

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

WENDY RIORDAN ON **REDACTED PERSONAL DATA**



**West
Granton**

Housing Co-op

sustaining and championing the co-operative way

Committee of Management

Minutes of Meeting – 17th March 2021

Present:

Lorna Brown (Vice Chairperson)
Marilyn Dickson (Treasurer)
Elizabeth Robertson
George Thomson
Amanda Aitchison
Colin Fraser
Joe Moir
Jon Douglas

In attendance:

Larke Adger (CEO)
David Mills (Governance & Compliance Manager)
Sheena Farrell (Housing Admin Assistant as minute taker)

1) APOLOGIES:

Wendy Riordan (Chairperson) and Donna Anderson

2) MINUTES OF MEETING 17th February 2021

The Minutes of the meeting held 17th February 2021 were approved by the Committee.

3) MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes. All were passed by the Committee.

4) DECLARATIONS OF INTEREST

None declared.

5. FINANCE & ADMINISTRATION

5A) Presentation from the FaceNorth Management Team with their proposal for Sponsorship and/or Donation

- **The Committee agreed to £7k sponsorship to FaceNorth for 2021-22**
- **The Committee agreed that CEO will enter into a 12-month pilot Service Level Agreement with FaceNorth**

5B) Cash in the Bank

All cash balances across the 5 x WGHC bank accounts were presented and a summary total provided.

- **Committee noted the report**

5C) Draft Rent Policy 2021/22

The WGHC rent policy was presented to the Committee for approval.

- **Committee approved the policy**

5D) WGHC/ARCHIE joint successful bid for funding from Scottish Government's Communities Recovery Fund

The Communities Recovery Fund aims to support community groups, charities, social enterprises, and voluntary organisations in supporting people and communities in responding to the challenges presented by COVID-19. It has been confirmed that the ARCHIE bid has been successful and has been awarded the full amount proposed within the bid.

- **Committee noted the report**

5E) Annual Bad Debt Report

The Senior Management Team held the Annual Debtors meeting in February. 5 debts were discussed and the proposed plan would ensure a NIL balance of rent arrears for former tenants as at 31/03/21.

- **Committee noted the report**

5F) Outcome of EVH Wages Ballot

Following the Committee's decision last month to vote in favour of the EVH wages proposal, it was confirmed that this had passed and wages had been set for both April 2021 and April 2022.

- **Committee noted the report**

6) Governance

6A) Freedom of Information Policy

The proposed WGHC Freedom of Information policy was presented to the Committee for approval following submission by the Governance & Compliance Manager.

- **Committee approved the draft Freedom of Information Policy**

6B) Complaints Policy

The proposed WGHC Model Complaints Handling Policy was presented to the Committee for approval following submission by the Governance & Compliance Manager. The revised policy is based upon the revised SPSO model policy.

- **Committee approved the revised Complaints Handling Policy**

6C) Health & Safety Policy

The proposed WGHC Health & Safety Policy was presented to the Committee for approval following submission by the Governance & Compliance Manager. Following approval, the policy is to be passed to all Committee members for their signatures.

- **Committee approved the Complaints Handling Policy and arrangements were agreed to ensure all members sign their declaration by 31.03.21**

6D) Risk Register

The proposed updated WGHC Risk Register (draft) was presented and discussed.

- **Committee approved the draft Risk Register 2021-22**

6E) Performance Benchmarks

The proposed WGHC benchmarks were discussed and agreed to remain as per 2021-22 with only one change: an increase in the void spend element to reflect the actual increase experienced over the past year.

- **The Committee approved the benchmarks**

6F) ICT Annual Data Compliance Statement Declaration to Committee for Assurance Statement

The CEO's annual statement to the Committee confirming compliance with legislation in terms of Information & Communications Technology / Data Protection / Freedom of Information Scotland Act/ Payment Card Industry Data Security Standard etc. was presented.

- **Committee noted the report**

6G) Business Plan

The draft Business Plan for 2021-24 was presented to WGHC for approval.

- **Committee approved the Business Plan**

6H) Governance & Compliance Report

The Governance & Compliance Manager presented an update on various policies, work in progress, the compliance action plan and statistics on Subject Access Requests/ Freedom of Information requests and data breaches within the last month.

- **Committee noted the report**

6I) Staffing Update

Staffing levels were discussed and submitted to the Committee

- **Committee noted the report**

6J) Use of Company Seal & Membership

The Company Seal has not been used since the last meeting. There has been 1 termination of membership since the last meeting (membership no. 664).

- **Committee noted the report**

6K) Health & Safety Report

There were no health and safety incidents to report since the last meeting.

- **Committee noted the report**

6L) Amendments to WGHC Policies

The CEO is seeking authorisation from Committee to have the authority to make minor changes to WGHC Policies, instead of putting these up for Committee approval each time.

- **Committee authorised the CEO to make minor changes, with the proviso that any major revisions must first be approved by the Committee**

6M) Update to the Schedule of Authority within the Tenancy Management Policy

Due to staffing issues, the CEO requested the Committee approve some changes to the Schedule of Authority within the Tenancy Management Policy.

- **Committee approved the proposals and noted the report**

6N) Court Action Update

The CEO presented the current situation with regard to the current Court Action

- **The Committee noted the report.**

7. AOCB

A member raised an issue on behalf of his neighbour as they were without heating for 6 weeks due to new Gas contractor not being able resolve the issue. WGHC's former Gas contractor attended and replaced the boiler as they were aware of the property history. The tenant is happy that this has now been resolved.

A member advised that they had seen people approaching properties wearing bodywarmers with an "M/Q" logo. No work had been advised. This was confirmed to be McQueen Dairies checking to see if any tenants wanted to sign up for their milk delivery service.

There had been some discussion regarding one of WGHC's properties being used as a 'pilot' for a new wet electric system. A member advised that the testing would probably need new pipework etc. and doesn't think that this will work with what is in the property at present. The same member also questioned why thermostat control panels had not been supplied with central heating systems in some of WGHC's properties. The CEO advised she would arrange for the Maintenance Manager to phone the Member to discuss these issues directly with them and if appropriate, report any queries or necessary information back to the next Committee Meeting for information.

Two members advised they were due to have visits from an electrical contractor to undertake the 5 year electrical test. The contractor had sent letters to tenants in error even though they had fulfilled their annual quota. Apologies were issued by CEO and the Maintenance Manager will further liaise with the contractor to prevent this from happening again.

Some committee members advised they are having issues with using the WGHC tablets. It has been advised that if they no longer wish to use the tablets that these can be returned to the office and we will cancel any relevant contracts for them. The tablets will be re-formatted / wiped and donated to the local primary school. Committee Members reported being satisfied with using their own devices (laptops, etc) for the Zoom Meetings.

8. Date of next Committee Meeting

It is proposed the next meeting be held on Wednesday, 21st April 2021 at 6.30pm

- **Committee approved the next Committee Meeting to be on Wednesday 21st April 2021.**

Signed **REDACTED PERSONAL DATA** Date: 21 April 2021

Chairperson

NB: Committee Board Papers available upon request, contact our office