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WENDY RIORDAN ON **REDACTED PERSONAL DATA**



**West  
Granton**

Housing Co-op

sustaining and championing the co-operative way

## **Committee of Management**

### **Minutes of Meeting – 19<sup>th</sup> May 2021**

#### **Present:**

Wendy Riordan (Chairperson)  
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)

#### **Guests:**

Erin Mullen, Prospect Community Housing  
Jeremy Chittleburgh, Chiene & Tait

#### **1) APOLOGIES:**

George Thomson

#### **2) MINUTES OF MEETING 21<sup>st</sup> April 2021**

The Minutes of the meeting held 21<sup>st</sup> April 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

Sheena Farrell declared her interest in item **6E**

## 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) Update Fuel Poverty Payments

The report for Fuel Poverty Payments made to tenants was presented to the Committee for noting. To conclude this issue, a notice will be printed within the summer newsletter and on the WGHC website.

- **Committee noted the report**

### 5C) Presentation of the Quarterly Financial Management Reports

The Presentation of the Quarterly Financial Management Accounts was presented to the Committee for noting by our agent from Prospect Community Housing.

- **Committee noted the report**

### 5D) Update on fixing the variable loans with Nationwide Building Society

WGHC has 5 loans (mortgages) with Nationwide Building Society. In March, following Committee approval, WGHC placed 3 of the loans onto a fixed rate over a 10-year period. This left 2 loans variable rates. The CEO presented figures provided by NBS indicating that monthly payments would increase if the loans were changed from variable to fixed rates at the current time.

- **Committee approved the CEO to decline the quotes offered by Nationwide Society. Committee approved keeping the remaining 2 loans on a variable rate**

Erin Mullen, Prospect Community Housing left the meeting after this item

### 5E) Update following Interim Financial Audit with Chiene & Tait (WGHC's external financial auditors)

Jeremy Chittleburgh from Chiene & Tait presented and outlined the audit plan to the Committee with a proposal to submit a draft set of audited accounts by 28<sup>th</sup> June. A Committee meeting will be held in July in order that the fully audited accounts can be approved in readiness for AGM papers required in August.

- **Committee approved the audit plan**

Jeremy Chittleburgh, Chiene & Tait left the meeting after this item

## 6) Governance

### 6A) Annual Return on the Charter Submission to the Scottish Housing Regulator (Appendix 2)

The Scottish Housing Regulator collect data every year from RSLs to see how they have performed against the outcomes indicated within the Scottish Social Housing Charter. This is called the ARC – the Annual Return on the Charter. The CEO briefed the Committee on the ARC return, providing a copy for each member.

- **Committee approved the WGHC’s Annual Return on the Charter**
- **Committee approved the CEO to submit the Return to the Scottish Housing Regulator by the due date of 31<sup>st</sup> May 2021**

### 6B) Internal Audit Sub-Committee, meeting with Wylie & Bisset Internal Auditors, Findings from Year 2 Audit

The Internal Audit Sub-Committee meeting was held on Monday 10<sup>th</sup> May 2021. During the meeting, apologies/introductions and confirmation of the Audit Sub-Committee, declarations of interest, terms of reference and the appointment of a Sub-Committee chairperson were undertaken. Lorna Brown was voted as the Sub-Committee chair. The audit findings were discussed and documented with recommendations for changes to be implemented. The full 88 page report was offered to Committee members upon request.

- **Committee noted the report**

### 6C) Draft Information and Communications Technology (ICT) Policy

Following the Internal Auditors Recommendation within the IT Systems Audit 2020/21 (Item 6B), a draft Information and Communications Technology (ICT) Policy was presented to the Committee for approval.

- **Committee approved the Policy**

### 6D) Governance & Compliance Report

The Governance & Compliance Manager is working to a 24-month plan. Months 1-3 have been reported. It was noted that WGHC have received One FOI request (answered the same day) and One Subject Access Request (answered once identity of data subject had been confirmed) The report was presented for noting only.

- **Committee noted the report.**

### 6E) Staffing Update

Sheena Farrell (Minutes) left the meeting during this item. The CEO presented news relating to long term staff absence and the impact this is having on the organisation. A temporary housing manager had been engaged, without much headway being made. The CEO indicated plans to, temporarily, bring in 2 additional housing officers on short term contracts (6 months) kept under constant review.

The CEO’s performance review had been undertaken by EVH and will be discussed in due course. The above was presented to Committee for noting only. Sheena Farrell re-joined the meeting.

- **Committee noted the report.**

## 6F) Quarterly Performance Report

The fourth and final quarterly report for the year 2020-21 on WGHC's performance was presented to Committee for noting.

- **Committee noted the report**

## 6G) Annual Strategy Away Day

Following the April Committee Meeting, the CEO had been looking for venues for this year's Annual Strategy Away Day. The last Away Day was very successful.

The following was proposed:

Venue: The Marriot Hotel (out by the airport)

Date: **Tuesday 21<sup>st</sup> September**

Start: Arrive **10.00am** for a 10.30am start

Finish: Around **4.00pm**

- **Committee approved the proposal for the 2020-21 Annual Strategy Away Day**

## 6H) Use of Company Seal and Membership

Since the last meeting, the Committee were advised of:

1 x New Membership (No. 748)

3 x Terminations of Membership (Nos. 673, 705 and 109)

- **Committee noted the report**

## 6I) Health & Safety Report

There have been no health and safety incidents to report since the last meeting. The Committee were required to note that a fire risk assessment and health & safety audit for the WGHC office would be taking place in June / July.

- **Committee noted the report**

## 6J) Maintenance (Brief Summary Update)

- Replacement of the Gas Boilers Area Four – Craigmuir Place, Ferry Road Avenue & West Pilton Park (70 Boilers)
- External Painting Area One (Granton Mains)
- External Painting Area Four
- Replacement of the Fire Alarm System in Area Six (Forthquarter)

- **Committee noted the report**
- **Members asked questions as to why the external painters seemed to be moving from street to street, with certain houses appearing to be 'missed' or being painted 'out of turn'. The CEO indicated that the Maintenance Manager would be consulted and revert to Committee.**
- **Members indicated that the renewal contract for painting Area Four must not commence until the completion of painting within Area One.**

## 6K) Governance & Board Support Consultant for Committee

Further to the April 2021 Committee Meeting, the CEO and Governance & Compliance Manager had a virtual meeting with a new company offering Governance Board Support Consultancy Services. The new company would be submitting a proposal by end of the first week of June, in order that a further report could be submitted to the Committee in June.

- **Committee noted the report**

## 7. AOCB

Committee members enquired who the contract for external painting in Area 4 had been awarded to. They were informed it was the same contractor currently painting Area One and reminded of their decision back in November 2020 that subject to satisfactory completion of this work, WGHC could consider awarding them up to a further two painting contracts. Committee confirmed they were satisfied the contractor could go ahead business but on proviso that Area One is completed before the works start on Area Four.

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A member indicated the Prentice Centre were part of the Granton Waterfront Steering Group. The member advised they would send the presentation notes to the CEO in due course for her information and to establish if there were any funding opportunities for WGHC to tap into.

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A member enquired if the Prentice Centre would be able to use/hire the Basketball court at Granton Mill Crescent for a walking basketball game/class. It would take place on Wednesday evenings. This led to various discussions on 'ownership' of the land/court and who would manage this as there is no facility to 'formally' book the court. Members asked if the sessions would be open to all WGHC tenants and members of the public and a couple of members raised concerns that noise levels may disturb local residing tenants. The CEO advised she would acquire more details from the Prentice Centre in regards to the sessions themselves and that staff would have to monitor the situation in regard to noise/any disturbances as a result of the sessions. A further question was asked as to whether tenants' rents in any way contribute to the upkeep of the courts etc. The CEO confirmed that WGHC's rental income (collectively) is used towards the upkeep of the court, as it does for all WGHC's activities.

## 8. Date of next Committee Meeting

It is proposed the next meeting be held on Wednesday, 23<sup>rd</sup> June 2021 at 6.30pm

- **Committee approved the next Committee Meeting to be on Wednesday 23<sup>rd</sup> June 2021.**

Signed **REDACTED PERSONAL DATA**

Date: 23 June 2021

**Chairperson**

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