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**COLIN FRASER ON REDACTED PERSONAL DATA**



## **Committee of Management**

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

**Present:** Colin Fraser  
Jim Hemphill  
Donna Anderson  
Fiona Marshall  
Stacey Powch-Scott  
George Nicol

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

**Guests:** Jeremy Chittleburgh (Chiene & Tait)  
Colin James (Prospect Community Housing Association)

#### **1. APOLOGIES:**

Amanda Aitchison  
Elizabeth Robertson  
Joe Moir  
George Thomson

#### **2. MINUTES OF MEETING 15<sup>th</sup> June 2022**

The Minutes of the meeting held 15<sup>th</sup> June 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

- Jeremy Chittleburgh from Chiene & Tait acting as WGHC's external (financial) auditor.
- Colin James from Prospect Community Housing Association acting as WGHC's financial agent (outsourced)

#### 6. FINANCIAL ACCOUNTS PRESENTATION

Both Jeremy Chittleburgh and Colin James joined the meeting, via MS Teams, at 18.35hrs

Jeremy Chittleburgh presented draft financial statements for 2022. The presentation included 4 appendices (1a thru 1d) constituting the financial statements, audit summary report, letter of representation and RSL technical guidance.

Committee discussed challenges ahead, i.e. sustainability, net zero, inflation rates, contractors leaving the sector. Chiene & Tait indicated that Committee undertake various "what if" scenarios for future planning.

Both Jeremy Chittleburgh and Colin James left the meeting at 18.53hrs

- **Committee approved the draft financial statements**
- **Committee approved the management letter**
- **The Chair, 2<sup>nd</sup> Vice Chair and Secretary signed the financial statements and management letter**
- **The Chair thanked both Jeremy and Colin for their presentation 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 £1.42million. There was a decrease in the sum of almost £57k from the figure reported to Committee in June. The CEO informed Committee of moving £200k from Santander to RBS. The CEO informed Committee of moving £21k FROM Bank of Scotland to RBS.

- **Committee noted the report.**
- **Committee noted the transfer of £200k from Santander to RBS**
- **Committee noted the closing of Bank of Scotland**

#### 8. FRAUD REGISTER AND FINANCIAL CONTROLS

The CEO presented the annual Fraud Declaration from the Fraud Register (Appendix 2) to the Committee for noting. During the past 12 months, there was 1 attempted fraud which was quickly detected, stopped and dealt with.

- **Committee noted the Fraud Register declaration**

## 9. BUSINESS PLAN

In March 2022, Committee approved the annual revision of the Business Plan for 2022-25 ([Appendix 3](#)). Since then, Committee have approved a change in the organisation's mission statement. Based on Committee discussions around the new mission statement and outcomes from the Committee Training Day on 5<sup>th</sup> July, the CEO has revised the corporate objectives.

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

## 10. STAFF POLICY

The WGHC Staff Policy ([Appendix 4](#)) was last revised in 2017. Various updates were sent to the CEO by EVH. In addition, the SFHA regularly sent the CEO various guidance. The Staff Policy has been updated. The policy is based on the many human resource model policies which EVH have made available to their members, of which WGHC is one.

- **Committee approved the revised Staff Policy**

## 11. FINANCIAL REGULATIONS POLICY

The policy has been updated to reflect the new delegated authority of the COO. The CEO has increased the COO's level of authority which is correct within his Grade 9 (2<sup>nd</sup> in command) position within the organisation. The proposed increases of level of authority are to match that of the CEO in most areas within the policy. This is to allow the COO to assume more responsibility and allow him to support the CEO in her role by being able to sign off and approve more areas of work to enable the CEO to have more time to concentrate and work on the more strategic aspects of her role.

- **Committee approved the Financial Regulations Policy**

## 12. GOVERNANCE ACTION PLAN

Committee were asked to read the governing body role descriptions ([Appendix 6](#)) and acknowledge that once approved these will become the new role descriptions for the WGHC Committee of Management.

- **Committee noted the report**

## 13. CHANGWORKS PROPOSAL

The proposal outlines the approach to data analysis that is required for WGHC to understand the current levels of energy efficiency across its housing stock, to start to develop a strategy to achieving the Energy Efficiency Standards for Social Housing 2 (EESH2), and to develop a programme of property upgrades. The cost of the works is £8,976 including VAT. The CEO has the authority to approve the cost of this project. However, given its strategic importance for the organisation, the CEO is keen that Committee actually make the decision about the spend on this project.

- **Committee approved the spend for the Changeworks Proposal**

## **14. ANNUAL ASSURANCE STATEMENT: SELF-ASSESSMENT**

The CEO and COO are undertaking preparatory works and evidence gathering in support of providing the WGHC Annual Assurance Statement for 2022. The Annual Assurance Statement is required by the Scottish Housing Regulator and is due for submission, annually, by 31<sup>st</sup> October. To fulfil this important requirement, over the coming months, there will be a segment within Committee meetings set aside to discuss the Annual Assurance Statement and make any (relevant) short presentations.

- **Committee noted the report**
- **Committee were given opportunity to ask either the CEO or COO questions**

## **15. COMMUNITY VOLUNTEER DAY – COMMITTEE UPDATE**

On Friday 17<sup>th</sup> June 2022, The CEO and COO from WGHC joined with Neil Webster, Business Development Manager from Everwarm to volunteer at Empty Kitchen, Full Hearts. The charitable programme exists to turn surplus food into healthy meals for those who need them. To date, they have provided over 1.5million meals to folk within Edinburgh.

- **Committee noted the report**

## **16. 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.**

## **17. PRENTICE CENTRE - UPDATE**

The Prentice Centre recently announced it would be closing its doors to the community on Friday 1st July 2022 due to lack of funding. The CEO visited the Centre and spoke with their manager, Moira Finning. Moira Finning has confirmed that she will work the evening of WGHC's AGM on 5th September to allow this event to go ahead as a planned. The CEO has confirmed that all 3 staff who will be on duty that night are to invoice WGHC for overtime and they will be paid accordingly for providing the service to us.

- **Committee noted the report.**

## **18. RBS - MANDATE**

2 Former committee members have been removed from the RBS mandate list. 2 new signatories are required. The Chair and 2<sup>nd</sup> Vice Chair have been proposed.

- **Committee formally approved the removal of 2 signatories (former members)**
- **Committee formally approved the addition of 2 signatories (Chair and 2<sup>nd</sup> Vice Chair)**

## **19. 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. Saturday 29<sup>th</sup> October 2022 between 12.00 and 16.00hrs has been proposed for the event. The working group have agreed to reconvene for further and future updates in readiness for the next committee meeting.

- **Committee noted the report**

## **20. MEMBERSHIP & USE OF THE COMPANY SEAL**

There were no commencement or cessation of memberships within the month and/or since the last minuted committee meeting.

- **Committee noted the report**

## **21. HEALTH & SAFETY REPORT**

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

- **Committee noted the report**

## **22. HOUSE FIRE @ 3 GRANTON MAINS BRAE**

On 12<sup>th</sup> July 2022, around 3.40pm, WGHC staff were alerted to a house fire at 3 Granton Mains Brae. The property was a 2 bedroom terrace, with 2 tenants, 1 adult and 1 child. Thankfully, neither were injured, although both were treated for smoke inhalation. The Fire Brigade, Ambulance and Police all attended.

Damage to the upstairs of the property is substantial and deems it legally uninhabitable. WGHC at this time do not have a timescale or cost of the works to bring it back up to a statutory habitable standard. The family have been successfully re-housed (within 5 4 working days) and are now tenants of Hillcrest Housing Association.

- **Committee noted the report.**

## **23. ANY OTHER COMPETENT BUSINESS**

Committee members raised the issue of appendices and volume of paperwork to be read prior to committee meetings – it was explained that, usually, certain months of the year had ‘heavier workload’ than others, i.e., when there are audited financial statements or regulatory return submissions etc.

Wendy Riordan applied to join the committee on a casual vacancy basis. This was approved by committee.

Joe Moir was granted a leave of absence until August 2022.

- **Committee noted the report**

## 23. DATE OF NEXT COMMITTEE MEETING

It is proposed the next meeting be held on Wednesday, 17<sup>th</sup> August 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 17<sup>th</sup> August 2022**

Signed **REDACTED PERSONAL DATA**

Date: 17<sup>th</sup> August 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.**