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COLIN FRASER ON **REDACTED INFORMATION**



Committee of Management

Minutes of Meeting – 26th April 2023

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

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

1. APOLOGIES

George Thomson (Vice Chair)

2. MINUTES OF MEETING 15th March 2023

The Minutes of the meeting held 15th March 2023 were **approved** by Committee. These were proposed by WR and seconded by JH.

3. MATTERS ARISING FROM THE MINUTES

Committee were informed that Prospect Community Housing Association have confirmed their position to continue as the outsourced financial agent for WGHC for the period April 2023 thru March 2024.

4. DECLARATIONS OF INTEREST

Sheena Farrell, AHO, would be excused from the meeting for items 12 and 13 of the agenda.

5. GUESTS, VISITORS, OBSERVERS

Sheena Farrell, Assistant Housing Officer, 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 £1.259million. There was a decrease in the sum of £84.5k from the figure reported to Committee in March reported at £1.343million. Inflation reported at 10.4% (10.1% in the previous month) and the trend of rising interest rates to try and quell further rises to inflation. Interest rate reported increased to 4.25%.

- **Committee noted the report**

7. CORPORATION TAX DECLARATION

West Granton Housing Co-operative is a not for profit organisation. It is therefore only liable to pay Corporation Tax on any interest received from the cash it has in its Bank Accounts. Tax is paid on a preceding year basis. In the financial year 2021-22, WGHC received £3.5k in interest. The Corporation Tax Rate is 19%. The CEO confirmed to Committee the payment £665 in lieu of Corporation Tax was paid to HMRC on 18th November 2022.

- **Committee noted the report**

8. SHR ENGAGEMENT PLAN FOR WGHC 2023-24

Following its annual risk assessment, WGHC had been awarded the status of “**Compliant**” by the Scottish Housing Regulator.
“Compliant” is the ideal regulatory status.

- The other two awards which can be issued are “Working Towards Compliance” or “Non-Compliant”. Non-Compliance usually results in Regulator Intervention.
- **Committee noted the report**

9. ANNUAL GENERAL MEETING (AGM) 2023 - VENUE

Following various previous Committee suggestions regarding both the date and venue for the WGHC AGM 2023, it was confirmed the date and time for the AGM would be 11.00hrs on Saturday 09 September 2023, held at the local Prentice Centre.

- **Committee noted the report**

10. COMMITTEE MEMBER RECRUITMENT POLICY

Appendix 1 was referenced by all Committee members. The CEO presented the draft Committee Member Recruitment Policy, providing confirmatory details of election at the WGHC AGM, Casual Vacancies and Co-optees.

- **Committee unanimously approved the Committee Member Recruitment Policy**

11. SHR ENGAGEMENT PLANS WITH OTHER RSLs

The CEO presented abbreviated details taken directly from the Scottish Housing Regulator and their engagement plans with 4 identified Housing Associations. In 2 of the 4 cases, both regulatory standards 1 and 6 were found as “weaknesses”. Further regulatory standard 3 was identified as a “concern” in 1 of the cases.

- **Committee noted the report**
- **Committee discussed WGHC governing body performance on a comparison basis to others known within the Greater Edinburgh Area.**

Due to a declaration of interest, Sheena Farrell, AHO, left the meeting at this point.

12. CULTURE CHANGE MANAGEMENT PROGRAMME

Although previously discussed, the CEO further presented and re-iterated the WGHC culture change management programme in accordance with one of her objectives set by the governing body. This involved discussion as to where “we are now” and “where we want to be” moving forward. This prompted further discussion as to “how we will achieve this” – identifying the consultants and plans who will be engaged to assist us, i.e. May Murray LLP and Think Distinct.

- **Committee approved the plan, unanimously**
- **Committee noted the report**

13. PROPOSED RECOMMENDATIONS FOR STAFFING REVIEW

Proposals were discussed regarding a staffing review, including job descriptions, job titles, departmental titles and staffing of departments. As well as discussion, organograms were used to assist in demonstrating the proposed plans.

- **Committee approved the proposed recommendation**

Sheena Farrell, AHO, was re-admitted to the meeting following items 12 and 13.

14. RE-MODELLING OF WGHC RECEPTION AREA

The COO described the current reception area and following alterations to the offices of the CEO, COO and the Committee Board Room, indicated what changes were being proposed to make the reception area more open and inviting to tenants and visitors. ‘Before’ and ‘After’ photos were used to demonstrate the layout.

- **Committee noted the report**
- **Committee asked if the lighting might be improved as it is felt ‘harsh’ currently. The COO will report once the re-modelling is complete.**

15. ASSURANCE STATEMENT EVIDENCE REVIEW 2023-2024

The CEO and COO jointly presented and for the benefit of the new Committee members reminded the governing body of the SHR requirement to submit an annual assurance statement that the Committee, as governing body, at each meeting will approve prior to publication via the presentation and scrutiny of evidence that supports the statement.

As per the previous 2 years, the CEO/COO have a workbook, containing macro's and electronic links to all the sources of evidence that support the annual assurance statement. This is available at all times. During the next meeting, Regulatory Standard No. 1 will be presented.

- **Committee noted the report**

16. COMMITTEE TRAINING DAY

The COO reminded Committee members of the planned Committee training day set and booked for Friday 28th April 2023 at The Village Hotel, Edinburgh, attended by both the CEO, COO and facilitated and run by Ahsan and Jennifer from our governance consultants, May Murray LLP

- **Committee noted the report**

17. LEYLANDII TREES – PERMISSION TO LODGE AN APPLICATION

The COO made Committee aware of recent letters written to the owner/occupiers of the land adjacent to the WGHC estate that has a 100/120 ft strip of grossly overgrown Leylandii trees, currently at an approximate height of 55-60ft. These trees are ruining and ceasing the enjoyment and right of light to many WGHC tenants. In addition, it is clear that they represent a Health & Safety issue in the event that they lose branches or are up-rooted etc. There is a clear process that must be followed to lodge applications with the local authority (CoEC) and this will cost WGHC in the order of £25k. The CEO sought permission from the Committee to further proceed with the planned action.

- **Committee approved the CEO to lodge the application with COEC, noting and authorising the planned spend**
- **Committee asked that further attention be noted and taken with all trees within the WGHC estate that are now just over 30 years old.**
- **Committee asked that tree maintenance is included both within the cyclical and planned maintenance regimes.**

18. CYBER ESSENTIALS ACCREDITATION

It was reported to Committee that the accreditation for Cyber Essentials had been completed and attested by the Chair. At the time of the meeting, IASME, the governing body, were assessing the application for re-accreditation.

- **Committee noted the report**

19. 3 GRANTON MAINS BRAE – AN UPDATE FOR COMMITTEE

The COO presented an update as to works progress for the fire damaged 3 Granton Mains Brae. At the time of the meeting, the schedule was in week 10 of 16 and running to schedule. According to schedule, WGHC should receive GMB03 for let during the first week of June 2023.

- **Committee noted the report**

20. GOVERNANCE & COMPLIANCE REPORT

The COO presented his governance and compliance report to Committee. He briefly described current and pipeline workload. In addition, he confirmed that the regulatory quarterly statistics had been provided to OSIC. 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**

21. HEALTH & SAFETY REPORT

There were no Health & Safety incidents to report since the last meeting. The Health & Safety Committee met on 12 April 2023.

A new accident book was required and bought. The bi-annual Health & Safety Audit has been booked for July 2023. I-Auditor has now been implemented for monthly stair inspections (H&S).

- **Committee noted the report**

22. MEMBERSHIP & USE OF THE COMPANY SEAL

Since the last meeting, there had been:

- ❖ 1 x new membership. Succession of tenancy. Membership number 774.
- ❖ 2 x cessation of membership. Membership numbers 315 and 383, unfortunately, both deceased.

- **Committee noted the report**

23. SPONSORSHIP REQUEST

A request for sponsorship was requested of Committee in respect of Meadowbank Amateur Boxing Club and WGHC tenant's daughter, Sienna Thomson. This is similar to a request last year. Committee discussed the sponsorship and were very impressed with Sienna, her endeavours and the impact on the local neighbourhood.

- **Committee unanimously agreed sponsorship in the sum of £3,000**
- **Committee requested that Sienna is invited to attend the AGM in September**

24. GRANTON MAINS COURT – HARD LANDSCAPING WORKS

The COO demonstrated the hard landscaping works undertaken at the end of GMC. Previously, there were overgrown bushes, bare soil and rubbish. These have been removed and replaced with mono-block.

- **Committee noted the report**

25. ANY OTHER COMPETENT BUSINESS

Following questions and discussion, the following items were raised:

- ❖ Might a vegetable patch be allowed on the spare ground adjacent to 40 and 41 Granton Mains Drive? – **It was decided this should remain a WGHC landscaped space**
- ❖ Tenants are upset with the volume of dog mess and disregard shown by dog walkers around the estate. Irrespective of whether or not a responsible dog owner, Committee requested a letter be sent to ALL WGHC tenants regarding this behaviour. – **The CEO confirmed this would be actioned**
- ❖ Some tenants have been subjected to stones being thrown at their homes by children from the local school – Can a letter or liaison occur with the head teacher – **The CEO confirmed to Committee that this had already been actioned**
- ❖ Can the signage installed on the rear fence of Granton Mains Wynd be re-affixed due to being removed by local children – **The COO confirmed this would be actioned**
- ❖ Committee members asked as to when they might expect the replacement of their kitchens as they were installed in 2009 / 2010. – **The CEO confirmed an update would be provided to Committee during the May 2023 Committee meeting**
- ❖ Discussion was held regarding the use of CCTV and whether, or not, WGHC staff had the power to get involved or allow CCTV – **The COO fully explained WGHC's position and jurisdiction in this area as an RSL, i.e. no enforcement powers, these rest with the ICO**
- **The COO and CEO provided updates and answers to some of the questions asked and will implement other elements and report back to Committee within the next meeting**

26. DATE OF NEXT COMMITTEE MEETING

It was proposed the next meeting be held on Wednesday, 17th May 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 17th May 2023 @ 6.15pm**

Signed **REDACTED INFORMATION**

Date: 17th May 2023

Chairperson

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

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