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COLIN FRASER ON **Redacted Personal Data**



Committee of Management

Minutes of Meeting – 21st June 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 17th May 2023

The Minutes of the meeting held 17th May 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

Lorraine Gahagan will leave the meeting during item 14.

5. GUESTS, VISITORS, OBSERVERS

Lorraine Gahagan, Housing Officer, WGHC

6. 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 £1.304million. There was a decrease in the sum of £6.1k from the figure reported to Committee in May reported at £1.310million. Inflation reported at 8.7% (10.1% in the previous month) and the trend of rising interest rates to try and quell further rises to inflation. Interest rate reported at 4.50%.

- **Committee noted the report**

7. LOAN PORTFOLIO RETURN (SHR)

Appendix 1 was referred to by the CEO. The CEO presented the Loan Portfolio Return to Committee discussing the status of the 5 loans held by WGHC. Of the 372 WGHC properties, 302 are security against the loans and 70 properties are unencumbered.

- **Committee approved the loan portfolio return for submission to the SHR**

8. ANNUAL CEO STATEMENT OF IMPAIRMENT

The CEO presented evidence to Committee of both the carrying value of WGHC fixed assets and on impairment.

- **Committee agreed there is no evidence of impairment of the value of WGHC housing stock**
- **Committee approved the carrying value of both land and buildings**

9. ANNUAL CEO FRAUD DECLARATION

Appendix 2 was presented by the CEO. Monitoring fraud within WGHC is a key activity. The CEO ensures there are adequate procedures, policies and internal controls in place to prevent incidents of fraud. 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 approved the annual fraud declaration for submission to the WGHC fraud register.**

10. CLOSE OF FINANCIAL AUDIT / AUDIT CLEARANCE MEETING

The CEO advised Committee of the completion of the 2023 financial audit that commenced 29 May 2023. The audit clearance meeting will take place on Tuesday 11 July 2023. Thereafter, the draft financial statements will be formally presented to Committee in the July Committee meeting

- **Committee noted the report**

11. PROCUREMENT OF CONTRACTOR FOR 2023-25 COMPONENT REPLACEMENT PROGRAMME

Committee were updated with procurement plans for the 2023-2025 component replacement programme that comprises of Boiler & Radiator replacements within 190 properties over 2 years and Kitchen replacements within 43 properties over 1 year.

In principle, Committee approved the planned spend on component replacement for the Kitchen programme but asked the CEO/COO to continue negotiations with regard to the Boiler & Radiator Replacement programme.

- **Committee approved the planned spend on the Kitchen replacement programme**
- **Committee requested further negotiations on the Boiler and Radiator replacement programme**

12. 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. 2 was presented with working demonstration of the links to the supporting evidence bank.

- **Committee noted the report**

13. PROPOSED CHANGES FROM THE SCOTTISH HOUSING REGULATOR

The CEO notified Committee of the SHR consultation regarding proposed changes with their governance of RSLs. The consultation closes on 11th August 2023. The list of 7 proposed changes were presented and discussed.

- **Committee noted the report**

14. 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

* FOI request (009) from Unison the Union regarding violence toward WGHC staff during the last reporting year. FOI response provided in full on the same day as the request was received which was comfortably within the 20 days required under the legislation.

- **Committee noted the report**

Lorraine Gahagan left the meeting in advance of the next item

15. CULTURE CHANGE PROGRAMME UPDATE

The CEO and COO presented information to Committee with regard to the progress of the planned culture change programme. An update was provided following the visit of governance consultants, May Murray LLP, and their meeting with WGHC staff. A further meeting is scheduled for 28th June 2023.

- **Committee noted the report**

Lorraine Gahagan re-joined the meeting following the last item

16. WGHC SPONSORSHIP (BOXER)

Committee previously agreed a sponsorship in the sum of £3000 for a WGHC tenant in regard to her Boxing career and aspirations to represent the Country. They have confirmed their attendance at the next AGM in September to pass on their thanks and show their medals and progress to date.

- **Committee noted the report**

17. COMMITTEE TRAINING DAY

Committee were reminded that the next training date would be Friday 21st July 2023 at The Village hotel, Edinburgh.

- **Committee noted the report**
- **Committee requested a hot meal in lieu of a cold buffet**

18. 3 GRANTON MAINS BRAE – FINAL UPDATE

Following the successful completion of works at 3 Granton Mains Brae, Committee were provided with a final update. The property has been re-let to a new tenant. Copies of the practical completion certificate and finalised insurance costs were presented to Committee.

- **Committee noted the report**
- **Committee asked if WGHC could claim for lost rent revenue**

19. HEALTH & SAFETY REPORT

There were no Health & Safety incidents to report since the last meeting. The Staff Health & Safety Handbook has been updated following some changes in legislation and documentation.

- **Committee noted the report**

20. MEMBERSHIP & USE OF THE COMPANY SEAL

Since the last meeting, there have been:

- ❖ Three new memberships. Membership numbers: **776, 777 and 778**
- ❖ One cessation of membership. Membership number **433**
Reason: deceased.
- **Committee noted the report**

21. ANY OTHER COMPETENT BUSINESS

Following questions and discussion, the following items were raised:

- ❖ Committee members raised issues with the maintenance of various areas within the WGHC estate, specifically, tree heights and impact on light and planted shrubbery areas. **The CEO and COO discussed this with Committee at length, indicating what the current contract allows for. A new contract is due for issuance / tender and the specification will be more specific.**
- ❖ Committee requested that all WGHC driveways are sprayed to alleviate the onset of weeds in an effort to assist tenants – **The COO confirmed the Maintenance Manager would be directed to implement this.**
- **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**

22. DATE OF NEXT COMMITTEE MEETING

It was proposed the next meeting be held on Wednesday, 19th July 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 19th July 2023 @ 6.15pm**

Signed **Redacted Personal Data**

Date: 19th July 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.