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COLIN FRASER ON REDACTED PERSONAL DATA



Committee of Management

Minutes of Meeting – 17th May 2023

Present:

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

In attendance:

Larke Adger	(CEO)
David Mills	(COO)

1. APOLOGIES

Morag Orr

2. MINUTES OF MEETING 26th April 2023

The Minutes of the meeting held 26th April 2023 were **approved** by Committee.

3. MATTERS ARISING FROM THE MINUTES

There were NIL matters arising from the last set of Minutes.

4. DECLARATIONS OF INTEREST

There were NIL declarations of Interest.

5. GUESTS, VISITORS, OBSERVERS

Erin Mullen, Finance Officer, Prospect Community Housing Association (Via Teams)

6. QUARTERLY MANAGEMENT ACCOUNTS – PRESENTATION

Erin Mullen, Prospect Community Housing Association joined the meeting at 18.19hrs

Appendix 1 was presented by Erin Mullen, guiding Committee members through all relevant sections of the Quarterly Management Accounts. Items discussed and reported: Headline Results, Income, Operating Costs, Capital Expenditure, Covenants and Financial KPIs.

- **Committee noted the report**
- **The Chair passed Committee’s thanks to Erin for the report and presentation**
Erin Mullen left the meeting at 18.28hrs

7. CASH IN BANK (INFLATION & INTEREST RATES)

All cash balances across the 5 x WGHC bank accounts were presented by the CEO and a summary total provided, which stood at £1.310million. There was an increase in the sum of £51.4k from the figure reported to Committee in April reported at £1.259million. Inflation reported at 10.1% (10.4% in the previous month) and the trend of rising interest rates to try and quell further rises to inflation. Interest rate reported increased to 4.50%.

- **Committee noted the report**

8. FIVE YEAR FINANCIAL PROJECTIONS

Appendix 2 was presented by the CEO, demonstrating to Committee members the Five Year Financial Projections (FYFP) for 2022-2023 that was due to be submitted to the Scottish Housing Regulator, subject to Committee approval. The CEO provided narrative to Committee members demonstrating how this regulatory return is compiled from WGHC budgets and the 30 year financial plan.

- **Committee reviewed and unanimously approved WGHC’s Five Year Financial Projection for submission to the Scottish Housing Regulator**

9. ANNUAL RETURN ON THE CHARTER (ARC) - APPROVAL

Appendix 3 was presented by the CEO, demonstrating to Committee members the format and information required for submission in support of the Annual Return on the Charter for the Scottish Housing Regulator. A sample of questions and supporting evidence was provided to Committee following assurance from both the CEO and COO of validation of planned data submission.

- **Committee reviewed and approved WGHC’s Annual Return on the Charter submission for 2022-23**

10. QUARTERLY AND CUMULATIVE PERFORMANCE REPORT

Appendix 4 was presented to Committee by the COO. The COO reminded Committee that this was the final report for the benchmarks of last year and that, in the future, the report format would change and better report WGHC performance using the new benchmarks previously approved by Committee.

- **Committee noted the report**

11. WGHC DRAFT BUSINESS PLAN 2023-26 FOR APPROVAL

Appendix 5 was presented to Committee by the CEO. Committee confirmed they had read the business plan and time was taken to further discuss and confirm details of: new strategic objectives for the next 3 years, new performance benchmarks, the annual risk register, annual budget and 30 year cash flow forecast.

- **Committee approved the draft business plan and noted it would be submitted to both the Scottish Housing Regulator and the Nationwide Building Society**

12. APPROVED CONTRACTORS LIST

The COO provided a larger, easier to read, version of the planned Contractors, Suppliers and Consultants list.

The COO was seeking to have 2 x new organisations added and approved and 9 x organisations to be removed as their services are now longer used by WGHC.

- **Committee approved the changes, additions and removals as per the submitted report.**

13. PLANNED MAINTENANCE PROGRAMME FOR 2023-25

The COO provided a large table format of the planned maintenance works for the next 2 years in addition to the narrative provided within the Committee report papers. This was provided as a pictorial version was also requested in addition to a word version.

- **Committee noted the report**

14. PROCUREMENT OF CONTRACTOR FOR PLANNED MAINTENANCE PROGRAMME SCHEDULED FOR 2023-25

The COO reminded Committee of the planned budgetary spend allocated for component replacement works for the next 2 years. Committee were reminded that, due to value, this was regulated spend and there were specific routes to market we were required to follow, i.e. formal tender via PCS (or similar) or via an existing Framework agreement. It was suggested that the most efficient way to procure was the via the Framework Agreement in place with SPA. It was further explained that costs would be submitted in the June report for Committee approval.

- **Committee noted the report**

15. ASSURANCE STATEMENT EVIDENCE REVIEW 2023-2024

The CEO and COO reminded the governing body of the SHR requirement to submit an annual assurance statement that the Committee, as governing body, approve prior to publication and submission to the Scottish Housing Regulator. The CEO/COO have an electronic workbook, containing macro's and evidence links that support the annual assurance statement. During this meeting, Regulatory Standard No. 1 was presented with working demonstration of the links to the supporting evidence bank.

- **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 Health & Safety Committee met on 12 April 2023 and all items identified for action had been done appropriately.

- **Committee noted the report**

18. COMMITTEE MEMBER SUCCESSION POLICY APPROVAL

Appendix 6 was presented to Committee by the CEO. Committee were reminded of the suite of documents that support the recruitment, induction and succession planning for the Governing Body. Previous recruitment and induction policies have been approved. The CEO was seeking the approval of the final policy for the suite.

- **Committee unanimously approved the succession policy**

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 13 of 16 and running to schedule. According to schedule, WGHC should receive GMB03 for let during the first week of June 2023. 4 x Committee members wish to visit the property, once handed back by the contractor, on Monday 05 June 2023 @ 14.15hrs

- **Committee noted the report**

20. CYBER SECURITY INSURANCE PURCHASED FOR WGHC

The CEO informed Committee that Cyber Security Insurance had been purchased to further protect and help mitigate future risk for WGHC in the event of a Cyber threat, attack or data loss etc. £2million cover is now in place.

- **Committee noted the report**

21. MEMBERSHIP & USE OF THE COMPANY SEAL

Since the last meeting, there had been:

- ❖ NIL new membership.

- ❖ One x cessation of membership. Membership number **750**
Reason: deceased.
- **Committee noted the report**

22. ANY OTHER COMPETENT BUSINESS

Following questions and discussion, the following items were raised:

- ❖ The Chair had asked for further information on Loan Interest Rates? – **The CEO subsequently presented information on the WGHC loans and interest paid**
- ❖ GMB03, The Chair had asked for further information regarding the fascias, guttering and removal of scaffolding – **The COO confirmed the fascias were UPV and would be brown in colour (to match existing) along with brown guttering. Scaffolding was removed by the contractor to save costs and to enable the installation of guttering**
- ❖ The Chair and 2nd Vice Chair asked if I-Auditor would be used for estate inspections and whether photos could be taken of gardens in need of attention – **The CEO confirmed that, although I-Auditor would be used to assist with estate inspections, there were existing procedures in place that the Housing Management team should follow to ensure tenants maintain their gardens**
- ❖ An update to the support provided by WGHC using the grant funding for the cost of living crisis was requested – **The COO provided a table of evidence to Committee (anonymised) demonstrating the volume and quantity of support provided to WGHC tenants and the wider community**
- ❖ The Leylandii trees were discussed and questions asked as to current plans – **The CEO the 2nd batch of letters had been provided to the owner / occupiers and that we can now commence further action and lodging paperwork with CoEC**
- ❖ Committee asked if tenants could pay and make use of the existing WGHC contractor for garden aid, i.e. having their grass cut – **The CEO explained why this wasn't possible, i.e. Tenants paying privately to use approved WGHC contractors and Committee agreed accordingly**
- ❖ Committee asked if an additional basketball court could be placed within the playground area as the existing one is over-utilised – **The CEO confirmed a quotation would be obtained for future presentation to Committee**
- ❖ Committee asked if flood lights could be provided to the existing basketball court in order that it could be used for longer in the winter months. – **The CEO confirmed a quotation and supporting information would be obtained for future presentation to Committee**
- **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, 21st June 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 21st June 2023 @ 6.15pm**

Signed

REDACTED PERSONAL DATA

Date: 21st June 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.