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WENDY RIORDAN ON REDACTED PERSONAL DATA



Committee of Management

Minutes of Meeting – 16th December 2021

Present: Wendy Riordan
Colin Fraser
George Thomson
Stacey Powch-Scott
Fiona Marshall
George Nicol
Donna Anderson
Elizabeth Robertson

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

Guests: Nil

1. APOLOGIES:

Joe Moir
Amanda Aitchison
Lorna Brown
Jim Hemphill
Marilyn Dickson

2. MINUTES OF MEETING 17th November 2021

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

3. MATTERS ARISING FROM THE MINUTES

Following a request from Committee a full quotation was obtained to provide both front and rear security lights for Area 1 (141 properties). The CEO is to present these costs within planned budgets for Committee both with, and without, this element in order that the overall impact can be assessed and discussed.

4. DECLARATIONS OF INTEREST

There were NIL declarations of Interest.

5. FINANCE & COMPANY ADMINISTRATION

5a. Cash in the Bank

All cash balances across the 5 x WGHC bank accounts were presented and a summary total provided, which stood at £1.75million. There was a decrease of £61.5k from the figure reported to Committee in November.

- **Committee noted the report.**

5b. Cyber Essentials

The Governance & Compliance Manager undertook the annual accreditation assessment for Cyber Essentials that is now overseen and managed by IASME (*Information Assurance for Small and Medium Enterprises Consortium*) who are now the only body that can award accreditation for Cyber Essentials. WGHC has successfully passed the assessment and been re-accredited with Cyber Essentials thru until December 2022. The new certificate is published on the WGHC website.

- **Committee noted the report.**

5c. Rent Increase 2022-23

In addition to rising inflation, both the Pandemic and Brexit have resulted in supply chain issues which have seen a dramatic fall in manufacturing and retail stock levels and a shortage of workers. Along with rising energy costs social landlords are going to have to carefully manage the balance of increasing rents against the financial ongoing viability of the organisation.

Under the terms of Section 25 (4) of the Housing (Scotland) Act 2001, landlords under a Scottish Secure Tenancy must consult with tenants who are affected by any proposal to increase rents and must have regard to the views expressed by those consulted. The final decisions on the budget and any rent increase are normally made by the Committee in February/March of each year. To enable this, a consultation exercise is carried out each year with tenants seeking their comments on the proposed increase. Any feedback from this exercise is then considered by the governing body members as part of the budget setting process.

- **Committee discussed the report. Committee made a tentative decision regarding the planned rental increase, subject to receipt of tenant consultation data. Final decision approved in February 2022 meeting.**

5d. [Merger: McGills / Kingdom Gas / WGHC](#)

Committee were informed that Kingdom Gas have merged with McGills. Further, Committee were advised that WGHC are the number one payer when it comes to the Faster Payments System with this contractor, i.e. no other customer pays their invoices quicker than WGHC.

- **Committee noted the report.**

5e. [Annual Declaration / Registration to ICO](#)

Committee were assured that WGHC has renewed its annual registration as a data controller with the Information Commissioner's Office. New Certificate posted on the WGHC website.

- **Committee noted the report.**

5f. [Employers Pension Contribution from 01/04/22](#)

Committee were informed that WGHC's Employers Pension Contributions will decrease to 10% from 01.04.22. If WGHC do not give the required 3 months' notice to TPT to change its pension contributions, it will be financially committed to paying the increased contributions until this notice has been satisfied. Committee's decision last year was to end the additional contributions of 2.5% from 31.03.22.

A scheme of transitional relief in an effort to recognise the level of potential loss involved to staff in the existing DB scheme with standard contributions of employer 12.5% and staff minimum contribution of 2.5% for the initial period of 1st April 2021 to 31st March 2022. Thereafter the employer contribution rates drop to 10% and the staff contribution will increase to a minimum of 5%.

- **Committee noted the report.**

6. [GOVERNANCE](#)

6a. [Notifiable Events](#)

Committee were updated on the Notifiable Events which are currently still "open" with the Scottish Housing Regulator. Appendix 1 was issued to committee members that further detailed and described the open notifiable events.

- **Committee members discussed the SHR letter and the relevance of the key paragraphs and noted the update.**
- **Committee members noted the update from the CEO re: the training.**
- **Committee approved Committee Member 1's request for a Special Leave of Absence.**

Committee were updated on the Notifiable Event pertaining to the proposed rule changes. The F.C.A. are disputing one rule and WGHC solicitors are progressing this with both the F.C.A. and the S.F.H.A.

- **Committee noted the updated from the CEO re: rule changes**

6b. Casual Vacancy Request

Committee considered the request from a recently retired Committee Member to join the WGHC Committee of Management under the rules of Casual Vacancy (37).

- **Committee approved the request. Jon Douglas appointed on a casual vacancy.**

6c. Unacceptable Actions Policy

The Unacceptable Actions Policy was previously reviewed in 2016. The policy was reviewed, updated and presented to Committee for approval.

- **Committee approved the publication of the revised Unacceptable Actions Policy (published on WGHC website)**

6d. Governance & Compliance Report

Committee were provided with an overview of Governance & Compliance within WGHC including assurance with regard to policy, procedures, statutory returns etc. 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. It was re-iterated that there were two SHR notifiable events reported and recorded. These are mentioned earlier within these minutes.

- **Committee noted the report.**

6e. Staffing

9 staff positions were discussed with a brief explanation as to training progress, competence levels etc. The role of the Governance & Compliance manager was reviewed by EVH and re-graded from a grade 8 to a grade 9, along with planned additional duties and job title, Chief Operating Officer.

- **Committee members noted the Staffing Update**
- **Committee members approved the EVH Job Re-Evaluation Report and approved the recommendation for the post holder to be re-graded to EVH Grade 9 with immediate effect**
- **Committee approved the new grade 9 job title of Chief Operating Officer**

6f. ARCHIE

The CEO updated Committee with regard to the planned collaborative working in existence between the ARCHIE Partners. The CEO will be a guest speaker at the SHARE conference on 11th March 2022. The CEO is part of a new working group with 2 other ARCHIE partners and the Design Academy in Dundee to create a model energy advice and assistance programme for new tenants.

- **Committee noted the report**

6g. Use of the Company Seal and Membership

Since the last meeting:

- There was 1 Sole to Joint Membership
Membership No: 205
29th November 2021
- There was 1 New Membership
Membership No: 760
6th December 2021
- 3 Memberships Ended
Membership No: 364
7th November 2021
Membership No: 477
14th November 2021
Membership No: 592
21st November 2021
- **Committee noted the report.**
- **Committee approved the new format Membership Share Certificate**

7. MAINTENANCE

7a. Maintenance Report

The Maintenance Manager described the implementation of the Kitchen Replacement Programme for Area 4 (72 tenancies) with some photographs demonstrating the proposed look having undertaken a pilot kitchen replacement in advance of the main programme.

One flat within the forth quarter has suffered a major flood. During committee meeting indicative costs of almost £7k were reported as being associated. At the time of providing the minutes, this will have increased to circa £10k.

- **Committee noted the report.**

8. HEALTH AND SAFETY

The WGHC Health and Safety Committee had met and, aside from some minor operational elements, there were no health and safety incidents to report to committee.

- **Committee noted the report.**

9a. Future Agenda Items

Committee members are invited to put forward requests for additional agenda items for future meetings and approve requests put forward.

- **Committee members were asked to suggest or approve other agenda items in readiness for the next committee meeting.**

10. **A.O.C.B.**

The Governance & Compliance Manager approached the Chair and requested to table some information. This was granted. Committee were subsequently informed that the 10 x android tablet previously used by committee during lockdown had been restored to factory settings, sanitised and given as gifts to the local Forthview Primary School. An article on this has also been placed within the winter newsletter and on the WGHC website.

- **Committee noted the report. Committee were ecstatic that the tablets had been put to good use and, especially, within the local community.**

11a. **Date of next Committee Meeting**

It is proposed the next meeting be held on Wednesday, 16th February 2022 at 6.30pm. Doors will open at 6.00pm for Committee to chat / network and have refreshments prior to the formal meeting start.

- **Committee approved the next Committee Meeting to be on Wednesday 16th February 2022**

Signed **REDACTED PERSONAL DATA**

Date: 16th February 2022

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.