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COLIN FRASER ON REDACTED INFORMATION



Committee of Management

Minutes of Meeting – 15th February 2023

Present: Colin Fraser (Chair)
George Thomson (Vice Chair)
Wendy Riordan (2nd Vice Chair)
Liz Robertson
Amanda Aitchison
Jim Hemphill
Morag Orr
Lynn Jameson
Billy Maloney

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

1. APOLOGIES

NIL – Full Committee of Management attendance

2. MINUTES OF MEETING 21st December 2022

The Minutes of the meeting held 21st December 2022 were **approved** by Committee. These were proposed by WR and seconded by JH.

3. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the previous minutes.

4. DECLARATIONS OF INTEREST

JH declared an interest in agenda item 23
The CEO and COO declared an interest in agenda item 27

5. GUESTS, VISITORS, OBSERVERS

Colin James, Finance Manager, Prospect Community Housing Association
Les Graham, Maintenance Manager, West Granton Housing Co-operative Ltd

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 £1.565million. There was a slight decrease in the sum of £9k from the figure reported to Committee in December reported at £1.574million. Interest ratio cover was discussed (110% required by lenders, 950% achieved) along with inflation sitting at 10.5% and the trend of rising interest rates to try and quell further rises to inflation. Interest rate reported at 4%.

- **Committee noted the report**

7. PRESENTATION OF 3RD QUARTERLY MANAGEMENT ACCOUNTS

Colin James, Finance Manager, Prospect Community Housing Association acting at WGHC financial agent, joined the meeting at 18.18hrs via MS Teams.

Appendix 1 was referenced by all Committee members. A summary of the cumulative management accounts for the period 01st April thru 31st December 2022 was presented to Committee by Colin. Headline figures, Income and operating expenditure, statement of financial position, covenants, financial KPIs and statement of cashflow were indicated.

- **Committee noted the report**
- **The Chair thanked Colin for his time and attendance**

Colin James, Finance Manager, Prospect Community Housing Association acting at WGHC financial agent, left the meeting at 18.26hrs.

8. PRESENTATION OF 3RD QUARTERLY PERFORMANCE REPORT

Appendix 2 was referenced by all Committee members. The COO presented the cumulative performance report for the period 01st April thru 31st December 2022. Committee were advised of gross rent arrears, ASB cases, non-emergency repair times, emergency repair times, stock turnover, void spend per property, average days for re-lets, void loss, complaints performance etc.

JH, WR, MO, LR and CF asked questions related to performance and in particular details regarding the re-instatement of GMB03 (a property heavily damaged by fire). The CEO, COO and Maintenance Manager answered various questions.

- **Committee noted the report**

9. RENT POLICY 2023-2024

Appendix 3 was referenced by all Committee members. The CEO presented the draft copy of the Rent Policy for 2023-24 highlighting points for consideration by Committee, i.e. rent increase @ 6% and the calculation to achieve the rent increase across the stock.

- **Committee approved the Rent Policy for 2023-2024**

10. MANAGEMENT OF DAMP, MOULD & CONDENSATION POLICY

Appendix 4 was referenced by all Committee members. The COO presented and discussed the draft Management of Damp, Mould and Condensation Policy and Procedures highlighting various points for consideration by Committee. Following unfortunate events in England and letters received from the Scottish Housing Regulator, WGHC reviewed and updated both its Policy and Procedures to ensure robust and swift action to reports of mould or damp to both remediate and/or eradicate. Committee were advised of a website update in this regard. CF, MO, LR and WR asked various questions which were answered by the COO, CEO and Maintenance Manager.

- **Committee unanimously approved both the Policy and Procedures for the management of damp, mould and condensation**

11. COMMITTEE “WELCOME MEETING” NOTES

Appendix 5 was referenced by all Committee members. The CEO presented and discussed the revised Committee ‘welcome meeting’ notes, script, FAQs and leaflets available for use in the meetings attended by prospective tenants with Committee members. WR requested that a rota be produced so that Committee members are aware who will be undertaking the meetings. This was approved subject to changes in availability at short notice.

- **Committee approved all documents presented in the pack as Appendix 5**

12. STRATEGY AWAY DAY 2023

The CEO discussed the rationale of the annual strategy away day for the benefit of the new Committee members. In accordance with previous Committee requests, the venue had been agreed at The Village Hotel. Various dates were discussed and dismissed.

- **Committee unanimously agreed and approved **Friday 06 October 2023****

13. AGM 2023 – TENANT CONSULTATION

Committee were aware of the requirement for an annual general meeting. Quorum has been achieved for the past meetings, but only just. 10% of members are required to attend for quorum to be achieved and the meeting to proceed. Committee expect all members to attend the AGM. Traditionally, The Prentice Centre had been used, but this venue had now closed. Committee were asked to discuss options and alternatives.

The preferred option was Edinburgh College (Granton Campus) with the secondary option of Craigroyston High School.

The consultation is to be sent to all tenants with 3 suggestions: A Tuesday evening, A Thursday evening or A Saturday morning. Committee discussed incentives for attendance.

- **Committee noted the report and agreed upon a tenant consultation**
- **Committee approved 3 x prizes (random draw) for 3 x Morrisons vouchers in the sum of £100, £50 and £50**

14. WRITTEN RESOLUTION – CASUAL VACANCY TO CO-OPTEE

The CEO confirmed to Committee the result and outcome of the written resolution seeking Committee approval to change the status of Billy Maloney’s Committee membership from that of a Casual Vacancy to that of a Co-Optee. 75% of Committee membership are required to approve a written resolution. 100% of Committee membership agreed the resolution.

- **Committee noted the report**

15. CO-OPTEE APPLICATION

Appendix 6 was referenced by all Committee members. The CEO presented the application of James Matthews to be Co-Opted onto the Committee. The Committee studied the application and an ‘assumed error’ was noted by GT. This was discussed. The Committee approved for James Matthews to be Co-Opted onto the Committee **subject to clarification** from James Matthews that he had answered a question incorrectly in error.

- **Committee noted the application and unanimously approved**
- **The COO is to contact James Matthews to clarify the detail of the ‘assumed error’**

16. KERAX – RENEWAL OF LANDSCAPING SERVICES / GRASS CUTTING

The COO presented details to Committee of a renewal quotation for the period 03 April 2023 thru 31 March 2024 in respect of provision of landscaping services to the common areas around the estate and the renewal of the grass cutting service (garden aid) to eligible tenants. The rates were discussed.

Annual landscaping would cost £14,160.00 per annum

Grass cutting would cost £14,361.00 per annum

It was agreed this would be the last time the contract would be extended and next year, the contract would be advertised on the ‘open market’ via Public Contracts Scotland.

Further discussions were had regarding trees within the estate, especially the conifers visible within GMA. This led to further discussion regarding the common areas around the former Prentice Centre that WGHC had traditionally attended. However, now the Prentice Centre would be in new hands a new agreement is required to be negotiated. The COO was charged with liaising with the new leaseholders (TAG)

- **Committee unanimously approved the extension of the contract for 1 year to KERAX at the rates of £14,160.00 and £14,361.00 per annum as discussed (above)**

17. APPOINT NEW GAS CONTRACTOR 2023-2024

A new contract for “Reactive Service Contract for Gas Central Heating Maintenance & Repairs and Annual Gas Safety Checks” was advertised via the Public Contracts Scotland (PCS) portal. 4 companies, initially, expressed interest but by the closing date, 2 companies had submitted compliant tenders. Following in-house scoring, a recommendation was submitted to Committee for discussion and approval.

Contractor	Price (65%)	Quality Scoring out of 80	Quality (35%)
Saltire FM	£6,203.11 (Incl VAT)	55/80	69%
Lothian Gas	£4,912.68 (Incl VAT)	66/80	83%

- **Committee discussed the contractors**
- **Committee approved the award of the contract to Lothian Gas**

18. APPROVED CONTRACTORS LIST – AMENDMENTS

Management requested the addition of Scotdrain to the approved contractor list and the addition of 3 x suppliers: EVH, SFHA and CostCo.

Management asked Committee to note the trading names of:

Harbour Connections (formerly Quay Community)

Harbour Homes Scotland (formerly Port of Leith Housing Association)

- **Committee approved the additions of Scotdrain, EVH, SFHA & CostCo**
- **Committee noted the report and the change of trading names**

19. PROCAST CONTRACT UPDATE

The COO asked the MM to update Committee with regard to the progress of the PROCast contract works.

The MM informed Committee that:

All 87 Bathrooms / WCs under contract had been completed

All 11 Boilers installations under contract had been completed, however, our independent gas works inspector had found installation issues that required rectification. It was noted that none of the issues were a health & safety hazard or danger to our tenants.

Of the 85 x EICR inspections contracted, 78 were completed by PROCast.

Committee had a general discussion regarding the performance of PROCast which was not entirely complimentary. The MM has been asked to ensure that future works that require constant access to homes are not undertaken during the winter months.

The COO reported to Committee regarding the issuance of a cheque for £4000 from PROCast in lieu of Community Benefits that was being used to provide a warm space and hot meals for disadvantaged families within the local area and from 3 primary schools that would benefit the families during the February half term break.

- **Committee noted the report**
- **Committee were delighted to hear that the Community Benefit element of the contract was being successfully utilised.**

20. 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 = One*
- Subject Access Requests since last meeting = NIL
- Information Data Breaches since last meeting = NIL
- Open Notifiable Events with SHR = NIL

* The FOISA request was from the BBC requesting details of evictions. The COO had fully responded to the request on the same day as received so well within the timescales required.

- **Committee noted the report**

21. FINANCIAL AUDITS 2023 (INTERIM & FINAL)

Chiene & Tait were appointed WGHCs auditors at the 2022 AGM. The CEO presented the auditing plan to Committee. The interim audit will be held on 28th February to 03rd March 2023. It will include work in respect of ISA315.

The final financial audit will be held in the week commencing 29th May 2023. Thereafter, there will be a clearance meeting. Once this is completed, the findings will be presented to Committee for approval and signing.

Once signed, copies will be provided to: SHR, FCA, NBS and members at the AGM.

- **Committee noted the report**
- **A member asked if there was going to be an audit sub-committee but it was indicated that the whole Committee would see the results**

22. SOUNDPROOFING TO INTERVIEW ROOM / CEO & COO OFFICES

Following a request from Committee, the Interview Room has now been better sound-proofed via the installation of a secondary door and seals. Acoustic panelling has been sourced for installation to one wall each within the CEO and COO offices.

- **Committee noted the report**

23. CIH COURSE STUDY BY A COMMITTEE MEMBER

JH left the room whilst this item was discussed by Committee. JH had requested to study for the level 2 certificate in housing practice over 16 weeks at the cost to WGHC of £600. Committee discussed the merits and JH was invited back to the meeting thereafter.

- **Committee unanimously approved the course attendance by JH**
- **The Chair informed JH that the course had been approved by Committee**

24. HEALTH & SAFETY REPORT

There were no Health & Safety incidents to report since the last meeting. The COO gave Committee an update with regard to a 'trip hazard' that had been present within a tenant's garden and the request from the HM team for them to attend to the same. It was pointed out to Committee that in the event that the tenant had not attended to the issue, on the basis that WGHC were now aware of it, we would have corrected the issue and levied a re-charge accordingly. Irrespective of the terms of the SSTA, once we are aware of an issue, we become jointly liable.

- **Committee noted the report**

25. MEMBERSHIP & USE OF THE COMPANY SEAL

Since the last meeting, there have been:

- ❖ 2 updates to membership:
 - Membership Number **163**
Type: Sole to Joint
 - Membership Number 772
Type: Sole
- ❖ 3 cessation of membership:
 - Membership Number 163 (deceased)
 - Membership Number 5 (deceased)
 - Membership Number 520 (termination)
- **Committee noted the report**

26. COST OF LIVING SUPPORT WORK UPDATE

The COO gave Committee and update with regard to the award of £38k in grant funding available for both WGHC tenants and the wider, local, community. A communication strategy had been implemented at the time of the meeting with tenants already benefitting from the fund. A breakdown was provided thus:

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

In addition, Committee were advised that further funding had been applied for that would be destined for to provide further and additional support for both WGHC tenants and the wider, local, community.

- **Committee noted the report**

27. CEO & COO PAYMENT

Both the CEO and COO left the room whilst this item was discussed by Committee. Due to staff shortages both had not been able to take their annual allocation of leave with the CEO falling short by 25 days and the COO by 7 days. Accordingly, Committee were asked to approve payment to both the CEO and COO in lieu of annual leave not taken.

- **Committee discussed the payment to both the CEO and COO and approved the payment in lieu of leave not taken**
- **Committee stated that, in the future, a maximum of 10 days would be paid in the event that leave could not be taken.**

28. ANY OTHER COMPETENT BUSINESS

Following questions and discussion, the following items were mentioned:

- The CEO had been elected as Chair of ARCHIE for the 3rd consecutive year.
- The rear fence of GMW04 has been damaged from the local shop car park by vehicle reversing into it. It was requested that the fence be repaired as it was witnessed that local youths were already further damaging the fence.
- The emergency callout number on the website was questioned for Aquarius

29. DATE OF NEXT COMMITTEE MEETING

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

Signed

REDACTED INFORMATION

Date: 15th March 2023

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.