that WGHC remains adequately covered. After the review meeting on 06.08.20, the CEO is confident that WGHC remains adequately covered and this includes the ongoing issue of the leylandii trees sited on the boundary lines of some of our stock.

Section 6.15 of WGHC's Financial Regulations state that:

As an alternative to seeking competitive prices or tenders, price negotiation may be appropriate if cost, efficiency and quality can be maximised by negotiation with a specific contractor or consultant. Value for money should be demonstrable by comparison with similar projects, price books or other benchmarks. Written approval is required from the CEO. If the cost is more than £25,000 (excluding VAT) minuted Committee approval is required.

In addition the above and the fact that many insurers are now putting more exclusions into their policies as a result of COVID-19 and that WGHC enjoys an excellent working relationship with Zurich who provide excellent customer service in regard to claims handling and ongoing updates in relation to our works in progress insurance, the CEO recommends that Committee approve that WGHC continue to renew its insurance policy with Zurich Insurance on annual basis until such time it believes the premiums are no longer competitive or that Committee decide it would like to test the market and invite quotes from other Insurers. The CEO will of course present this proposal annually to Committee for them to decide on the course of action to be taken.

Committee approved the CEO to renew the Insurance with Zurich Insurance for a further year (for the period 2021-22).

Linkage to Business Plan/Regulatory Standards Compliance

SHR Standard 3.1

The RSL has effective financial and treasury management controls and procedures, to achieve the right balance between costs and outcomes, and control costs effectively. The RSL ensures security of assets, the proper use of public and private funds, and access to sufficient liquidity at all times.

5f) PCI DSS – Annual Compliance Test

Executive Summary

The CEO can confirm that WGHC completed their annual PCI DSS assessment with Worldpay on 10.08.20 and that WGHC are fully compliant.

The next assessment for our compliance check is due on 30.07.2021.

- **Committee noted the report.**

Linkage to Business Plan/Regulatory Standards Compliance

3.1 of Regulatory Requirements Page 8 of the Framework

Landlords must ensure that they meet all of their legal duties and responsibilities and that they adhere to relevant guidance and the requirements of other regulators.

5g) Fraud Register & Financial Controls

Executive Summary

In accordance with WGHC Financial Regulations:

“The CEO will report annually on the Risk Register and Internal Financial controls. The Committee will monitor the activities of WGHC and take appropriate action if events significantly alter previous assumptions about the likelihood or effect of risks.”

The internal financial controls and control systems are essentially the policies, procedures and practices relating to finance.

The Treasurer and Committee of Management monitor control systems via reports from staff, internal and external auditors.

The CEO maintains a Fraud Register in which any frauds or attempted frauds will be recorded. A report was made to the Committee in August 2019 confirming there had been no frauds or attempted frauds to that date.

The CEO confirms that since then and to the date of this report she is not aware of any frauds or attempted frauds.

During the year there were no significant cash handling errors. The internal control systems of benchmarks, targets and budgets appear sound and the reporting system is effective.

The CEO is of the opinion that in the financial year 2019-20 and to the date of this report, the Co-operative's system of financial controls are adequate and effective.

No weaknesses were found in internal financial controls which resulted in material losses, contingencies or uncertainties which required disclosure in the financial statements or in the auditor's report on the financial statements.

Committee noted the report on the system of internal financial controls.

Committee authorised the Treasurer to sign the Fraud Register.

Linkage to Business Plan/Regulatory Standards Compliance

3.1 of Regulatory Requirements Page 8 of the Framework

Landlords must ensure that they meet all of their legal duties and responsibilities and that they adhere to relevant guidance and the requirements of other regulators.

5h) Rent Arrears and COVID-19

Executive Summary

Universal Credit (UC) and Rent Arrears

• August 2020

As of 2nd August, 57 tenants were claiming Universal Credit, 32 of whom had arrears. The total level of arrears for these tenants was £11,379.65. We receive direct payments of Universal Credit for 13 tenants, the rest receive any payments themselves.

The total number of WGHC tenants in rent arrears as at 2nd August 2020 was 83 tenants (25 of whom owed less than 1 weeks rent). This includes the 32 tenants who are claiming UC and are in rent arrears. The total arrears for the 63 tenants amounted to £22,434. The arrears level has increased since the July figure of £16,152.

The Housing Management Team continue to monitor and manage all rent arrears cases on a weekly basis. The Tenancy Manager is reviewing all arrears cases this week to ensure adequate and proportionate steps are being taken in each case.

Tenants are now being offered access to the Welfare Rights Adviser service provided in partnership with PoLHA with the service having started on 10th August.

Rent Arrears and Legal Action Cases

WGHC has 3 arrears cases within the Court system that are currently sisted. These cases are very closely monitored to judge if adequate payments are regularly being made and whether there is a need to Recall these at any point.

Committee will be kept updated each month on WGHC arrears figures, given the current lockdown restrictions and how this is having an impact on tenants' incomes, and ultimately WGHC's rental income/cash flow.

- **Committee noted report**

Linkage to Business Plan/Regulatory Standards Compliance

SHR Standard 3.3

The RSL has a robust business planning and control framework and effective systems to monitor and accurately report delivery of its plans. Risks to the delivery of financial plans are identified and managed effectively. The RSL considers sufficiently the financial implications of risks to the delivery of plans.

6)Governance

6a) Pay Award Update from EVH and Unite

Executive Summary

The EVH have asked the CEO of each member organisation to share the following letter from the Unite: 5 August 2020

To: Full EVH member organisations

Dear Colleague,

PAY AWARD APRIL 2021

As you know, I wrote to the UNITE Union Branch on 29 June 2020 asking that it consider a proposal to defer the pay award due under the final year of the current three-year wage deal until April 2022 (as opposed to applying the award in April 2021). This matter was discussed again at the recent Joint Negotiating Committee held on 29 July, at which time the Union Branch confirmed that it did not consider that is was appropriate to put this proposal to union members at this time.

Accordingly, we now simply allow the existing agreement to run its course. The award to be applied from April 2021 will be determined by the current formula (October 2020 CPI plus 0.1%). The employers’ side concern is that inflation is currently sitting well below the 1.25% “floor” which is built into the existing agreement – meaning that should October 2020 CPI fall below 1.25% then we have to return to annual negotiations. We feel that would be an unedifying spectacle in this particular year.

At this point we are not asking for employers’ views. Nonetheless it may be useful for them to mull over what they would like the EVH negotiators to do (should the above situation arise) in each of the following possible circumstances:

- CPI inflation is close to the 1.25% floor (1.1% or 1.2%)
- CPI is about half-way between zero and the floor (around 0.6% as currently)
- CPI inflation is around or below zero.

Again, I stress we are not seeking your views just now, as the possibilities listed above may not arise. Instead we will keep a watchful eye on CPI movement between now and the publication of the September 2020 figure (due out on

Tuesday 13 October). If that is below the floor mentioned earlier then we will immediately contact all full member organisations and ask for a steer on how the EVH negotiators should proceed in the event that October CPI is also lower than 1.25%.

I hope you find this update useful.

Some information has been redacted as it contains either personal data or commercially sensitive data.

Committee noted the report.

Linkage to Business Plan/Regulatory Standards Compliance

SHR Standard 3.6

The governing body ensures that employee salaries, benefits and its pension offerings are at a level that is sufficient to ensure the appropriate quality of staff to run the organisation successfully, but which is affordable and not more than is necessary for this purpose.

6b) AGM- Members to Stand Down and re-election

Executive Summary

The AGM is to be held virtually using Zoom on Wednesday 2nd September 2020. We have already received 5 notes of interests from members who wish to attend the virtual meeting; 3 are Committee members.

One of the items on the AGM agenda will be Committee Membership.

RSL Committees can have up to 15 members.

If numbers fall to 7 or below we must inform the Scottish Housing Regulator and the future of the Co-operative comes into doubt. WGHC currently has 8 full members and 2 co-opted members.

In accordance with rule Rules 35.1 and 35.2, the three longest serving members since the date of their last election must retire this year. They can either retire at the end of the AGM or can retire beforehand and stand for re-election.

This means the following must happen this year:

▪ 1. As a co-opted members, Patricia Cordiner and Wendy Riordan serve until the AGM and must therefore retire (rule 38.1). Patricia and Wendy must be nominated if they wish to stand for election. Nomination Forms have been sent out in the post and completed nomination forms must be received back before Tuesday, 25th August 2020 (at least 7 days before the AGM).

2. In accordance with rule Rules 35.1 and 35.2, the three longest serving members since the date of their last election must retire this year. They can either retire at the end of the AGM or can retire beforehand and stand for re-election. As we have 8 fully elected members we should have 3 members who need to stand down. Under Rule 35.4 if a Committee Member retires from the Committee on or before the date of the next AGM, that Committee member can stand for re-election without being nominated. The retiring Committee

Members should be those who have served longest on the Committee since the date of their last election.

The 2 members who must retire are:

- **Donna Anderson** and
- **Joe Moir**

Both were last elected in 2017.

In addition we need a 3rd member to retire.

Members:

- **Lorna Brown**
- **George Thomson** and
- **Jon Douglas**

were all last re-elected in 2018 and therefore one of these members must retire. If it cannot be agreed who will retire, then lots will be drawn.

All 3 retirees were advised they can chose to stand down or stand for re-election without having to be nominated.

3. Rule 33.6 states that the Committee must satisfy itself that any Committee Member seeking re-election after serving a 9 year or more continuous period, can demonstrate his/her continued effectiveness as a serving member.

The Committee has 4 members who have served 9 years or more in a continuous period. They are: Joe Moir, Marilyn Dickson, George Thompson and Lorna Brown.

Having carried out their individual performance reviews in July 2019 (for 2019-20) and asking them each to complete an additional assessment form relevant to having served 9 years or more, the Chairperson declared to Committee she is satisfied these members (with exception of herself) have all demonstrated their continued effectiveness as serving members.

For all remaining Committee Members, the Chairperson reported she is satisfied that all members have demonstrated their effectiveness and values their incredible levels of commitment and efforts in being part of the WGHC Committee of Management. She further believes that the Committee is fulfilling its duties very well in monitoring the performance and directing the strategy of the Co-operative.

Committee acknowledged that Performance Reviews for 2020-2021 still need to be undertaken and these will take place before the end of the financial year. Under normal circumstances, these reviews would have already taken place, however, due to COVID-1 and lockdown restrictions it has not been practical to carry these out.

Finally, this is the 5th and final year that Lorna Brown can serve as Chairperson. Under Rule 55.10 the Chairperson can be re-elected but must not hold office continuously for more than 5 years.

All Committee Members are therefore advised that at the September 2020 Committee Meeting, a new Chair must be appointed, and the Vice Chair and Treasurer must also be appointed annually although there are no time limits on these roles.

Committee noted the report and that Patricia Cordiner (co-opted member) and Wendy Riordan (co-opted member) both had to stand down. Patricia Cordiner advised she would not be looking to stand for election or for co-option.

In addition, under this section Committee agreed:

- **That Lorna Brown would be the 3rd retiring member**
- **that Joe Moir, Marilyn Dickson, George Thompson and Lorna Brown who have served on the Committee for 9 continuous years or more demonstrated their effectiveness and will continue on the committee.**
- **the remaining 4 members have demonstrated their effectiveness and will continue on the Committee.**

Linkage to Business Plan/Regulatory Standards Compliance

SHR Standard 2.2

The governing body recognises it is accountable to its tenants, and has a wider public accountability to the taxpayer as a recipient of public funds, and actively manages its accountabilities.

SHR Standard 4.3

The governing body identifies risks that might prevent it from achieving the RSL's purpose and has effective strategies and systems for risk management and mitigation, internal control and audit.

SHR Standard 6.1

The RSL has a formal, rigorous and transparent process for the election, appointment and recruitment of governing body members. The RSL formally and actively plans to ensure orderly succession to governing body places to maintain an appropriate and effective composition of governing body members and to ensure sustainability of the governing body.

SHR Standard 6.4

The RSL encourages as diverse a membership as is compatible with its constitution and actively engages its membership in the process for filling vacancies on the governing body.

6c) Health and Safety Policy to be signed off

Executive Summary

In March 2020, the Committee of Management reviewed the Health and Safety policy and their responsibilities. They are required to do this annually. No alterations were made to the WGHC Health & Safety Policy apart from an update to the staffing chart. All members were asked to remind themselves of their responsibilities as set out on page 4 of the policy. All members are supposed to sign the sheet to declare they have done the above.

Not all members were present at the March meeting and soon after WGHC went into lockdown.

As this is the first physical meeting held since lockdown, the CEO is now presenting the sheet for all Committee Members to sign.

Committee confirmed that Health & Safety Policy Sheet can be sent out to members to sign and return.

Linkage to Business Plan/Regulatory Standards Compliance

SHR Standard 1.3

The governing body ensures the RSL complies with its constitution and its legal obligations. Its constitution adheres to these Standards and the constitutional requirements set out below.

SHR Standard 4.1

The governing body ensures it receives good quality information and advice from staff and, where necessary, expert independent advisers, that is timely and appropriate to its strategic role and decisions. The governing body is able to evidence any of its decisions.

6d) Updated Staffing Report

Executive Summary

Some information has been redacted as it contains either personal data or commercially sensitive data.

Linkage to Business Plan/Regulatory Standards Compliance

SHR Regulatory Framework Page 5 Section 3.5 RSL Requirement:

Landlords must ensure that they meet all of their legal duties and responsibilities and that they adhere to relevant guidance and the requirements of other regulators.

SHR Standard 5.7

5.7 Severance payments are only made in accordance with a clear policy which is approved by the governing body, is consistently applied and is in accordance with contractual obligations. Such payments are monitored by the governing body to ensure the payment represents value for money. The RSL has considered alternatives to severance, including redeployment.

SHR Standard 5.8

Where a severance payment is accompanied by a settlement agreement the RSL does not use this to limit public accountability or whistleblowing. The RSL has taken professional legal advice before entering into a settlement agreement.

6e) Memberships

Executive Summary

There have been no new memberships and no new terminations since the last report.

Committee noted the report.

Linkage to Business Plan/SHR Regulatory Standards Compliance

Standard 6.1

The RSL has a formal, rigorous and transparent process for the election, appointment and recruitment of governing body members.

Standard 6.4

The RSL encourages as diverse a membership as is compatible with its constitution and actively engages its membership in the process for filling vacancies on the governing body

6f) Health & Safety Report

Executive Summary

There have been no incidents or accidents since the last report during this period of COVID-19.

Committee noted the report.

Linkage to Business Plan/Regulatory Standards Compliance

SHR Standard 5.3

The RSL pays due regard to the need to eliminate discrimination, advance equality and human rights, and foster good relations across the range of protected characteristics in all areas of its work, including its governance arrangements.

6g) Request for extension to leave of absence

Executive Summary

Joe Moir requested an extended leave of absence from the Committee of Management. His last request was made in May 2020 and a 3 month leave of absence was granted by Committee.

Some information has been redacted as it contains either personal data or commercially sensitive data.

Committee approved the request for extended leave.

Linkage to Business Plan/Regulatory Standards Compliance

SHR Standard 1.2

The RSL's governance policies and arrangements set out the respective roles, responsibilities and accountabilities of governing body members and senior officers, and the governing body exercises overall responsibility and control of the strategic leadership of the RSL.

6h) 1st Quarterly Performance Report – Appendix 4

Executive Summary

The CEO presented the last quarterly Performance Report for the year 2019-20-Appendix 4.

Committee were asked to read the report and raise any concerns or questions they may have.

Committee noted the report and no concerns or questions were raised.

Linkage to Business Plan/Regulatory Standards Compliance

SHR Standard 4.1

The governing body ensures it receives good quality information and advice from staff and, where necessary, expert independent advisers, that is timely and appropriate to its strategic role and decisions. The governing body is able to evidence any of its decisions.

6i) Secretary's Annual Report to Committee

Executive Summary

Rule 64 of the WGHC Rules states that:

“At the last Committee Meeting before the AGM, the Secretary must confirm in writing to the Committee that Rules 58 to 63 have been followed or, if they have not been followed, the reasons for this. The Secretary’s confirmation or report must be recorded in the minutes of the Committee Meeting.”

Rules 58 to 63 cover keeping proper minutes, registers and the execution of documents and the WGHC seal.

Rules 64 to 69 cover the requirements for financial accounts.

The CEO is the company secretary and confirmed that:

- **the requirements of rules 58 to 63**
- **and rules 64 to 69**

have been followed during the financial year 2019-20 and to the date of this meeting

Committee noted report.

Linkage to Business Plan/Regulatory Standards Compliance

SHR Standard 4.2

The governing body challenges and holds the senior officer to account for their performance in achieving the RSL's purpose and objectives.

7) Maintenance Report

Executive Summary

• **Upgrading of smoke alarms**

o The Contractor has now planned dates for the remaining properties and works started as scheduled on 10th August 2020

o Committee are to be kept updated as to progress as WGHC is required to have all this work completed as a legal requirement by February 2021.

• **Repairs service**

o Nearly all contractors are currently back and providing the usual service for our tenants.

o We are currently working through a backlog of minor repairs that were reported during lockdown

Committee noted the report.

Linkage to Business Plan/Regulatory Standards Compliance

Under the Scottish Social Housing Charter, WGHC has a duty around the safety of tenants' homes.

SHR Standard 2.1

The RSL gives tenants, service users and other stakeholders information that meets their needs about the RSL, its services, its performance and its future plans

8) Housing Management

Executive Summary

Anti-social Behaviour/ Neighbour Disputes

7 complaints of ASB were resolved in the first quarter all within the 20 working day timescale.

In July, we resolved 2 ASB complaints within timescales.

This information redacted as it contains either personal data or commercially sensitive data.

Estate Management

As previously reported, although we are not in a position to carry out regular Estate Management Inspections at this stage, we are able to react to reports of dumped items, untidy gardens etc reported by staff, neighbours or contractors. MENCO are on site carrying out their regular contract work.

Allocations

We have restarted our allocations process and have a number of internal transfers in progress with one or two properties likely to be advertised through Key to Choice in the near future.

Committee noted the report

Linkage to Business Plan/Regulatory Standards Compliance

Under the Scottish Social Housing Charter, WGHC has a duty around the safety of tenants' homes, and to respond to resolve incidents of anti-social behaviour within locally agreed timescales.

9) AOCB

Fiona Marshall announced she was standing down from representing WGHC on the WGHC Community Trust Board (Prentice Centre).

10)DATE OF NEXT MEETING –

Executive Summary

It is proposed the next meeting be held on Wednesday, 16th September 2020. This meeting will either be held virtually by Google Meet or in the main hall at the Prentice Centre (if the Centre can accommodate the meeting date/time)

Committee approved the next Committee Meeting to be on Wednesday 16th September 2020 at the Prentice Centre

Linkage to Business Plan/Regulatory Standards Compliance

SHR Standard 1.1

The governing body sets the RSL's strategic direction. It agrees and oversees the organisation's business plan to achieve its purpose and intended outcomes for its tenants and other service users.

Signed

Some information has been redacted as it contains either personal data or commercially sensitive data.

Date 16.09.20

Chairperson