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COLIN FRASER ON REDACTED PERSONAL DATA



Committee of Management

Minutes of Meeting – 15th June 2022

- Present:** Colin Fraser
George Thomson
Jim Hemphill
Donna Anderson
Elizabeth Robertson
Joe Moir
- In attendance:** Larke Adger (CEO)
David Mills (COO)
- Guests:** Scott McCreddie – Wylie + Bisset (Internal Auditors)

1. APOLOGIES:

Amanda Aitchison
Stacey Powch-Scott
George Nicol
Fiona Marshall

2. MINUTES OF MEETING 20th April 2022

The Minutes of the meeting held 18th May 2022 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. GUESTS, VISITORS, OBSERVERS

Scott McCreadie from Wylie + Bisset acting as WGHC's internal auditor.

6. INTERNAL AUDIT SERVICE PLAN

Scott McCreadie (Wylie + Bisset) joined the meeting, via MS Teams, at 18.35hrs

Scott McCreadie presented the draft internal audit plan for 2022-25 (**Appendix 1**) to Committee.

Scott McCreadie (Wylie + Bisset) left the meeting at 18.43hrs

- **Committee approved the draft internal audit plan.**
- **The Chair thanked Scott McCreadie on behalf of the committee**

7. CASH IN BANK

All cash balances across the 5 x WGHC bank accounts were presented by the CEO and a summary total provided, which stood at £1.48million. There was an increase in the sum of almost £65k from the figure reported to Committee in May.

- **Committee noted the report.**

8. LOAN PORTFOLIO RETURN

The CEO presented the Annual Loan Portfolio Return (**Appendix 2**) to the Committee for approval before submission to the SHR.

WGHC has 372 properties.

302 of the 372 properties are being used for loan security.

This means 70 properties are unencumbered.

- **Committee approved the Loan Portfolio Return.**

9. ANNUAL CEO STATEMENT OF IMPAIRMENT

At the end of each financial year, WGHC is required to assess whether there is any indication that any of its assets may be impaired. It is important for WGHC to note its impairment of assets to ensure that these are not carried at more than their recoverable amount (i.e. their fair value less costs of disposal and value in use).

- **Committee agreed there was no evidence of impairment of the value of the housing stock.**
- **Committee approved the carrying value of the land and buildings as stated by the CEO.**

10. CLOSE OF FINANCIAL AUDIT MEETING

Chiene & Tait are WGHC's External Financial Auditor. The 2022 financial audit was held remotely (off site) in the week beginning 31st May 2022. The Assistant Finance Officer, Jiewen Gao, assisted with the audit as did Prospect Housing Association as our financial agent and the WGHC CEO.

Before the draft financial statements are presented to Committee for their final approval, they must be run past all the persons concerned. This is done at a Close of Audit Meeting.

The Close of Audit Meeting is scheduled for: Monday, 20th June 2022 at 10.00 a.m.

Thereafter, the draft Financial Statements will be formally presented to the July Committee Meeting for signing off by two Committee Members and the Secretary (CEO).

- **Committee noted the report.**
- **Committee discussed Pension contributions**

11. GOVERNANCE ACTION PLAN UPDATE

Following a recent Notifiable Event, the Scottish Housing Regulator expressed concern around the decision making of the Committee of Management. As each of the outcomes are achieved, the CEO will continue to advise our Scottish Housing Regulation Manager. The last update was sent to SHR on 27.05.22.

The CEO sent a copy of the updated Governance Action and Training Plan. SHR acknowledged receipt to the CEO and confirmed no further information was required for the time being.

- **Committee noted the report.**

12. SFHA GOVERNING BODY MEMBER GUIDANCE – CUSTOMISED FOR WGHC

As part of the Governance Action Plan, David Mills (COO) has customised the SFHA Governing Body Members Guidance for WGHC Committee Members.

- **Committee accepted their individual copies of the SFHA/WGHC Governing Body Members Guidance (for future and ongoing reference).**

13. APPROVED CONTRACTORS & SUPPLIERS LIST

Committee were asked to approve the addition and removals of contractors and suppliers from the WGHC Approved Contractors and Suppliers List.

In addition to those companies described within the committee reports, it was requested that the minutes also reflect Specialized Signs as being a further addition.

- **Committee approved the updated Contractor & Supplier List.**

14. COMMUNITY VOLUNTEER DAY

Everwarm were asked to provide some 'community benefits' to WGHC Tenants and/or the local community as part of the contracted works undertaken last financial year (kitchen replacement programme).

Both the CEO and COO have committed to working on a joint volunteer project with Everwarm on Friday 17 June 2022 preparing, packing and delivering approx.. 300 meals to local residents from the 'Empty Kitchens, Full Hearts' charitable programme

- **Committee noted the report.**

15. GOVERNANCE & COMPLIANCE REPORT

The COO presented a governance and compliance report to committee.

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

- **Committee noted the report.**

16. STAFFING UPDATE

The CEO and COO advised Committee about the Staffing Sub Committee decision following an Ill Health Capability Hearing regarding the Tenancy Manager; and to advise on a change in contractual hours in regard to another staff member.

- **Committee noted the report.**

17. SPONSORSHIP AND DONATION UPDATE

A WGHC tenant is an aspiring boxer and member of the Meadowbank Amateur Boxing Club. Committee agreed to donate £1000 to the tenant, subject to receipt of a completed donation form. Committee were updated as to the progress of the tenant with various photographs and publicity pictures.

- **Committee noted the report.**

18. COMMUNITY EVENT DAY

A working group comprised of: Jim Hemphill, Fiona Marshall and George Thomson, with a budget of £4000 have been allocated to the event. A request from the working group has suggested asking Sheena Farrell to assist with their planning / project management.

- **Committee noted the report**

19. MEMBERSHIP & USE OF THE COMPANY SEAL

There was one new membership within the month.

- ❖ Membership Number: **769**, Commenced 13th June 2022

There was one cessation of membership within the month.

- ❖ Membership Number: **716**, Ceased 29th May 2022

- **Committee noted the report**

20. HEALTH & SAFETY REPORT

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

There have now been 3 incidents of flooding within 6 Colonsay Close (2) and Waterfront Park (1) – two of which, have occurred in the weekend of the Platinum Jubilee. The main incoming pipework to the buildings is of a plastic nature and ‘pin holes’ appear – under pressure, resulting in reasonably substantial leaks. Ordinary emergency plumbers have indicated not being able to fix, only temporarily alleviate, with specialist contractors attending to replace plastic piping.

- **Committee noted the report**

21. CASUAL VACANCY ENDS

A casual vacancy on the committee was fulfilled by a member who failed to attend for four consecutive meetings. Under the rules, the member is then removed from the committee. Committee were asked to vote to allow the member to re-join committee on a casual vacancy basis. Committee unanimously refused and indicated the ex-member concerned should re-apply for full committee membership at the AGM in September 2022.

- **Committee noted the report.**
- **Committee unanimously agreed to wait until AGM in September 2022.**

22. ANY OTHER COMPETENT BUSINESS

The CEO requested £360.00 for WiFi for FaceNorth. Committee indicated they would like to see some due diligence and quotations for a cheaper / more competitive package.

- **Committee noted the report**

23. DATE OF NEXT COMMITTEE MEETING

It is proposed the next meeting be held on Wednesday, 20th July 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 20th July 2022**

Signed **REDACTED PERSONAL DATA**

Date: 20th July 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.