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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 – 21st July 2021

Present:

Wendy Riordan (Chair)
Lorna Brown (Vice Chair)
Elizabeth Robertson
George Thomson
Amanda Aitchison
Colin Fraser
Jon Douglas
Donna Anderson

In attendance:

Larke Adger (CEO)
David Mills (Governance & Compliance Manager)

Guests:

Jeremy Chittleburgh (Chiene & Tait)
Jiewen Gao (WGHC Asst. Finance Officer)

1) APOLOGIES:

Marilyn Dickson (Treasurer)
Joe Moir

2) MINUTES OF MEETING 23rd June 2021

The Minutes of the meeting held 23rd June 2021 were approved by Committee.

3) MATTERS ARISING FROM THE MINUTES

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

4) DECLARATIONS OF INTEREST

There were no declarations of Interest stated during the meeting.

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. There was a nominal increase of £8k from the figure reported to Committee in June.

- **Committee noted the report.**

5B) Presentation of draft audited financial statements (Chiene & Tait)

Appendices A, B and C

Appendix A – Letter of Representation from Committee to the Auditors.

Appendix B – Report on financial statements from Committee of Management.

Appendix C – Auditor's management letter and report

Jeremy Chittleburgh joined the meeting via Zoom and presented the Auditor's report and Auditor's Assurance statement to Committee. Pension provision, 2019 surplus vs. 2020 surplus and GDPR items were discussed with C&T declaring a 'clean bill of health' for WGHC.

- **Committee approved the letter of representation;**
- **Committee approved the Chairperson and Treasurer to sign the letter of representation;**
- **Committee approved the audited financial statements;**
- **Committee approved the Chairperson, Treasurer and the CEO (as Secretary) to sign the financial statements;**
- **Committee approved the CEO to respond to the Auditor's Management Letter having noted the content;**
- **Committee approved the signed financial statements for submission to the Scottish Housing Regulator due by 30th September 2021.**

Jeremy Chittleburgh and Jiewen Gao left the meeting after this agenda item.

5C) Approval of the Annual Loan Portfolio Return for the Scottish Housing Regulator

The Loan Portfolio Return ("LPR") is another of the annual returns WGHC must make to the Scottish Housing Regulator. It details any changes to our loans and loan arrangements. It must be approved by Committee before submission to the Scottish Housing Regulator. The CEO presented and discussed the loan portfolio return with Committee.

- **Committee approved the Loan Portfolio Return**
- **Committee authorised and approved the LPR submission to the SHR.**

5D) Annual Declaration – Fraud Register & Financial Controls

The CEO reports to Committee at least annually regarding the Risk Register and Internal Financial Controls:

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 2020-21 and to the date of this report, the Co-operative's system of financial controls are adequate and effective.

- **Committee noted the report on the system of internal financial controls;**
- **Committee authorised and approved the Treasurer and the CEO to sign the Fraud Register Declaration for the period 2020-21.**

5E) Calculation Fixed Assets Annual Impairment Statement

At the June meeting, a member asked about how the figure for the carrying value of WGHC's fixed assets was calculated. The CEO explained the calculation of fixed assets and the annual impairment statement in plain language to clarify the situation. This is identified within the Committee Report, Item 5E.

- **Committee noted the report. (A member who had previously raised this as a question acknowledged and was happy with the answer provided).**

6) Governance

6A) Governance & Standing Orders Policy 2021 (Appendix 3) and Financial Regulations Policy (Appendix 4)

The revised and reviewed Governance & Standing Orders Policy 2021 and the Financial Regulations Policy 2021 were presented / discussed with Committee. The primary changes to the policies involve delegation of authority to the role of Governance & Compliance Manager.

- **Committee approved the Governance & Standing Orders Policy.**
- **Committee approved the Financial Regulations Policy.**

6B) Governance Board Support Sessions

In June 2021, Committee approved the engagement of May Murray LLP. In support of providing training to Committee, the August and September Committee meetings will start 1 hour earlier than normal to facilitate a Committee training session. A Committee member pointed out this would be difficult due to work commitments and so separate sessions will be agreed for the member concerned.

- **Committee approved the 2 x suggested dates for Committee training.**

6C) Addition to the WGHC approved Contractors, Consultants & Suppliers list

The CEO Committee approval to appoint May Murray LLP to the CCS list.

- **Committee approved the addition of May Murray LLP to the approved list.**

6D) Governance & Compliance Report

The Governance & Compliance Manager is working to a 24-month plan. It was noted that WGHC have not received any FOI requests or SARs during the past month. The G&C Manager had submitted 2 x policies for Committee approval. The G&C Manager spent time discussing the Annual Assurance Statement. See next agenda item.

- **Committee noted the report.**

6E) Annual Assurance Statement Session

The CEO and Governance & Compliance Manager are undertaking preparatory works and evidence gathering in support of providing the WGHC Annual Assurance Statement. The Annual Assurance Statement is required by the Scottish Housing Regulator and is due for submission, annually, by 31st October. To fulfil this important requirement, there will be a segment within Committee meetings set aside to discuss the Annual Assurance Statement and make any (relevant) short presentations of evidence. This will commence in the July Committee meeting with this introductory report and a demonstration of the electronic workbook tool that is being used to compile the evidence bank and declare WGHC's Annual Assurance Statement

- **Committee noted the report and evidence presented via the AAS workbook presentation.**

6F) Adoption of the new 2020 Model Rules

All RSLs are expected to adopt the new Scottish Federation of Housing Associations (SFHA) Model Rules 2020. The CEO and Governance & Compliance Manager have been undertaking preparatory works in support of updating the WGHC model rules from the (current) 2015 version to the revised / suggested 2020 version. Committee were provided a copy of the 2015 rules showing all the changes made by the 2020 rules. A separate document is also provided highlighting all the significant changes for Committee to consider for approval.

- **Committee agreed to receiving legal advice from TC Young at the August Committee meeting.**
- **Committee approved both an SGM and the 2021 AGM to be held on 6th September 2021 in the Prentice Centre.**
- **Committee approved the proposed rule changes are presented to the WGHC membership for formal adoption at the Special General Meeting (immediately before the AGM) on Monday 6th September 2021 in the Prentice Centre.**
- **Committee approved the provision of 3 x 'prize' vouchers for a draw at the AGM (1 @ £250, 1@ £100 and 1 @ £50)**

6G) Kitchen Replacement, Area 4

Area 4 is Craigmuir Place, West Pilton Park and Ferry Road Avenue. There are 72 properties in Area 4. All 72 properties are due to have their kitchens replaced by the end of this financial year. The decision had been made to call off from the Scottish Procurement Alliance (SPA) framework agreement. Further details will be provided to Committee as the tender process advances.

- **Committee noted the report**

6H) Use of Company Seal and Memberships

The company seal was used to certify two new memberships: Member 750 and Member 752.

There have been two termination of membership since the last report: Member 725 and Member 743.

- **Committee noted the report.**

6I) Health & Safety Report

The Senior Management Team held their bi-monthly Health and Safety Committee and there have been no health and safety incidents to report since the last meeting. WGHC has had an annual Health & Safety audit and an office Fire Risk Assessment which both identified some non-urgent items that required some remedial attention. The works to remedy the items found are in progress.

- **Committee noted the report.**

7. AOCB

A member raised a question regarding the replacement Area 1 WC programme and whether the toilet pan would be replaced on a like-for-like basis, i.e. the same size (or bigger) as it had been noted that on a previous replacement programme, the toilet pan was actually smaller/lower and caused some tenants issues (comfort / height / size etc.). The CEO advised she would follow this up with the Maintenance Manager.

An office bearer asked questions regarding the planned CEO annual appraisal and the arrangements for organising the same. A date/time was agreed between the 3 office bearers during the meeting.

A member asked for an update regarding the grass verges that were due to be attended to by the local council. The CEO reported making contact with the local council with no major movement or update to report since contact was made. MENCo have awarded a works order to attend to ground landscaping and cutting as a 'one off' to try and bring this under control.

Various Committee members raised the issue of maintenance of both roads and pavements – indicating volume of weeds and cracks etc. A member highlighted the alley at the end of Granton Mains Avenue and the overgrown weeds and bushes requiring some urgent attention. Further overgrown bushes and weeds were identified at the end of Granton Mains Court.

The CEO advised she would carry out inspections and look into all of the above areas and feedback at a future meeting.

8. Date of next Committee Meeting

It is proposed the next meeting be held on Wednesday, 18th August 2021 at 6.30pm (with the governance training commencing at 5.30pm). Both are to be held in the WGHC Board Room.

- **Committee approved the next Committee Meeting to be on Wednesday 18th August 2021 and acknowledged a Governance Training session is to be provided by consultants May Murray LLP commencing at 5.30pm.**

Signed **REDACTED PERSONAL DATA**

Date: 18 August 2021

Chairperson

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