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WENDY RIORDAN ON REDACTED PERSONAL DATA



## Committee of Management

### Minutes of Meeting – 16<sup>th</sup> March 2022

**Present:** Wendy Riordan  
Colin Fraser  
George Thomson  
Stacey Powch-Scott  
George Nicol  
Joe Moir  
Amanda Aitchison  
Donna Anderson  
Jim Hemphill  
Elizabeth Robertson

**In attendance:** Larke Adger (CEO)  
David Mills (COO)

**Guests:** Nil

#### 1. APOLOGIES:

Fiona Marshall  
Jon Douglas

#### 2. MINUTES OF MEETING 16<sup>th</sup> February 2022

The Minutes of the meeting held 16<sup>th</sup> February were **approved** by Committee.

#### 3. MATTERS ARISING FROM THE MINUTES

There were NIL matters arising from the previous minutes.

#### 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 £1.68million. There was a decrease of £92k from the figure reported to Committee in February.

- **Committee noted the report.**

##### 5b. Annual Bad Debts Report 2022

Committee were presented with a report of all the former tenants who still owe money to WGHC and were asked to approve 'writing off' £728.95 in former rent arrears.

£4.1k of former rent arrears were identified as still being recoverable (subject to further legal actions) A further sum of £2.3k was identified as recoverable for re-charges to tenants.

- **Committee noted the report.**
- **Committee noted the CEO 'writing off' the sum of £728.95**

##### 5c. Rent Policy 2022-23

The new Rent Policy (**Appendix 1**) was presented to Committee for approval, allowing for the 4% annual increase in rent, following tenant consultation.

- **Committee approved the 2022-23 Rent Policy.**

##### 5d. Financial Audit Plan 2022-23 (Chiene & Tait)

Committee were presented with an audit timeline from WGHC external auditors, Chiene & Tait) giving indicative dates for the 3 stages (planning, fieldwork, completion) of the audit process.

- **Committee approved Chiene & Tait's 2022-23 audit plan.**

##### 5e. Budgets and 30 year statement of Cash Flow

Committee were presented with both the 2022-23 budget and the 30 year statement of anticipated cash flow (**Appendix 2**). Committee were asked to authorise the 2022-23 Budget and the 30 Year Statement of Cash Flow 2022-2052 for insertion into the WGHC Business Plan 2022-25 and to inform the SHR Return of the Five Year Financial Projections.

- **Committee approved the 2022/23 budget.**
- **Committee approved the 2022-2027 budget in preparation for the Five Year Financial Projection (FYFP) return for the Scottish Housing Regulator (SHR)**
- **Committee approved the 30 year statement of Cash Flow**

- **Committee requested an article for the website re: security lights replacement**

#### 5f. Prospect Community Housing to continue to act as the financial agent to WGHC

The CEO has agreed with Prospect Community Housing Association a renewal for them to continue to act as our financial agent for 2022-23.

The CEO reports that Prospect provide an excellent service to WGHC and as part of ARCHIE, WGHC enjoy exceptional value for money for the services they provide to WGHC.

- **Committee noted the report.**

## 6. GOVERNANCE

### 6a. Notifiable Events

Committee were updated on Notifiable Events with SHR.

The notifiable event with regard to adoption of the 2020 model rules approved by the F.C.A. has now been closed down by the Scottish Housing Regulator

- **Committee noted the report.**

Committee were updated on the Notifiable Event pertaining to breaches of the code of conduct by committee members and the training action plan being implemented to ensure ongoing and future governing body member governance compliance.

- **Committee noted the updated from the CEO.**

### 6b. Committee Governance Draft Action Plan

Following a recent Notifiable Event, the Scottish Housing Regulator expressed concern around the decision making of the Committee of Management when it came to applying the same sanctions to two Committee Members who had been found to breach the code of conduct (one minor and one serious).

In order to achieve this, the Chairperson has been working hard with Governance Consultants May Murray to write up an Action Plan for Committee. At the February Committee Meeting, the Committee collectively reviewed the Governance Plan. The CEO has now taken all their requirements on board and has now completed the Governance Plan for Committee to again consider and approve. (Appendix 3)

- **Committee agreed to formally approve the plan before it is submitted to the Scottish Housing Regulator.**

### 6c. Risk Register 2022-23

The main items in the Risk Register were suggestions from Committee Members who attended the Annual Strategy Away Day with May Murray LLP, the CEO and the COO. Committee were asked to discuss and to consider if there are any further risks they wish to be included. (Appendix 4)

- **Committee approved the Risk Register 2022-23 and noted that following its approval it will be form part of the WGHC Business Plan for 2022-23.**

#### 6d. Performance benchmarks 2022-23

Every year, WGHC sets its own performance benchmarks. Committee are asked to approve these. If approved, the performance benchmarks will be communicated to all staff and then placed into the Business Plan. The biggest change noted is the reduction in time, by one week, allocated to relet a vacant property. Committee were firm in their belief that this decision is correct and that, next year, it might be beneficial to reduce the relet time by a further week.

- **Committee approved the performance benchmarks for 2022-23.**

#### 6e. Draft Business Plan 2022-25

Committee were asked to consider the draft Business Plan (**Appendix 5**) for 2022-25. This was a revision from last year's plan. The plan should be fully reviewed for 2023-26.

- **Committee approved the draft 2022-25 Business Plan**

#### 6f. Draft Health & Safety Policy

A revised draft Health & Safety Policy (**Appendix 6**) was presented for approval by Committee.

- **Committee approved the draft Health & Safety Policy**
- **Committee members all signed the relevant page of the policy acknowledging their responsibilities as governing body members.**

#### 6g. Draft Debt Management Policy

A revised draft Debt Management Policy (**Appendix 7**) was presented to committee for approval.

- **Committee approved the draft Debt Management Policy**

#### 6h. ICT Annual Data Compliance Declaration to Committee

In accordance with good practice the COO is required to make an annual statement to Committee to confirm that WGHC is complying with relevant legislation in relation to Information and Communications Technology (ICT).

- **Committee noted the report.**

#### 6i. Meet the Staff and Staffing Update

Staff members joined the meeting and introduced themselves to committee members, indicating their name, job title, brief role description, years served at WGHC and what they liked most about working at WGHC.

A separate report was discussed with committee regarding the 14 month situation of the Housing Manager.

A separate report was discussed to 'buy back' untaken leave for the CEO, COO and Maintenance Manager. The primary reason that leave was untaken was due to picking up additional workload due the absence of the Housing Manager.

CEO @ 18 days leave

COO @ 10 days leave

MM @ 5 day leave

- **Committee were pleased to meet staff and thanked them for giving their time**
- **Committee noted the report re: Housing Manager**
- **Committee approved 'buying back' 33 days leave as indicated above**

## 6j Governance and 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. A brief description of a potential data breach was discussed with committee. It was re-iterated that there was one SHR notifiable event reported and recorded.

- **Committee noted the report.**

## 6k. Use of the Company Seal and Membership

Since the last meeting:

- There was 1 Sole to Joint Membership  
Membership No: 445  
08<sup>th</sup> March 2022
  - There was 1 New Membership  
Membership No: 767  
18<sup>th</sup> February 2022
  - There was 1 Joint to Sole Membership  
Membership No: 585  
21<sup>st</sup> February 2022
- **Committee noted the report.**

## 7. HEALTH & 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. The COO updated committee that there were NIL outstanding actions from the Health & Safety Audit and the Fire Risk Assessment.

- **Committee noted the report.**

## 8. DONATION REQUEST

SHE Scotland submitted a lengthy proposal to committee asking for sponsorship / funding ranging from £500.00 thru £14,850.00

Committee considered the proposal and debated various elements enclosed therein. The chair put a vote to committee to donate £2,000.00. Committee instructed a donations/sponsorship form be created to better record these transactions, requests, approvals and what monies are being used for. This has been undertaken.

- **Committee approved a donation of £2000.**

## 9a. A.O.C.B.

Committee are keen to implement a summer fun day or BBQ – this will require a sub-committee to form and staff to be involved. Ideas to be proposed and sub-committee formed.

- **Committee noted the AOCB and are keen to undertake a function within the local community.**

## 10. Date of next Committee Meeting

It is proposed the next meeting be held on Wednesday, 20<sup>th</sup> April 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 20<sup>th</sup> April 2022**

Signed **REDACTED PERSONAL DATA**

Date: 20<sup>th</sup> April 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.**