

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 – 21st April 2021

Present: Wendy Riordan (Chairperson)
Marilyn Dickson (Treasurer)
Elizabeth Robertson
George Thomson
Amanda Aitchison
Colin Fraser
Joe Moir

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

1) APOLOGIES:

Lorna Brown (Vice Chairperson) and Jon Douglas.

2) MINUTES OF MEETING 17th March 2021

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

3) MATTERS ARISING FROM THE MINUTES

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

4) DECLARATIONS OF INTEREST

Sheena Farrell declared her interest in item 6D on the meeting agenda.

5. FINANCE & ADMINISTRATION

5A) 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**

5B) Corporation Tax 2020

The report for Corporation Tax 2020 was presented to the Committee for noting.

- **Committee noted the report**

5C) Bad Debts Report 2020-21

The report for the Bad Debts 2020-21 was presented to the Committee for noting.

- **Committee noted the report**

5D) External Financial Audit 2021 with newly appointed auditors Chiene & Tait

Following Committee Approval, Chiene & Tait were appointed WGHC's new external financial. The Interim Financial Audit was held on 29th-30th April. The Final Financial Audit will be held in the week commencing 7th June 2021.

- **Committee noted the report**

5E) 2 Remaining Nationwide Loans (Variable Rate)

WGHC has 5 loans with Nationwide Building Society. WGHC recently placed 3 of the loans onto a fixed rate over a 10-year period. The CEO has asked NBS for an indicative quote for the 2 remaining loans to be converted to fixed rate, or re-financed. The CEO will present their findings to Committee once the quote has been received.

- **Committee noted the report**

5F) Renewal of services level agreement with Prospect Housing Association – Financial Agent for WGHC

WGHC have renewed the service level agreement with Prospect Housing Association for the provision of financial management services for another year.

- **Committee noted the report**

6) Governance

6A) Allocation Policy – revised (Appendix 1)

The revised WGHC Allocation Policy was presented to the Committee for approval following submission by the Governance & Compliance Manager. The CEO gave a verbal update to Committee highlighting the main changes.

- **Committee approved the revised Allocation Policy and noted the main changes to the revised policy.**

6B) Scottish Housing Regulator Engagement Plan for WGHC 2021 (Appendix 2)

The SHR carries out a risk assessment on each RSL. WGHC has received its Engagement Plan for SHR for 2021. Appendix 2. Regulatory status = **Compliant**.

- **Committee noted the report**

6C) Governance and Compliance Report

The Governance & Compliance Manager is working to a 24-month plan. 2 months progress update was reported to Committee.

- **Committee noted the report**

6D) Staffing Update

It has been agreed that 2 staff members will undertake training at a cost of £3,920.00 to WGHC.

- **Committee approved the training funding**

6E) Use of Company Seal and Membership

Since the last meeting, there has been 1 new membership and the company seal was used to certify the new member certificate.

- **Committee noted the report**

6F) Health & Safety Report

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

- **Committee noted the report**

6G) Committee Performance Reviews

1. Rule 33.6 of the WGHC Rules 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. This is also a requirement under **Section 6.3** of the Scottish Housing Regulatory Framework.

Having carried out their individual performance reviews and asking them each to complete an additional assessment form relevant to those members having served 9 years or more, the Chairperson declares to Committee she is satisfied these members (with exception of herself as she has not served 9 continuous years as a governing body member) have all demonstrated their continued effectiveness as serving members.

2. For all remaining Committee Members, the Chairperson reports they are 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. They further believe that the Committee is fulfilling its duties very well in monitoring the performance and directing the strategy of the Co-operative.

3. The Vice-Chair and Treasure carried out the annual performance review of the Chairperson and report the Chairperson is both popular and effective, highly competent and fulfils their duties as expected; all members have confidence in the abilities of the Chair.

- **Committee noted the report**

6H) Governance & Board Support Consultant for Committee

The CEO is looking to find a Governance & Board Support Consultant to provide coaching for Individual Committee Members and their roles. The CEO will report back to Committee in due Course.

- **Committee approved the proposal for Committee members coaching**

6I) Court Action Update

The case is being urgently recalled in Edinburgh Sheriff Court on 21st May 2021. A sheriff officer will be servicing notice next week advising the tenant of the action. The CEO will keep the Committee updated.

- **Committee noted the report**

6J) Lift now fixed at Colonsay Close following Vandalism

Committee are advised that the vandalised lift at Colonsay Close has now been completely repaired. Investigation into who was responsible proved unsuccessful.

- **Committee noted the report**

6K) Updates: Fuel Poverty payments for WGHC tenants, Energy Saving Packs & Chromebooks

To date, WGHC have made 258 payments to tenants. Energy Saving Packs & Chromebooks – We are still awaiting delivery of the 25 Chromebooks. The Energy Saving bags have now arrived and all the packs have been made up. Committee were asked to decide as to how these will be distributed.

- **Committee chose for 30 to be awarded on a 'first come, first served' basis with 20 retained so that WGHC staff can identify tenants who would benefit from receiving the Energy Saving Pack. A similar decision was made regarding the Chromebooks, when they arrive.**

6L) Coming up at the May Committee Meeting

The following will be reported at the May Meeting:

- Fourth Quarterly Financial Management Reports
- Fourth Quarter Performance Feedback
- Feedback from the Internal Audit Sub-Committee Meeting
- Presentation of the Annual Report on the Charter for the Scottish Housing Regulator
- Presentation of the ARCHIE publicity article submitted to the SFHA
- **Committee noted the report**

7. AOCB

CEO advised that membership appointments are an open invitation to all Committee Members and advised any member could undertake these should they wish to become more involved.

CEO advised that WGHC had received notification of civil legal assistance for a family member of a previous WGHC tenant, attempting to succeed the tenancy. An appeal was previously denied by the Committee in 2020.

A member 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. This was raised and recorded in the March 2021 Committee meeting too.

A member asked when the downstairs toilets will be getting replaced. Member has been advised that this contract is currently out to tender and will be advised when this work is due to start.

CEO advised that Hunters Hall Co-operative has ceased existence with stock and staff now being managed by Hill Crest Housing.

A member enquired about getting the guttering cleaned due to detritus from the tall Leylandii Trees adjacent to their home. This has been passed onto Maintenance to see what can be arranged.

8. Date of next Committee Meeting

It is proposed the next meeting be held on Wednesday, 19th May 2021 at 6.30pm.

- **Committee approved the proposed date for the next Committee Meeting as Wednesday 19th May 2021.**

Signed **REDACTED PERSONAL DATA**

Date: 19 May 2021

Chairperson

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