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**COLIN FRASER ON REDACTED PERSONAL DATA**



## Committee of Management

### Minutes of Meeting – 21<sup>st</sup> September 2022

**Present:** Colin Fraser  
Stacey Powch-Scott  
George Nicol  
Liz Robertson  
Wendy Riordan  
Morag Orr  
George Thomson  
Joe Moir

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

As this was the first committee meeting since the AGM, the last elected (former) Chair Colin Fraser hosted the meeting until a new Chair was elected under item 6.

#### 1. APOLOGIES / Rule 40.2 Attendance

Amanda Aitchison  
Jim Hemphill

The CEO presented and re-iterated the rule 40.2 and rules 41 thru 41.8 indicating that no committee members were affected by those rules and the meeting could continue.

#### 2. MINUTES OF MEETING 17<sup>th</sup> August 2022

The Minutes of the meeting held 17<sup>th</sup> August 2022 were **approved** by Committee after the identification and correction of some typographical errors were highlighted and noted.

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

There were no matters arising from the previous minutes.

### **4. DECLARATIONS OF INTEREST**

There were no declarations of Interest.

### **5. GUESTS, VISITORS, OBSERVERS**

- Craig Heron (Regulation Manager- SHR)
- Carolyn Anderson (Regulation Analyst, SHR)
- Ross Morris (Scottish Housing Network)
- CF to welcome new Committee members Morag Orr and Wendy Riordan. Introductions to be made all around.

### **6. ELECTION OF OFFICE BEARERS**

At the point of issuance of committee papers, detailed explanation was given as to the process for the election of:

- A new Chair
- A Vice Chair
- A 2<sup>nd</sup> Vice Chair

At the time of issuance of committee papers there were two nominations respectively for the vacant positions of Chair and Vice Chair meaning that a secret ballot would be held.

However, just prior to the committee meeting, a nominee withdrew their nominations and made their apologies for non-attendance at the meeting.

#### **ELECTION OF A CHAIR**

Subsequently and accordingly, the single nomination of Colin Fraser was proposed for election as Chair. By a unanimous show of hands, Colin Fraser was elected Chair.

Colin Fraser acting in the official capacity of Chair assumed conventional control of the remainder of the meeting.

#### **ELECTION OF A VICE CHAIR**

Subsequently and accordingly, the single nomination of George Thomson was proposed for election as Vice Chair. By a unanimous show of hands, George Thomson was elected Vice Chair.

#### **ELECTION OF A 2<sup>nd</sup> VICE CHAIR**

Subsequently, the single nomination of Wendy Riordan was proposed for election as 2<sup>nd</sup> Vice Chair. By a unanimous show of hands, Wendy Riordan was elected 2<sup>nd</sup> Vice Chair.

- **Committee subsequently approved the election of the three office bearers. (proposed by LR / seconded by GN)**

## **7. AFFIRMATION: CODE OF CONDUCT & DECLARATIONS SIGNED**

Rule 34.5 of the Rules states that: “*No Committee Member may take office until they have agreed to and signed the Cooperative’s code of conduct for Committee Members*”.

Following the AGM, all Committee members were issued the SFHA Code of Conduct for Governing Body Members and the WGHC Declaration of Interests Form. All Committee members have signed and returned both documents and this has been formally affirmed.

- **Committee noted the report**
- **Induction Policy to be provided to two new Committee members (MO / WR)**

## **8. PERFORMANCE ANALYSIS 2021/22 PRESENTATION**

Ross Morris from Scotland’s Housing Network gave a 30 minute, 35 slide presentation to Committee indicating WGHC performance benchmarked (compared) against that of **20** other similar sized housing co-operatives and housing associations across Scotland. In addition, national averages were also given, allowing further comparison as to WGHC performance nationally. Ross welcomed questions throughout the presentation and questions were posed by Committee members (SPS / WR / CF / LR / MO)

- **Committee noted the report / presentation**
- **Committee asked questions / sought clarification on statistical information from the presentation**
- **Committee requested further information on homelessness and ‘right first time’ repairs to be presented at a future meeting**
- **The Chair thanked Ross on behalf of Committee for attending and presenting**

Ross Morris left the meeting at 19.20hrs.

## **9. 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 £1.53million. There was an increase in the sum of almost £46.5k from the figure reported to Committee in August. Interest ratio cover was discussed along with current inflation (9.9% - August 2022) and the trend of rising interest rates and further rises to inflation.

- **Committee noted the report**
- **Committee asked questions regarding future ‘what if’ financial modelling scenarios**

## **10. AGM FEEDBACK REPORT**

The 32nd AGM took place on Monday 5<sup>th</sup> September 2022 at 6.30pm in the local community centre: The Prentice Centre. 10% of membership were required to achieve quorum.

20 Members physically attended.

18 proxies were submitted.

38 overall attendance so quorum was achieved.

Rule 69.1 states that each year, WGHC must appoint at the AGM, a qualified auditor. At the August Meeting, Committee approved the engagement of Chiene & Tait as our financial auditor for the 3rd year running and approved that this be put to the membership to confirm their appointment at the AGM. This was subsequently approved at the AGM. The named individuals on page 1 of these minutes were all elected as Committee members for 2022/23. The Committee of Management is now comprised of 10 members and 5 vacancies, therefore, exist.

A discussion was held with regard to better promotion of the AGM to ensure a higher membership attendance rate. GT suggested that a questionnaire be sent to tenants to try and improve engagement for future attendance. SPS

- **Committee noted the report**
- **GT suggested a questionnaire is sent to all tenants to improve engagement**
- **SPS suggested this become an agenda item for the November meeting**

## **11. GOVERNANCE & COMPLIANCE REPORT**

The COO presented his governance and compliance report to Committee. He highlighted that statutory regulatory returns had been completed to both the F.C.A. and the SHR in terms of submission of Financial Statements and supporting documentation for the financial year ending 31st March 2022.

- 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

The response was answered in full within the prescribed 20 working day allowance by the COO

- **Committee noted the report.**

## **12. ANNUAL ASSURANCE STATEMENT – UPDATE**

The CEO and COO jointly presented information and evidence in support of the upcoming annual assurance statement submission due 31<sup>st</sup> October 2022. In this session, time was spent discussing, answering questions and providing evidence to Committee with regard to Regulatory Standard No. 6.

- **Committee noted the report**
- **Committee asked and were given examples of evidence in support of the statements made within section 6**

## **13. PROCAST – CONTRACT UPDATE**

Committee previously approved the appointment of PROCast for component replacement works (Bathroom replacements, Area 2 / EICR various / Boiler replacements, Area 5)

PROCast have a dedicated Tenant Liaison Officer (TLO) who has written to all affected tenants. Works started on site on Tuesday 20 September 2022. Works are programmed for completion by Friday 16<sup>th</sup> December.

- **Committee noted the report**

#### **14. MCGILL FACILITIES MANAGEMENT – UPDATE**

It was confirmed to Committee that McGill Facilities Management had gone bankrupt and the company dissolved. Committee were asked to approve the removal of McGill from the contractor / supplier list.

- **Committee noted the report**
- **Committee approved the decision to remove McGill from the contractor / supplier list**

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

There were no commencements of membership since the last meeting. There were no cessation of memberships. The company seal has not been used since the last Committee meeting

- **Committee noted the report**

#### **16. HEALTH & SAFETY REPORT**

There were no Health & Safety incidents to report since the last meeting.

- **Committee noted the report**

#### **17. SCOTTISH HOUSING DAY – ARCHIE PRESS RELEASE**

ARCHIE partners recently met to discuss their Activity Plan and Objectives for the next 12 months. The top 3 priorities agreed were Committee and Board Member Training, Shared Policy and Good Practice and finally, Campaigning/Lobbying. As well as agreeing these priorities, ARCHIE members released a press statement in support of Scottish Housing Day which took place on 14<sup>th</sup> September 2022.

- **Committee noted the report**

#### **18. ANY OTHER COMPETENT BUSINESS**

- Committee were reminded of the Annual Strategy Day – being undertaken on 30th September 2022 at the Caledonian Hotel, Edinburgh.
- Committee requested that KERAX (contractor) undertake weed-killing spraying of some driveways.
- Committee requested gutter cleaning be undertaken within areas of the estate prone either to pine needles and/or heavy moss.
- Committee requested a ‘salt bin’ to be installed at the end of Granton Mains Court.
- Committee requested further information be provided within the quarterly performance reports with regard to maintenance plans.
- Committee requested that the condition of 50 properties be undertaken on a quarterly basis with regard to condition of gardens, drives, pathways etc.
- **Committee noted the report**
- **Committee made discussed and made requests as per the above**

## 19. DATE OF NEXT COMMITTEE MEETING

It was proposed the next meeting be held on Wednesday, 19<sup>th</sup> October 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 held on Wednesday 19<sup>th</sup> October 2022**

Signed **REDACTED PERSONAL DATA**

Date: 19<sup>th</sup> October 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 some grammatical and/or spelling errors. Apologies are extended in these rare circumstances.**