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**COLIN FRASER ON REDACTED PERSONAL DATA**



## **Committee of Management**

### **Minutes of Meeting – 20<sup>th</sup> April 2022**

**Present:**

Colin Fraser  
George Thomson  
Jim Hemphill  
George Nicol  
Amanda Aitchison  
Donna Anderson  
Elizabeth Robertson  
Fiona Marshall

**In attendance:**

Larke Adger (CEO)  
David Mills (COO)

**Guests:**

Jennifer Queripel (May Murray LLP) – Observing Behaviours  
Lorna Shaw (Research Resource) – Presentation to Committee

**1. Election of Temporary Chairperson to facilitate meeting until item no. 5.**

George Thomson, Vice Chair, assumed the role of Chair to run the meeting, until the vote ballot to appoint a new Chairperson.

**2. APOLOGIES:**

Stacey Powch-Scott  
Joe Moir  
Jon Douglas

### **3. MINUTES OF MEETING 16<sup>th</sup> March 2022**

The Minutes of the meeting held 16<sup>th</sup> March 2022 were **approved** by Committee.

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

There were NIL matters arising from the previous minutes.

### **5. DECLARATIONS OF INTEREST**

There were NIL declarations of Interest.

### **6. ELECTION OF A NEW CHAIRPERSON**

The Vice Chair assumed the role of Chairperson to oversee the election of a new Chairperson. Events were monitored by the CEO, COO and a Governance Consultant observer.

#### **Chairperson**

A ballot to propose and vote for a new Chairperson was held.

2 Committee members were proposed and the Chair was announced as Colin Fraser by a majority decision.

#### **2<sup>nd</sup> Vice Chair**

As Colin Fraser had previously held the position of 2<sup>nd</sup> Vice Chair, a secondary ballot to propose and vote for a new 2<sup>nd</sup> Vice Chair was held.

3 Committee members were proposed and the 2<sup>nd</sup> Vice Chair was announced as Jim Hemphill by a majority decision.

The Vice Chair passed control of the meeting to the new Chair, Colin Fraser, who continued with the business of the committee meeting.

### **7. WGHC Tenant Satisfaction Survey Results (Appendix 1)**

18.45hrs: Lorna Shaw of Research Resource joined the meeting, via Zoom, to present to committee the headline results of the Tenant Satisfaction Survey undertaken during February 2022.

Lorna presented to committee for approx. 15/20minutes with various statistics and findings from the TSS. Committee members asked for clarification on some findings and results to better understand the rationale of the results. Overall, WGHC have returned an outstanding survey.

- **Committee noted the report.**

Committee members thanked Lorna for her presentation and she, subsequently, left the meeting at 19.02hrs.

### **8. Engagement Plan (SHR) (Appendix 2)**

The Chair re-read the SHR engagement plan, verbatim, to committee members. Thereafter, the CEO informed and further explained SHR concerns and the contents and reasons for the Governance Improvement Action Plan.

Various committee members, the Chair and the CEO held discussions regarding the Governance Improvement Action Plan.

- **Committee noted the report.**
- **Committee discussed the Governance Improvement Action Plan**

## 9. FINANCE AND ADMINISTRATION

### 9a. Cash in Bank

All cash balances across the 5 x WGHC bank accounts were presented and a summary total provided, which stood at £1.35million. There was a decrease of £330k from the figure reported to Committee in March due to the expenditure incurred within the kitchen replacement programme.

- **Committee noted the report.**

### 9b. Corporation Tax Declaration

The CEO confirmed to the Committee of Management that WGHC had paid the Corporation Tax due to HMRC for the preceding financial year 2021; this payment was due by 1<sup>st</sup> January 2022. The sum paid was £901.55

- **Committee noted the report.**

### 9c. Approved Contractors List ([Appendix 4](#))

Section 11 of the WGHC Financial Regulations Policy states that:

WGHC will maintain an approved lists of contractors, suppliers and consultants from whom most works, supplies and services should be procured. The Committee must approve any additions to or deletions from the list.

- 4 Contractors were added
- 1 Contractor were removed

Committee asked why some of the Contractors were being added and removed and an operational explanation was provided to Committee by the COO.

- **Committee approved the changes to the approved contractors list.**

## 10. REPAIRS AND MAINTENANCE UPDATE

### Kitchen Replacement Programme.

The replacement kitchen programme is now complete. Of the 72 properties in the area 71 were completed with one tenant refusing a new kitchen. The final cost for this project came in at **£406,084.06** inclusive of VAT. This was 6% over budget.

## Bathroom / Toilet Replacement Programme

This consists of 100 properties in Granton Mill Crescent, Granton Mill Drive, Granton Mill Gait and Granton Mains Bank. These properties are now due a bathroom replacement and we plan to undertake the replacements later in this financial year.

- **Committee noted the report.**

### 11. **Changeworks (Appendix 3)**

Committee read and discussed the Changeworks proposal regarding EESSH2 Social Housing Strategy Development. The CEO sought approval from Committee to commission a report costing £8k to undertake a property analysis with the aim of assisting WGHC work toward EESH2.

- **Committee approved the proposal and authorised CEO to engage.**

### 12. **Governance**

#### 12a. **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 COO confirmed that WGHC have not received any FOI requests or SARs during the past month. It was re-iterated that there was one SHR notifiable event reported and recorded.

- **Committee noted the report.**

#### 12b. **Membership and Use of the Company Seal**

Since the last meeting:

There has been ONE membership terminated

Membership No: 323

13<sup>th</sup> March 2022

- **Committee noted the report.**

#### 12c. **Health and Safety Report**

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 Assessments.

Committee are to receive an annual Health and Safety Training Course, provided by ACS Risk Management. This has been booked for 16.30hrs on Wednesday 18<sup>th</sup> May 2022.

- **Committee noted the report.**

### 13. **A.O.C.B.**

- **NIL**

### 10. **Date of next Committee Meeting**

It is proposed the next meeting be held on Wednesday, 18<sup>th</sup> May 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 18<sup>th</sup> May 2022**
- **Committee to attend Health and Safety Training on Wednesday 18<sup>th</sup> May 2022 at 16.30hrs.**

Signed **REDACTED PERSONAL DATA**

Date: 18<sup>th</sup> May 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.**