

If you would like to discuss these minutes or any other Committee related matter, please contact your chairperson,

**COLIN FRASER ON REDACTED INFORMATION**



## Committee of Management

### Minutes of Meeting – 16<sup>th</sup> November 2022

**Present:** Colin Fraser  
George Thomson  
Wendy Riordan  
George Nicol  
Liz Robertson  
Jim Hemphill  
Lynne Jameson

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

#### 1. APOLOGIES

Stacey Powch-Scott  
Amanda Aitchison  
Morag Orr

#### 2. MINUTES OF MEETING 19<sup>th</sup> October 2022

The Minutes of the meeting held 19<sup>th</sup> October 2022 were **approved** by Committee. These were proposed by WR and seconded by GN.

#### 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 from Committee. However, the CEO & COO will leave the meeting when item No. 9 and No 21 are discussed. In addition, the COO will leave the room when item No. 23.1 is discussed.

## 5. GUESTS, VISITORS, OBSERVERS

- **6.35 p.m.** Gary Pearson & Stephen Strachan from Changeworks will present the findings of their Stock Data Analysis to achieve EESSH2 standards to Committee. **Attendance in person.**
- **7.10 p.m.** Colin James, Finance Manager from Prospect Community Housing Association will present the 2<sup>nd</sup> Quarterly Financial Management Accounts to Committee. **Virtual Attendance.**

## 6. CHANGWORKS WGHC PRESENTATION

WGHC's 372 properties were analysed to determine current EESSH2 compliance rate and what 'off the shelf' measures would be required to reach or work towards the Scottish Government's ambitious target of an Energy Efficiency Rating of Band B by 2032.

Gary Pearson and Stephen Strachan presented their analysis and findings to Committee following earlier submission of their comprehensive report to Committee (**Appendix 1**)

- **Committee noted the report**
- **Committee sought clarification on various statistics and costs**
- **The Chair thanked both Gary and Stephen for attending and their interesting information and report**

Gary Pearson and Stephen Strachan left the meeting at 19.05hrs

## 7. 2<sup>nd</sup> QUARTERLY MANAGEMENT ACCOUNTS REPORT

Colin James, Prospect CHA joined the meeting via MS Teams at 19.07hrs

The QMA Report (**Appendix 2**) was presented to Committee and headline results of the second quarterly management performance presented to Committee. Headline figures are shown:

Income and Expenditure	Actual YTD £	Budget YTD £	Variance £
Operating Income	1,076,028	1,075,429	599
Operating Costs	(847,338)	(1,016,870)	169,532
<b>Net Operating Surplus</b>	<b>228,690</b>	<b>58,559</b>	<b>170,131</b>
Net Finance Charges	(20,200)	(13,404)	(6,796)
Corporation Tax	(392)	(750)	358
<b>Surplus after Tax</b>	<b>208,098</b>	<b>44,405</b>	<b>163,693</b>

- **Committee noted the quarterly management account report**
- **The Chair asked if future interest rate rises would be detrimental to WGHC and the loan portfolio. Due to the 'fixed rates' that were agreed on 3 of the 5 loans before the recent raises in both inflation and interest rates, this wouldn't present a problem**
- **The Chair thanked Colin for the presentation on behalf of the Committee**

Colin James left the meeting at 19.18hrs

## 8. 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 £1.642million. There was an increase in the sum of almost £41k from the figure reported to Committee in October. Interest ratio cover was discussed along with inflation (11.1% - October 2022) and the trend of rising interest rates and further rises to inflation. Interest ratio cover was declared at 1071%.

- **Committee noted the report**

## 9. WAGES BALLOT – EVH

The CEO and COO left the meeting whilst Committee discussed this item

Various information was provided regarding inflation, interest rates and the cost of living crisis. For One year only, it is proposed that:

- ❖ All staff regardless of grade/hours worked will receive a monthly payment of £150 in each of the months of January, February and March 2023. These payments would be subject to normal tax and NI deductions, be paid through payroll and would not attract a pension contribution.
  - ❖ A proposed pay increase of 5.25% on all salary points from 1<sup>st</sup> April 2023.
- **Committee voted in favour of the EVH ballot**
  - **Committee approved both proposals indicated above**

The CEO and COO were invited back into the meeting by Committee

## 10. APPLICATION TO FILL A COMMITTEE CASUAL VACANCY POSITION

Committee considered and discussed an application to fill a casual vacancy position (**Appendix 3**) on the Committee of Management. Having discussed various element of the completed application form:

- **Committee unanimously rejected the application**

## 11. DRAFT ENTITLEMENTS POLICY

A revised and updated 'model' payments, entitlements and benefits policy (**Appendix 4**) created by the SFHA was presented to Committee consideration. Committee found 3 errors that have been corrected.

- **Committee asked that the benefit table on page 17 be updated to include some EVH terms (we are members of both SFHA and EVH)**
- **Committee approved the updated policy on the assumption the item above is altered.**

## 12. COO JOINS SHN BOARD OF TRUSTEES

WGHC are members of Scotland's Housing Network which is comprised of 124 member organisations:

- ALL 32 Scottish Local Authorities
- 92 RSLs (Associations and Co-operatives)

The COO attended an interview process with the CEO of SHN (Andrea Finkel-Gates) and the Chair of the Board of Trustees of SHN (Bill Banks, Group CEO of Kingdom Housing Group) and has been co-opted onto the Board of Trustees. The COO attended his first Board meeting on Tuesday 15<sup>th</sup> November 2022.

- **Committee noted the report**

## 13. DEFERRED APPEAL

An appeal from a tenant was put before the Committee for their consideration during the October meeting. The Committee deferred their decision pending additional information from the tenant. The appeal related to a request to keep a pet dog within the FQ flatted development. This followed a previous appeal to keep a therapy dog within the same flatted development. The circumstances of this appeal were different from the previous appeal although seeking the same outcome. Having considered the documentation provided:

- **After much discussion and deliberation, Committee agreed to grant permission for the tenant to keep the 'therapy dog' within the flatted development irrespective of development burdens and the clauses within the signed SSTA. The decision was evidence based taking into account the Equality Act, guidance from Assistance Dogs UK and exceptional medical circumstances supported by a GP letter.**
- **Committee indicated that the decision would be reviewed in the event of any report of the dog causing nuisance or distress or any other breach of the tenancy agreement**
- **Committee instructed the CEO to make the tenant aware that the decision was only relevant to the current dog. If the dog were to pass, the tenant would not have automatic right to replace with another dog.**

## 14. IMPROVING ATTENDANCE AT THE AGM

Committee have previously asked for this item to be maintained as a 'running agenda' item for future discussion and consideration. This month, due to 3 apologies, the item was not further discussed and will carry forward to the December Committee meeting.

- **Committee noted the report**

## 15. UPDATE: GUTTING PLANNED WORKS

Following the report provided by the COO last month, the COO was pleased to report and confirm to Committee that a re-tender exercise was undertaken with 3 providers to appoint a contractor to undertake gutter cleaning within areas 1 and 2, comprised of 219 properties.

The COO further reported that the chosen contractor already provides services to many WGHC tenants and has offered, if WGHC are pleased with the standard and quality of the works to hold their 2022 price for the same works again in 2023.

- **Committee noted the report**
- **Committee approved the addition of J&P Window Cleaning to the approved Contractors list**

## **16. QUARTERLY PERFORMANCE REPORT**

The COO presented the (cumulative) Quarterly Performance Report to Committee (**Appendix 5**). Overall, there have been some performance improvements which is encouraging. There is still some work to be done in two, specific, areas: ASB resolution and average days to re-let a property.

- **Committee noted the report**

## **17. GOVERNANCE & COMPLIANCE REPORT**

The COO presented his governance and compliance report to Committee. He briefly described current and pipeline workload. As has become standard practice, the COO also reported:

- 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.**

## **18. PROCAST CONTRACT UPDATE**

Unfortunately, during the October Committee meeting the COO had to report to Committee that there were issues with the PROCast contract and that as a result, the works would be 'suspended' for a week to allow time for catch up works and snagging. The COO was pleased to report to Committee that since this occurrence and following onsite meetings with the MD and Commercial Director, the works had greatly and significantly improved. The COO will continue to update Committee on a monthly basis until completion of the contract.

- **Committee noted the report**

## **19. HEALTH & SAFETY REPORT**

There were no Health & Safety incidents to report since the last meeting. The COO informed Committee that two new "First Aid at Work" (First Aiders) would be required. The COO and the Housing Assistant have volunteered to fulfil this task.

- **Committee noted the report**

## 20. MEMBERSHIP & USE OF THE COMPANY SEAL

Since the last meeting, there have been:

- ❖ 1 commencement of joint membership  
Membership Number **771**  
Type: Mutual Exchange
- ❖ 0 cessation of membership
- **The Chair applied the WGHC seal to the membership certificate (771)**
- **The Chair and 2<sup>nd</sup> Vice Chair signed the membership certificate (771)**
- **Committee noted the report**

## 21. STAFF EXPENSES / CHRISTMAS MEAL

The CEO and COO left the meeting whilst Committee discussed this item

A proposal was set forth before Committee to seek approval for staff to have a Christmas meal in accordance with the entitlements policy. Committee deliberated this and:

- **Committee instructed this to be a regular ‘November’ agenda item**
- **Committee approved the proposal for a staff Christmas meal**

The CEO and COO were invited back into the meeting by Committee

## 22. TOUGH TIMES & HARD CHOICES PRESENTATION

Committee were informed that the Office bearers and Senior Management had attended a 1.5hr presentation “Tough Times & Hard Choices” from Paul McNeill of HRC Ltd. This gave an insight into the current cost of living crisis, global financial crisis, the war in Ukraine, inflation at 11.1% and interest rates at 3% and the impact this potentially may have within the sector over the coming 18-24 months.

- **Committee noted the report**
- **Committee requested to think of future attendees for similar presentations / reasons**

## 23. ANY OTHER COMPETENT BUSINESS

A long standing Committee member had recently retired from the Committee having served in excess of 30 years. Committee were asked if they wished to present a gift or award in accordance with the entitlements policy.

- **Committee discussed the request and LR abstained from the discussion due to relationship**
- **Committee authorised the CEO to approach the family and ascertain what a suitable gift might be and thereafter obtain with a value of up to £225.00**

Committee asked for an update on the situation with regard to GMB03.

- **The COO provided Committee with an update and indicated that it was a desire to have the property inhabitable by 03 April 2023 to coincide with the new rent financial year. However, it was unclear this far in advance as to whether this would/could be achieved**
- **Committee noted the report**

Committee were asked to vote as to whether or not to proceed with any of the Changeworks recommendations from their earlier presentation.

- **Committee refrained and indicated they would wish to wait for the outcome of the ESSH2 report.**

The COO left the meeting whilst Committee discussed this item

The CEO presented a case for the re-evaluation of the COO salary point. This was discussed via the presentation of a tabled paper, item 23.1.

- **Committee unanimously approved the salary adjustment as proposed.**

The COO was invited back into the meeting by Committee

## **24. DATE OF NEXT COMMITTEE MEETING**

It was proposed the next meeting be held on Wednesday, 21<sup>st</sup> December 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 21<sup>st</sup> December 2022**

Signed

**REDACTED INFORMATION**

Date: 21<sup>st</sup> December 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.**