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COLIN FRASER ON Redacted Information



Committee of Management

Minutes of Meeting – 21st December 2022

Present: Colin Fraser
George Thomson
Wendy Riordan
George Nicol
Liz Robertson
Amanda Aitchison
Morag Orr
Lynn Jameson
Stacey Powch-Scott
Jim Hemphill

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

1. APOLOGIES

NIL – Full Committee of Management attendance

2. MINUTES OF MEETING 19th November 2022

The Minutes of the meeting held 19th November 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.

5. GUESTS, VISITORS, OBSERVERS

There were no guests, visitors or observer at this meeting

6. 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 £1.574million. There was a decrease in the sum of almost £67k from the figure reported to Committee in December. The decrease was, primarily, linked to the payment of a large invoice to PROCast.

Interest ratio cover was discussed along with inflation (10.7% - December 2022) and the trend of rising interest rates to try and quell further rises to inflation.

- **Committee noted the report**

7. WAGES BALLOT – EVH

At the October 2022 meeting, Committee approved two proposed rent increases of 6% and 7% to go out for tenant consultation. 372 consultation forms were sent out.

- 73 were returned (last year we received 63 responses).
- This is a return rate of 19.6% (last year it was a 16.6% return rate).

This is the highest return WGHC have had in recent years. It is accepted across the sector that a return of 5% is good. Committee were advised that until WGHC were sure what the Scottish Government decided in terms of a rent freeze or rent cap, the Committee were asked to make their decision on the rent increase for WGHC. This was subject to change depending on the decision announced by the Scottish Government.

- **Committee unanimously voted in favour of a 6% rent increase for 2023/24**
- **Committee acknowledged the possibility of a further Committee meeting in January 2023 if the Scottish Government imposes a rent freeze or cap that would negate the 6% planned increase voted in favour.**

8. CYBER ESSENTIALS

Committee were advised that IASME had changed the scope of assessment for Cyber Essentials accreditation this year as 'cloud based' services, software and systems accessed by WGHC are now within scope.

The COO forecast the accreditation would take a little extra work and effort this year but would, ultimately, be achieved. Once accredited, the new certificate will be published on the WGHC website and Committee updated accordingly.

- **Committee noted the report**

9. COMMITTEE WELCOME MEETING / MEMBERSHIP TRAINING

Committee asked if training could be provided/refreshed with regard to the undertaking of the Committee welcome/membership meeting with prospective new tenants and/or existing tenants updating membership from sole-to-joint etc.

Our Governance Consultants, May Murray LLP, have kindly put together a 2 hour training session for 8 of the Governing Body members able to undertake the welcome meetings.

- **Committee approved Tuesday 24th January 2023 as the preferred training date**
- **Committee noted the report**

10. PROPOSED PAY INCREASE / EVH BALLOT

In November 2022, the Committee voted in favour of a pay increase of 5.25% for staff for 2023-24 and in addition to make 3 x £150 cost of living payments in January, February and March. The Committee voted in favour of the proposal.

The CEO completed the ballot paper on Committee's behalf and submitted it back to EVH. The ballot closed. The CEO was formally notified of the result in an email from EVH and this was presented to Committee. The overwhelming majority of EVH members and the Union **voted in favour** of the proposals.

- **Committee noted the report**

11. DOMESTIC ABUSE POLICY

In 2018 and 2019, the CEO sat on the Edinburgh Working Group for Domestic Abuse. The Working Group was run by the City of Edinburgh Council and there were 7 members, of which WGHC was one. Scottish Women's Aid also sat on the Group. The remit of the Group was to produce a Domestic Abuse Policy for Edinburgh Social Landlords.

The CEO had not formalised the policy and presented it to the Committee for their approval. A copy of our policy will also be sent on to the CIH.

- **After much discussion and deliberation, Committee approved the Domestic Abuse Policy**
- **Committee asked the CEO to further liaise with Scottish Women's Aid to potentially update the policy (or other relevant) to include the six priority family types identified as being at highest risk of child poverty:**
 - lone parent families,
 - minority ethnic families,
 - families with a disabled adult or child,
 - families with a younger mother (under 25),
 - families with a child under 1, and
 - larger families (3+ children).

12. PROCast CONTRACT UPDATE

PROCast were appointed to undertake three phased elements of component replacement works on behalf of WGHC;

- 87 x Bathrooms / WC's within Area 2
- 100 x Electrical Installation Condition Reports (EICRs) – rolling 5 year programme
- 11 x Boiler Installations within Area 5

The COO was happy to report marked improvement in progress following senior management meetings on site and following some tenant feedback. 52 bathrooms were completed. 8 boilers were completed. 45 x EICRs were completed.

The COO will continue to update Committee on a monthly basis until completion of the contract.

- **Committee noted the report**

13. PROCUREMENT UPDATE

Via Public Contract Scotland (PCS), a 48 month term contract was advertised which constitutes 'regulated spend' as we are considered a public authority. The contract is for: [Reactive Service Contract for Gas Central Heating Maintenance & Repairs and Annual Gas Safety Checks](#).

Over the 48 month term, the anticipated spend is £180,000 (£45k per annum). The tender 'close' date was advertised at 06 January 2023 in order that required 'stand still' periods could be observed and/or a short request for an extension in order to award the contract in time for commencement on 01 April 2023.

- **Committee noted the report**

14. CEO ANNUAL REVIEW

The CEO's 360 Appraisal (where all Committee and staff were surveyed on the CEO's performance) was undertaken, along with her individual Appraisal Form. The 360 Appraisal survey was carried out independently by EVH. On 16th December 2022, the Chair formally signed off the Review Report.

The outcome of the review was that the Staffing Sub Committee were happy with the CEO's performance over the past 12 months. The CEO is working towards her Fellowship Membership with the Chartered Institute of Housing. The CEO continues with personal development through her monthly sessions with her own Executive Coach, from Think Distinct.

- **Committee noted the report and also identified the following CEO objectives:**
- **Develop a 2023 WGHC Culture Change Project Plan by 31st March 2023**
- **Prepare revised business plan options for Committee by March 2023 based on the Scottish Govt rent freeze and no evictions legislation, and potential increased bad debts due to cost of living crisis with the aim for new Business Plan by April 2023**
- **Prepare a report on the actions planned to review the procurement of contracts to ensure full compliance**

15. COO ANNUAL REVIEW

The COO volunteered to have a 360 Appraisal carried out independently by EVH. This closed on 20th December 2022. The 360 Appraisal is the same as the CEO's 360 Appraisal survey, where all Committee and all staff had the opportunity to assess the COO's performance.

In addition to the 360 Appraisal, the COO will complete his own individual Annual Performance Review Form. The CEO will meet with the COO in mid-January 2023 to

carry out the COO's performance review. Thereafter, the COO will carry out the performance reviews of the Housing Manager and Maintenance Manager, who then in turn will carry out the reviews of their staff.

- **Committee noted the report.**

16. 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.**

17. HEALTH & SAFETY REPORT

There were no Health & Safety incidents to report since the last meeting. The COO gave Committee an update with regard to the PROCast work sites and the plans for their shut down over the Xmas / New Year period.

- **Committee noted the report**

18. SHR LETTER RE: MOULD AND DAMPNES

Following the publication of a letter from the Scottish Housing Regulator regarding damp, mould and condensation, the CEO and COO agreed to provide Committee with both a Policy and Procedure to robustly deal with reports and the management of damp, mould and condensation.

- **Committee noted the report**

19. MEMBERSHIP & USE OF THE COMPANY SEAL

Since the last meeting, there have been:

- ❖ 2 updates to membership
Membership Numbers **65** and **173**
Type: Sole to Joint
- ❖ 0 cessation of membership
- **The Chair applied the WGHC seal to the membership certificate (65 and 173)**
- **The Chair and 2nd Vice Chair signed the membership certificate (65 and 173)**
- **Committee noted the report**

20. COMMITTEE TRAINING PLAN

Following the Committee appraisals and the Annual Strategy Day, May Murray LLP have

developed the Committee of Management Training Plan for the next year. Committee were asked to have a look through the plan and discuss. Committee requested the addition of a ‘domestic abuse’ training session and requested that, where possible, training sessions be held on a Friday and at the Village Hotel, locally

- **Committee approved their training plan**
- **Committee agreed to a poll for suggested dates**

21. WGHC FUNDING RECEIVED

The CEO was delighted to announce to Committee that our Housing Manager, **Donald Martin**, had been successful in securing £38,040 in funding from the SFHA in support of Cost of Living support work for WGHC tenants and the wider community. The SFHA is responsible for assessing applications for the Scottish Government’s Social Housing Fuel Support Fund.

Fuel top up codes for prepay meters/fuel payments for dry meters	40	£100.00	£4,000.00
Provide a warm and welcoming space	40	£100.00	£4,000.00
Provide winter coats, hats, scarves, gloves and winter boots/shoes.	20	£130.00	£2,600.00
Provide electric blankets/throws	40	£75.00	£3,000.00
Provide microwaves	20	£85.00	£1,700.00
Provide kettles,	20	£27.00	£540.00
Provide slow cookers	20	£40.00	£800.00
Provide pressure cookers	20	£100.00	£2,000.00
Provide air fryers	20	£50.00	£1,000.00
Provide carpet and underlay	20	£600.00	£12,000.00
Provide winter bedding sets	20	£95.00	£1,900.00
Provide & install thermal curtains	20	£225.00	£4,500.00
			£38,040.00

- **Committee noted the report**
- **Committee requested the CEO to pass on heartfelt thanks to Donald Martin, the Housing Manager**

22. OTHER SUPPORT WORKS FOR WGHC TENANTS

The CEO presented further and other ideas to Committee that are being worked on in support of providing other needed resources to WGHC tenants and the wider community, i.e. An energy advisor to visit tenants in their homes, FACENorth and the Lothian Policy Innovation Partnership.

- **Committee noted the report**

23. ANY OTHER COMPETENT BUSINESS

Following questions and discussion, the following items were mentioned:

- An updated was provided to Committee regarding the fire damaged property at 03 Granton Mains Brae.
- Committee requested that both the interview room and Executive offices are 'sound-proofed' to better afford confidentiality.
- Staff consultation regarding the playing of music in reception

24. DATE OF NEXT COMMITTEE MEETING

It was proposed the next meeting be held on Wednesday, 15th February 2023 at 6.15pm. 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 15th February 2023 @ 6.15pm**

Signed

Redacted Information

Date: 15th February 2023

Chairperson

NB: Committee Board Papers available upon request, contact our office.

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