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COLIN FRASER ON **REDACTED PERSONAL DATA**



Committee of Management

Minutes of Meeting – 18th May 2022

Present: Colin Fraser
George Thomson
Jim Hemphill
George Nicol
Donna Anderson
Elizabeth Robertson
Fiona Marshall
Stacey Powch-Scott
Joe Moir

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

Guests: Erin Mullen – Prospect Community Housing Association

1. APOLOGIES:

Amanda Aitchison
Jon Douglas

2. MINUTES OF MEETING 20th April 2022

The Minutes of the meeting held 20th March 2022 were **approved** by Committee.

3. MATTERS ARISING FROM THE MINUTES

Committee member corrected the date of the last meeting (from 16th March to 20th).

4. DECLARATIONS OF INTEREST

There were NIL declarations of Interest.

5. GUESTS, VISITORS, OBSERVERS

Erin Mullen, Prospect Community Housing Association (acting as WGHC financial agent) to present Quarterly Management Accounts Report.

6. CASH IN BANK

All cash balances across the 5 x WGHC bank accounts were presented and a summary total provided, which stood at £1.45million. There was an increase in the sum of £62k from the figure reported to Committee in April.

- **Committee noted the report.**

7. BANK RATE INCREASE INFORMATION

Committee were updated with both the recent bank rate increases and the higher climbing levels of inflation, reported at 9%. In May 2022 the bank rate had been raised to 1% (following 4 previous successive increases from 0.1%, 0.25%, 0.5% and 0.75%)

- **Committee noted the report.**

8. PRESENTATION OF 4TH QUARTERLY MANAGEMENT ACCOUNTS

Erin Mullen from Prospect Community Housing Association joined the meeting via Zoom at 19.40hrs to present the Quarterly Management Accounts.

The Quarterly Management Accounts (**appendix 1**) were presented to committee. The Chair asked if budgets “equal out” over time and a discussion regarding ‘year zero budgeting’ was explained by both Erin and the CEO to the Chair and the wider committee. [Erin Mullen left the meeting at 19.52hrs.](#)

- **Committee noted the report.**
- **The Chair thanked Erin Mullen on behalf of the committee**

9. PRESENTATION OF 4TH QUARTERLY PERFORMANCE REPORTS

The Quarterly Performance Report (**appendix 2**) were presented to committee by the COO. The report included both positive and negative areas of performance which were discussed by committee. Void management in particular was identified and it was confirmed back to committee that the relet time had been decreased to try and address the issue.

- **Committee noted the report.**

10. ARC APPROVAL

The completed Annual Return on the Charter (ARC) was presented to committee (**appendix 3**) in order for approval by committee prior to submission to the Scottish Housing Regulator by the required deadline of 31st May 2022. Evidence to support the submission was discussed and some examples provided for committee.

- **Committee reviewed and approved the ARC for submission to SHR by the CEO**

11. FIVE YEAR FINANCIAL PROJECTION - APPROVAL

The Five Year Financial Projections (**appendix 4**) are based on the WGHC Annual Budgets and 30 Year Maintenance & Component Replacement Plan which went up to Committee for their approval on 16th March 2022 Five Year Financial Projections. Committee discussed elements of the financial projections to include potential future loans and/or gross rental increases etc.

- **Committee reviewed and approved the FYFP for submission to SHR by the CEO**

12. NEW MISSION STATEMENT

Following suggestion and discussion at the recent Committee residential weekend (22/23 April 2022), a new mission statement was proposed to committee for wider roll-out and implementation. There was general committee discussion and it was agreed to add the word 'our' to the proposed mission statement.

“Our tenants are paramount in everything we do”

- **Committee approved the new WGHC mission statement.**
- **Committee asked for a newsletter article to announce this.**

13. MAY MURRAY LLP – CONTRACT EXTENSION

Governance is a key regulatory standard within the Scottish Housing Regulatory Framework. Governance consultants can help the board decide if it's best to develop existing board director talent or recruit new ones.

Having successfully worked with WGHC for the past year, with Office bearers, Committee members and Senior Staff, Committee are asked to approve the appointment of May Murray LLP for a further 2 years, commencing June 2022

- **Following discussion and questions regarding procurement and tendering, Committee approved the 2 year extension to the May Murray LLP contract.**

14. GOVERNANCE ACTION PLAN

Committee reviewed and discussed, at length, the Governance Action Plan (**appendix 5**) noting outcome requirements and achievement dates. Many areas were successfully achieved during the residential weekend 22/23 April 2022. Consequently, an additional training day has been booked and paid for in advance for attendance by all committee members and May Murray LLP (governance consultants) for Tuesday 05 July 2022.

- **Committee considered and approved the training plan for 2022-23**
- **Committee noted that yet to be achieved should be completed by 05/07/22**

15. COMMITTEE RESIDENTIAL WEEKEND – FEEDBACK

On 22nd and 23rd April 7 WGHC Committee Members (along with staff members CEO and COO) attended an overnight residential training event at the Dalmahoy Hotel in Kirknewton. All the training workshops were facilitated and presented by WGHC's

Governance Consultants, May Murray LLP (Jennifer Queripel and Ahsan Khan). WGHC has 11 Committee Members.

- **Committee noted the report.**
- **Committee discussed recruitment for additional committee members**
- **Committee re-affirmed commitment to attending committee events**
- **Committee requested 'running agenda' item re: recruitment**

16. COMMITTEE PROTOCOL

Following a proposal by WGHC's governance consultants, May Murray LLP, discussion with both the CEO and COO and following discussions during the Governing Body Residential Weekend, a WGHC Management Committee Protocol was agreed. Committee protocol provided at each board table position for reference.

- **Committee noted the report.**

17. GOVERNANCE & COMPLIANCE REPORT

The COO presented a governance and compliance report to committee.

- FOISA / EIR Requests since last meeting = One*
- Subject Access Requests since last meeting = NIL
- Information Data Breaches since last meeting = NIL
- Open Notifiable Events with SHR = NIL

* FOI request regarding the use of Expanded Polystyrene Cladding within WGHC estate. 20 working days to respond. Response provided within 1 working day.

18. STAFFING UPDATE

The CEO has now received the latest Occupational Health Report in regard to the ongoing absence and ill health of our Tenancy Manager. The CEO will report back on the outcome of the above hearing in the June Committee reports.

- **Committee noted the report.**

19. SPONSORSHIP & DONATION REQUEST

A WGHC tenant is an aspiring boxer and member of the Meadowbank Amateur Boxing Club. She very often has to self-fund trips and entry into competitions. She (via her boxing coach) has approached the WGHC for a donation to assist with her endeavours. Committee discussed the tenant and the wider community. Committee agreed to donate £1000 to the tenant, subject to receipt of a completed donation form.

- **Committee agreed and approved a donation in the sum of £1000**

20. SUMMER COMMUNITY EVENT DAY

In its 2022-23 Rent Consultation to tenants, WGHC advised that if tenants opted for the 4% rent increase that we would be able to host a seasonal family outdoor event each year. Committee have agreed to host an event and formed a working group to plan the event. The proposed date is Saturday August 27th 2022. The working group is comprised

of: Jim Hemphill, Fiona Marshall and George Thomson. A budget of £4000 has been allocated to this event.

- **Committee noted the report**
- **A working group was formed.**
- **An indicative date for the event was agreed.**

21. MEMBERSHIP & USE OF THE COMPANY SEAL

There was one new membership within the month.

Membership Number: **768**, Commenced 02 May 2022

- **Committee noted the report**

22. HEALTH & SAFETY REPORT

There have been no Health & Safety incidents to report since the last meeting

WGHC have received quotations from various companies to address drainage issues within some WGHC tenancies. Some of the quotations received have produced disproportionate sums relative to the potential risks. Payment of these sums would represent poor value to WGHC.

Alternative and much more realistic quotations have been sought with a contractor appointed to attend to one of the drainage issues to see the outcome vs. the cost.

- **Committee noted the report**

23. ANY OTHER COMPETENT BUSINESS

Committee Health & Safety Training has been booked for all committee members on Thursday 09 June 2022 @ 16.30

- **Committee noted the report**

24. DATE OF NEXT COMMITTEE MEETING

It is proposed the next meeting be held on Wednesday, 15th June 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 15th June 2022**
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Signed **REDACTED PERSONAL DATA**

Date: 15th June 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.