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COLIN FRASER ON **REDACTED INFORMATION**



Committee of Management

Minutes of Meeting – 15th March 2023

Present: Colin Fraser (Chair)
George Thomson (Vice Chair)
Wendy Riordan (2nd Vice Chair)
Liz Robertson
Jim Hemphill
Lynn Jameson
Billy Maloney
James Matthews

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

1. APOLOGIES

Amanda Aitchison
Morag Orr

2. MINUTES OF MEETING 15th February 2023

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

3. MATTERS ARISING FROM THE MINUTES

Committee were shown repairs and action taken to the boundary fence behind Granton Mains Wynd and the Prentice Centre Car Park identified within the February 2023 Committee meeting.

4. DECLARATIONS OF INTEREST

There were no declarations of interest relevant to this meeting.

5. GUESTS, VISITORS, OBSERVERS

Scott McCready, Internal Auditor from Wylie & Bisset
Donald Martin, Housing Manager, West Granton Housing Co-operative Ltd

6. **2023 INTERNAL AUDIT REPORT & 2024 AUDIT PLAN**

Scott McCready, Internal Auditor from Wylie & Bisset joined the meeting via MS Teams @ 18.19hrs

A presentation and outline findings and subsequent recommendations were provided to Committee by WGHC's internal auditor, Wylie & Bisset. The areas discussed were:

- ❖ Corporate Governance = Awarded a 'Strong' level of Assurance
- ❖ Planned Maintenance = Awarded a 'Substantial' level of Assurance with follow up Recommendations accepted. Feedback to be presented to Committee once implemented as part of ongoing Assurance.
- ❖ 2022 Recommendations = Awarded a 'Substantial' level of Assurance with follow up Recommendations accepted. Feedback to be presented to Committee once implemented as part of ongoing Assurance.

Once the presentation was completed, the internal auditor proposed that the following areas of the organisation be subjected to audit in 2023-24:

- ❖ Budgeting & Financial Reporting
- ❖ Reactive Maintenance
- **Committee noted the report**
- **Committee approved the proposed audit plan for 2023-24**
- **The Chair thanked Wylie & Bisset for their attendance on behalf of Committee**

The Internal Auditor left the meeting at 18.28hrs

7. 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 £1.343million. There was a decrease in the sum of £221k from the figure reported to Committee in February reported at £1.565million. This was, primarily, due to the final payment for the Bathroom Component Replacement works completed by PROCast.

Inflation reported at 10.1% (10.5% in the previous month) and the trend of rising interest rates to try and quell further rises to inflation. Interest rate reported at 4%.

- **Committee noted the report**

8. ANNUAL BAD DEBTORS REPORT

The CEO presented the annual bad debtors report to Committee. It was agreed that no current tenant rent arrears debt should be written off. It was agreed that the sum of £109.79 would be written off in respect of 2 former tenants.

The sum of £3,683.48 remains in rent arrears for 3 x former tenants. An update of planned recovery action was provided to Committee with regard to these debts.

- **Committee noted the report**

9. ANNUAL TREASURY MANGEMENT REPORT

The annual report pertaining to WGHC's cash and loans (borrowings) were provided to Committee by the CEO.

Cash at hand (available without penalty or notice) was announced to Committee @ £1.343million, along with details of 5 x loan performance (mortgages). The 5 x loans expire, respectively, in 2031, 2033, 2036, 2038 and 2039. It was further reported a 6th loan (interest free) from the Scottish Government taken out to enable WGHC to upgrade all smoke alarms to be linked within each property, is due to expire in January 2025.

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 noted the report**

10. PRESENTATION OF FINANCIAL AUDIT PLAN

Appendix 1 was referenced by all Committee members. The CEO reminded Committee of the requirement under the International Standard on Auditing (UK) 260 that our Auditors, Chiene & Tait, plan with the Committee of Management (as the Governing Body) and communicate the plan and proposed audit with them. The Audit Plan was, therefore, communicated to Committee.

- **Committee unanimously approved the 2023 Financial Audit Plan**

11. PRESENTATION OF BUDGETS FOR APPROVAL

Appendix 2 was referenced by all Committee members. The CEO presented both the 2023-24 Budget and the 30 Year Statement of Cash Flow 2023-2053 for insertion into the WGHC Business Plan 2023-26 to Committee. It was also described how these were used to inform the SHR Return of the Five Year Financial Projections.

- **Committee approved the Annual Budget for 2023-24**
- **Committee approved the preparation of the 5 year financial projection return for the Scottish Housing Regulator in readiness for the April Committee meeting**
- **Committee approved the 30 year financial plan (including planned maintenance and component replacement programmes)**
- **Committee noted the anticipated Cash Flow**

12. RISK REGISTER

Appendix 3 was referenced by all Committee members. The CEO talked Committee through the items identified within the Risk Register which they had previously worked upon during the Strategy Away Day facilitated by WGHC governance consultants, May Murray LLP and attended by the CEO and COO. In addition the CEO used the Zurich Insurers Risk Report on the current environment and cross referenced their identified risks to the draft Risk Register

- **Committee unanimously approved the risk register for 2023-24 and noted it would form part of the WGHC Business Plan for 2023-26.**

13. PROPOSED BENCHMARKS FOR 2023-24

The COO notified Committee that benchmarks had not been reviewed fully for at least 5 years and pointed out which benchmarks were, realistically, no longer fit for purpose and explained why this was the case in each instance. Accordingly, it was proposed that certain benchmarks (3 in total) were removed. However, in light of changing times, tenant expectations, Committee expectations and those of both the CEO and COO in support of culture change taking place within WGHC, 7 x newly added benchmarks were proposed.

- **Committee approved the benchmarks for 2023-24.**

14. DRAFT STRATEGIC OBJECTIVES FOR BUSINESS PLAN 2023-26

The CEO presented the draft strategic objectives proposed for implementation within the Business Plan for 2023-26. The objectives aligned with the 3 core values of WGHC and heavily support the WGHC mission statement.

- **Committee approved the Strategic Objectives for inclusion within the WGHC Business Plan for 2023-26**

15. COMMITTEE TRAINING DATES & STRATEGY AWAY DAY

The COO confirmed the previously agreed training dates, indicating the venue had been both booked and paid for along with the notification of dietary requirements etc.

The dates were confirmed/reminded:

- ❖ Friday 28th April 2023 @ The Village Hotel
- ❖ Friday 21st July 2023 @ The Village Hotel
- ❖ Friday 06th October 2023 @ The Village Hotel

- **Committee noted the report and agreed dates for attendance**

16. AGM VENUE (UPDATE)

The CEO discussed with Committee the logistics of the planned AGM for September 2023. After discussion and deliberation, Saturday 09th September 2023 was chosen as the preferred date, commencing at 11.00hrs.

- **Committee noted the report**

- **Committee asked the CEO to make final preparations for a definitive venue now that the date had been confirmed.**

17. ICT ANNUAL DATE COMPLIANCE DECLARATION

The COO made the full Annual Data Compliance Declaration in support of the Assurance Statement to Committee.

This confirmed to Committee that WGHC is compliant in all areas of relevant legislation in relation to both data protection and Information & Communication Technology.

- **Committee noted the report**

18. DRAFT INDUCTION POLICY FOR APPROVAL

Appendix 4 was referenced by all Committee members. The CEO discussed the proposed changes to the Induction Policy for new Committee members as identified by WGHC's governance consultants, May Murray LLP.

- **Committee approved the new Committee member Induction Policy**

19. STAFF MEMBER PROMOTION (EVH GRADE 5 TO 6)

The CEO presented information with regard to a previous decision regarding the planned promotion of a staff member from that of an EVH grade 5 role to that of an EVH grade 6 role, following their successful completion of the CIH level 3 qualification. The CEO confirmed the staff member had now completed this qualification and sought their approval to proceed with the promotion which comes with a further 18-24 month "on the job training & development programme in accordance with EVH Grading Guidelines. If approved, the staff member job title would change to that of Assistant Housing Officer.

- **Committee approved the promotion with effect of 01 April 2023**

20. PROSPECT CHA ASKED TO CONTINUE AS WGHC FINANCIAL AGENT

The CEO reminded Committee that Prospect Community Housing Association Finance Team act as the financial agent for WGHC and have done for the past 3 years. The relationship and service levels are exemplary and so Prospect CHA were being asked to provide their services for a fourth year. At the time of the report, the CEO was waiting to receive formal written confirmation of the ongoing provision but advised that Prospect's Director had agreed in principle for this arrangement to continue.

- **Committee noted the report**

21. CEO/COO/INTERVIEW ROOM - SOUNDPROOFING

The CEO gave an update to Committee on the recent soundproofing measures undertaken (at Committee request) to the Tenant Interview Room and the offices of both the CEO and COO. Photographs of the completed works were provided. Discussions around placing sound proofing on wall within the Board Room were undertaken.

- **Committee noted the report and agreed that a wall of sound proofing but fixed to one wall within the Boardroom**

22. 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**

23. HEALTH & SAFETY POLICY 2023-24

Appendix 5 was referenced by all Committee members. The COO discussed the changes most recently implemented within the WGHC Health & Safety Policy and reminded Committee of their duties in this regard. Committee members all signed their annual declaration in respect of their required knowledge in this regard. The CEO advised that she was arranging for a training session on Health & Safety for Committee for later on in the year.

- **Committee approved the new Health & Safety Policy and signed to acknowledge and accept their responsibilities**

24. HEALTH & SAFETY REPORT

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

- **Committee noted the report**

25. MEMBERSHIP & USE OF THE COMPANY SEAL

Since the last meeting, there have been:

- ❖ No new updates to membership:
- ❖ No new cessation of membership:

- **Committee noted the report**

26. COST OF LIVING SUPPORT WORK UPDATE

The Housing Manager gave a detailed explanation to Committee of funding received by WGHC to date alongside the planned expenditure of the grant funding in support of WGHC tenants and the wider local community. Elements of funding were required to be exhausted by 31/03/23 with the remainder for the next financial year. At the point of reporting 23% of WGHC tenants had directly benefitted from elements of the grant funding.

- **Committee noted the report**

27. PROCast CONTRACT – FINAL ANALYSIS

The COO gave the Committee a final analysis of the PROCast bathroom replacement works undertaken between September 2022 and February 2023. These comprised of 87 x bathrooms, 100 x EICRs and 11 x boiler replacements. At the time of reporting, of the 87 tenants surveyed for their feedback, 27 had responded. Although there was some negative feedback, in the main, the overall feedback was positive.

- **Committee noted the report**

28. ZURICH ANNUAL INSURANCE RENEWAL

The CEO confirmed to the Committee the market had been tested with regard to the planned renewal of insurance cover to WGHC. Zurich have been WGHC's insurers for the past few years. It was noted that WGHC had submitted 2 x substantial claims: last year in respect of vandalism to one of the lifts at the Forth Quarter and, latterly, in regard to the fire that occurred within one of our properties. As such, it was anticipated that the premiums would increase by 100%.

Having tested the market using Gallagher Insurance Brokers, the CEO was delighted to announce that Zurich had provided their renewal quotation at £37.8k against an alternative quotation of £60k + from Gallagher's.

- **Committee approved the insurance renewal with Zurich for the 2023-24**

29. ANY OTHER COMPETENT BUSINESS

Following questions and discussion, the following items were raised:

- ❖ An update as to the progress of repairs within GMB03 following the fire last year.
- ❖ Planned culture change within WGHC, especially, with staff
- **The COO and CEO provided updates respectively and agreed to continue to do so at future meetings as requested by Committee**

29. DATE OF NEXT COMMITTEE MEETING

It was proposed the next meeting be held on Wednesday, 26th April 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 26th April 2023 @ 6.15pm**

Signed **REDACTED INFORMATION**

Date: 26th April 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.