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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 – 23rd June 2021

Present: Wendy Riordan (Chairperson)
Elizabeth Robertson
George Thomson
Amanda Aitchison
Colin Fraser

In attendance: Larke Adger (CEO)
David Mills (Governance & Compliance Manager)

Guests: Nil

1) APOLOGIES:

Lorna Brown (Vice Chairperson)
Marilyn Dickson (Treasurer)
Joe Moir
Jon Douglas
Donna Anderson

2) MINUTES OF MEETING 19th May 2021

The Minutes of the meeting held 19th May 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. The chair identified approx. £100k less was available than per the previous meeting. This was due to boiler replacement expenditure within the preceding month.

- **Committee noted the report.**

5B) Five Year Financial Projections (FYFP) to the Scottish Housing Regulator

The CEO presented the FYFP to Committee for approval with commentary regarding the 5 year projections and indicative closing balances for each of the 5 years within the plan.

Committee approved the FYFP and submission to SHR.

5C) Fixed Assets, Annual Impairment Statement

In accordance with the WGHC Financial Regulations: *“The CEO will submit an annual report ... on the carrying value of fixed assets and on impairment.”*

The CEO presented this report to the June Committee confirming carrying value of fixed assets and that there were no impairments.

A member questioned the carrying value of the fixed assets as it was assumed that values would increase. The CEO advised that the value of assets does not use the market value but rather the cost of the asset less depreciation. The CEO confirmed she would share the calculation used to arrive at these figures at the next meeting.

- **Committee approved their agreement of the CEO’s declaration there was no evidence of impairment and the carrying value of land and buildings within the table submitted during the meeting.**

5D) Chiene & Tait, External Financial Audit – Audit Closure Meeting

The 2021 financial audit was undertaken during week of 07th June 2021. It was undertaken virtually. A Close of Audit meeting will be held prior to the draft Annual Financial Statements formally being presented by Chiene & Tait to Committee for their approval at the July Meeting. Thereafter, copies will be made available to all members prior to the AGM and formally submitted to the Scottish Housing Regulator and the Financial Conduct Authority.

- **Committee noted the report.**

6) Governance

6A) Lone Working Policy (Appendix 2)

The Lone Working Policy was presented to Committee for approval and publication.

- **Committee approved the policy.**

6B) Tender outcome for replacement of smoke alarms at the Forthquarter

Appendix 3 was discussed. This was the tender exercise undertaken by WGHC building surveyors, F3. Appendix 3 was the outcome report following the tender exercise for the replacement smoke alarm programme. FMS were the successful bidder.

- **Committee approved the contract award to FMS**

6C) Proposal for Governance Board Support Consultancy Services

The CEO / Chair discussed Appendix 4 and the proposal submitted by May Murray LLP to provide Board Governance consultancy services to Committee and the facilitation of the Annual Strategy Away Day.

- **Committee approved the Proposal to engage May Murray LLP.**

6D) WGHC Grass Cutting Service

In previous meetings the WGHC Committee have asked the CEO to inform them when the number of tenants who are in receipt of the WGHC Grass Cutting Service reaches 50. The CEO advised Committee this was now the case. Committee members discussed – Astroturf, which was quickly discounted. Further discussion proposed increasing the number of recipients to 75. This was discounted. Committee decided to increase recipients from (current) 50 to 60. At this point, CEO would advise Committee.

- **Committee approved increase from 50 recipients of service, to 60.**

6E) Quotation for rolling electrical inspection programme (DEICC testing)

WGHC has a rolling programme to carry out the electrical testing in 100 WGHC properties every year. Committee are reminded that RB Grant carried out the works for the linked smoke alarms for WGHC. The CEO would therefore like to formally advise Committee that she has chosen to award the contract to RB Grant in accordance with WGHC Financial Regulations. The CEO confirms this has been entered in the WGHC Tender Book.

- **Committee noted the report.**

6F) Governance & Compliance Report

The Governance & Compliance Manager is working to a 24-month plan. Months 1-4 have been reported. It was noted that WGHC have not received any FOI requests or SARs during the past month. The full Health & Safety Control Manual has been updated and a Health and Safety Audit was undertaken on Wednesday 09 June 2021. The outcome was very positive with a few items relating to Risk Assessments to be completed, including details of Lone Working – already discussed and approved during this meeting. G&C Manager requested Committee members to 'fly the flag' and spread the word regarding the WGHC website and regularly updated.

- **Committee noted the report.**

6G) Staffing Update

The CEO reported to Committee that both the Housing Manager and 1 x Housing Officer remain absent from work. A temporary 'sustainment' Housing Officer has been appointed for 6 months. Due to job market saturation and the difficulties in recruiting new staff, it was proposed that an existing staff member be 'promoted' and 'act up' from current EVH grade 4 to EVH grade 6 on a temporary basis only whilst the organisation works through the procedures for long term staff absences.

Efforts will be made to recruit a temporary admin assistant to cover during the acting up of the Grade 4 staff member. A Committee member asked questions about the capabilities of the staff member to 'act up' and the CEO justified the proposal via discussion on the staff member attitude, performance review objectives, that she is currently under a 2 year career development plan with the organisation and also studying for her CIH Level 3 Housing qualification.

- **Committee approved the proposal.**

6H) Use of Company Seal and Membership

In the previous month, there have been 2 new memberships (749 and 750). There have been 3 termination of membership (414, 602 and 670).

Membership 670 prompted further discussion with Committee members and the subsequent legal case and outcome.

- **Committee noted the report.**

6I) Health & Safety Report

There have been no health and safety incidents to report since the last meeting. A Health and Safety Audit was undertaken on 09 June and Staff attended 'lone worker' training provided by The Suzy Lamplugh Trust; this training was delivered virtually. The results of the Audit with recommendations and follow up actions will be presented to the Committee in due course.

- **Committee noted the report**

6K) Donation request from the Prentice Centre

Appendix 5 was presented to Committee. There were 3 requests for funding:

Scottish Comedy Group @ £960.00 – Committee **declined** this request
Scottish Culture Group @ 960.00 – Committee **declined** this request
Art Group @ £1,012.00 – Committee **APPROVED** this request

Although the Art Group was approved, a Committee member did question whether this was likely to be an ongoing liability, due to the foreseen expense.

- **Committee declined 2 requests and approved 1 request.**

7. AOCB

The Committee Chair and a Committee member wish for a formal meeting with the Board of the Prentice Centre to discuss a joint committee and joint community working. The CEO will arrange to organise this between the parties.

Various members discussed the lack of activities for the younger members of the community, indicating that other centres within the locality provide Youth Clubs, Creches, Drop In Centres, Junior Clubs, Summer Activities and Mother's Groups. The Prentice Centre appear to only offer activities or groups for older members of the community. The other 3 local centres always appear busy, but not the Prentice Centre.

The CEO imparted information regarding FACENorth and a proposed meeting with a member of the Scottish Justice Commission. Funding and community programmes are available – but further discussion is required. Further updates will be provided as details are known.

Following a request from the CEO, **Committee approved** the purchase of a hairdressing gift voucher to the value of £120 for our remaining Housing Officer who has demonstrated great resilience and tremendous commitment to WGHC during the long term and ongoing absence of two key staff members within the Housing Management Team.

Various Committee members raised the issue of maintenance of both roads and pavements – indicating volume of weeds and cracks etc. Suggestions were proposed to increase weed-killing spraying from current 2 times per annum to 4. The communal garden at the end of GMV was further discussed as the weeds were currently standing taller than the recent garden planting that had been undertaken. Committee members volunteered further information regarding holes and cracks near drains, especially, near no. 8 GMA.

This segment of the meeting prompted ongoing and further discussion, from various members with regard to both Road and Pavement repairs, grass verges (including strips adopted by the Council) and the trimming and pruning of various trees around the WGHC estate, with particular mention of a tree near MIT. The state of the path outside the local community shop was also discussed (although this is not maintained by WGHC). The communal grounds around the Prentice Centre were discussed too.

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

8. Date of next Committee Meeting

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

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

Signed **REDACTED PERSONAL DATA**

Date: 21 July 2021

Chairperson

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