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WENDY RIORDAN ON REDACTED PERSONAL DATA



## Committee of Management

### Minutes of Meeting – 17<sup>th</sup> November 2021

**Present:**

Wendy Riordan  
Colin Fraser  
George Thomson  
Stacey Powch-Scott  
Fiona Marshall  
George Nicol  
Elizabeth Robertson  
Joe Moir  
Amanda Aitchison

**In attendance:**

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

**Guests:**

Erin Mullen (Prospect Community Housing) – **via Zoom**

**1. APOLOGIES:**

Donna Anderson  
Jon Douglas  
Lorna Brown  
Jim Hemphill  
Marilyn Dickson

**2a. MINUTES OF MEETING 20<sup>th</sup> October 2021**

The Minutes of the meeting held 20<sup>th</sup> October 2021 were approved by Committee.

## **2b. MINUTES OF SPECIAL MEETING 27<sup>th</sup> October 2021**

The Minutes of the special meeting held 27<sup>th</sup> October 2021 were approved by Committee.

## **3. MATTERS ARISING FROM THE MINUTES**

Committee have requested a full quotation is obtained to provided both front and rear security lights for Area 1 (141 properties). The Maintenance Manager has been delegated this task.

## **4. DECLARATIONS OF INTEREST**

There were NIL declarations of Interest.

## **5a. NOTIFIABLE EVENTS – UPDATE**

### **NE 22303 08.09.21 – Governance & Organisational Issues**

Following allegations that two Committee Members breached the model code of conduct. Both members have now signed and returned their acceptance forms of the sanctions imposed. The Scottish Housing Regulator have raised some concerns regarding the sanction outcomes and have asked for responses.

5 Questions from the SHR were put to Committee for discussion, deliberation and response. As a result of lengthy discussions, The CEO sent outcome minutes to SHR to clarify and state Committee position.

The CEO continues to keep the SHR up to date in respect of this notifiable event.

### **NE 22304 09.09.21 – Constitutional & Organisational Issues**

This notifiable event involves our application to the Financial Conduct Authority to allow us to formally adopt the 2020 model rules, voted in by the Membership at the Special General Meeting held on 06.09.21. It is expected that we may wait a couple of months before the FCA come back to us to confirm/clarify the position on the update. Committee will be kept updated as this progresses. Again, the SHR are being kept up to date.

- **Committee noted the report and 2 Notifiable Events.**

## **5b. TRAINING – COMMITTEE**

SHARE have been appointed to provide and undertake independent Governance training with two x committee members linked to notifiable event NE22303.

In agreement with the Chair, WGHC Governance Consultants, May Murray LLP have been appointed to provide further Committee training to all Committee members in December 2021.

- **Committee noted the report.**

## 6. FINANCE & ADMINISTRATION

### 6a Cash in the Bank

All cash balances across the 5 x WGHC bank accounts were presented and a summary total provided. There was an increase of £26k from the figure reported to Committee in October. Total = £1.85million. Our loan interest ratio was reported at 951% which far exceeds the 110% required by NBS.

- **Committee noted the report.**

### 6b Presentation of the 2<sup>nd</sup> Quarterly Management Accounts (appendix 1)

Erin Mullen of Prospect Community Housing (acting as our financial agent) joined the meeting via Zoom She presented the 2<sup>nd</sup> quarter report (appendix 1).

The report summarised the financial position of WGHC and confirmed that we continue in good financial health, with no current concerns.

- **Committee noted the report.**

### 6c Transition from LIBOR to SONIA (appendix 2)

The CEO presented to Committee the differences between Bank of England (BoE) rates, SONIA Term and SONIA Compound. The Treasurer offered further, simplified, explanation to Committee members which was gratefully received.

- **Committee approved the CEO's recommendation to switch the 2 variable rate loans to SONIA Compound with immediate effect.**

Erin Mullen left the meeting after this agenda item having been thanks by the Chair, Committee and CEO for her time.

### 6d Update on costs for WC Replacement programme in Area 1

At the October meeting, Committee were advised of a possible additional spend of £1,375 on the WC Replacement programme for providing replacement toilet roll holders and towel rails. Based on all of the above, the CEO is advising Committee that WGHC will **not** be providing replacement toilet roll holders or towel rails as part of this programme. Feedback from tenants to date evidence that they were not expecting these items to be replaced anyway – and all had their own fittings which they preferred. This means the cost for the programme will remain at £31,724.

- **Committee noted the report.**

## 6e Update – Additional spend relating to Electrical Inspections

Every five years a property should be tested for the condition of the electrical installation. WGHC has been carrying out a rolling program for this work. During the recent batch of 64 properties, the electrician found 47 properties to be unsatisfactory.

**To bring these properties up to current standards we are looking at a cost of £13,811 plus VAT. This work will be carried out in January 2022.**

Note: For ongoing assurance purposes, it is noted that all previous electrical safety inspections carried out in WGHC properties, prior to this round of inspections, have all had remedial works completed resulting in satisfactory electrical inspection certificates. Committee are invited to inspect these certificates and they will be made available on request at a future meeting through the Assurance Electronic Database.

- **Committee noted the report.**

## 6f Repair work at flat within Forthquarter Development

Committee are not usually made aware of any day to day repair works. However, over the years we have come across quite a few flats within the Forthquarter development which have suffered water leaks causing varying degrees of damage. The water leak was only discovered after the tenant kept reporting that the electrics in their flat kept tripping. We sent in a joiner to cut a hole in the wall for the electrician to look at the wiring and this was when the leak was discovered. As the wall and flooring were being pulled away, it revealed the extent of the damage.

In addition to replacement flooring and wall, WGHC will also have to provide a new kitchen for the tenant. The tenant is very happy with the speed with which this has been dealt with and the level of compensation.

- **Committee noted the report**

## 7. GOVERNANCE

### 7a Quarterly Performance Report (appendix 3)

The CEO presented the second quarterly Performance Report for the year 2021-22. This covered the period 1<sup>st</sup> April to 30<sup>th</sup> September 2021-22. Committee were asked to read the report and raise any concerns or questions they had.

- **Committee noted the report**

### 7b Assurance Statement Session (running agenda item)

The CEO and Governance & Compliance Manager meet weekly to assess and review WGHC's evidence as part of WGHC ongoing Annual Assurance work.

As part of seeking ongoing assurance, the Committee of Management are required to be presented with the evidence to ensure WGHC is compliant with the Scottish Housing Regulator's. This is a running agenda item at Committee Meetings. Committee were presented with the evidence which demonstrates WGHC compliance with Regulatory Standards 6.

- **Committee noted the report.**

### 7c Governance & Compliance Report

The G&C Manager talked Committee through the contents of his report, which was self-explanatory. The G&C Manager confirmed that WGHC have not received any FOI requests or SARs during the past month and that no data breaches had occurred.

He re-iterated that there were two SHR notifiable events reported and recorded. These are mentioned earlier within these minutes.

- **Committee noted the report.**

### 7d Fuel Assistance initiative for new tenancies / Early intervention service with ARCHIE partners and Changeworks

The CEO proposed a new initiative to help WGHC tenants at tenancy start up. The proposal was to put £50 on a utility meter or utility account for each tenant signing up a new SSTA; this could either be a transferring tenant or a new tenant. Moving forward, the CEO has proposed a budget for WGHC's own Fuel Assistance Fund for tenants to keep this initiative ongoing. WGHC has on average, around 25 relets per year. This would work out at a cost of £50 x 25 = £1,250 per year.

In addition, Committee were informed that the CEO & Governance & Compliance Manager attended a meeting with Changeworks and other ARCHIE partners. WGHC will now be involved in the design of a new Early Intervention service with Changeworks and two other ARCHIE partners (Prospect Housing Association and Lister Housing Co-op). This is very much in the early stages and Committee will be kept updated to the progress of the new project.

- **Committee approved the Fuel Assistance Initiative fund.**
- **Committee noted the report with regard to the early intervention service**

## 7e Use of Company Seals and Membership

Since the last meeting:

- There have been 1 new commencement of Membership  
The company seal was used to certify the new Member Certificate:  
1<sup>st</sup> November 2021  
Membership Number: 758
- There has been 1 termination of Membership since the last report  
7<sup>th</sup> November 2021  
Membership Number: 364

- **Committee noted the report.**

## 7f Health & Safety Report

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

- **Committee noted the report.**

## 8. AOCB

Nil AOCB items were tabled / raised

## 9. Date of next Committee Meeting

It is proposed the next meeting be held on Wednesday, 15<sup>th</sup> December 2021 at 6.30pm

**REMINDER:** Committee are undertaking training on 15<sup>th</sup> December 2021 prior to committee meeting commencing at 5.30pm

- **Committee approved the next Committee Meeting to be on Wednesday 15<sup>th</sup> December 2021.**

Signed **REDACTED PERSONAL DATA**

Date: 15<sup>th</sup> December 2021

**Chairperson**

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

**Although extreme care and effort are taken with the production of papers and minutes, there may be occasional grammatical / spelling errors. Apologies are extended in these, rare, circumstances.**