

If you would like to discuss these minutes or any other Committee related matter, please contact your chairperson,

**REDACTED INFORMATION**



**West  
Granton**

Housing Co-op

Our tenants are paramount in everything we do

## **Committee of Management**

### **Minutes of Meeting – 19<sup>th</sup> July 2023**

**Present:**

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

**In attendance:**

Larke Adger (CEO)  
David Mills (COO)

**1. APOLOGIES**

George Thomson (Vice Chair)

**2. MINUTES OF MEETING 21<sup>st</sup> June 2023**

The Minutes of the meeting held 21<sup>st</sup> June 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**

Rebecca Shing, Auditor from **CT**  
Colin James, Prospect Community Housing Association (via MS Teams)

## 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 £1.314million. There was an increase in the sum of £9.6k from the figure reported to Committee in June reported at £1.304million. Inflation reported at 8.7% (8.7% in the previous month) and the trend of rising interest rates to try and reduce the rate of inflation. Interest rate reported at 5.00%. As requested by Committee, the CEO presented information on interest paid and balances of the 5 loans WGHC has with the Nationwide Building Society.

- **Committee noted the report.**

## 7. DRAFT AUDITED ACCOUNTS PRESENTATION

Rebecca Shing from CT and Colin James from Prospect Community Housing Association joined the meeting at 18.20hrs

Appendices 1a thru 1d were referred to by both Rebecca and Colin. Rebecca presented the draft audited accounts to Committee giving comprehensive information and explanation of:

- Corporate Governance
- Statement of Comprehensive Income
- Statement of Financial Position
- Statement of Cash Flow
- Discussion and explanation of notes relating to the above

This was followed by the Audit Summary Report and explanation of the RSL technical update document (June 2023) and the letter of representation.

- **Committee approved the draft financial accounts.**
- **Committee approved the letter of representation.**
- **The draft financial accounts were signed by the Chair (Colin Fraser), The Secretary (Larke Adger) and Committee member (Jim Hemphill)**
- **The Chair thanked CT for their work in undertaking the financial audit for 2023, the compilation of the financial statements and confirmed their attendance at the WGHC Annual General Meeting (AGM) on Saturday 09 September 2023.**

Rebecca Shing, CT and Colin James, Prospect Community Housing Association left the meeting at 18.42hrs

## 8. HOMEMASTER – INTEGRATED SOFTWARE

The CEO gave a comprehensive presentation (**Appendix 2**) to Committee regarding systems and software in use by WGHC for almost 20 years. The various systems and software are all 'standalone' and don't integrate with each other. The systems cost WGHC just over £18k per annum but result in duplication of effort, data input and additional staff time.

HomeMaster is now in use by 55 RSLs in Scotland and is now considered the market leader with their investment in the technology. Their knowledge of the housing sector is second to none as is their ethos about the management of housing assets, rent

accounting and the services they offer to tenants and contractors. The cost for changing to HomeMaster is £25k per annum but enables the other systems to be removed, reduces duplication of effort, data input and gives time back to staff to concentrate on other tasks.

- **Committee approved the signing of a new 5 year agreement to implement the change to HomeMaster.**

## **9. COMMITTEE APPLICATION PROCESS**

Committee were reminded of the new Committee application process being implemented following their training from May Murray LLP (Governance Consultants) and their previous approval. In support of the new process, a dedicated leaflet had been hand delivered to all WGHC tenant members, along with a dedicated webpage and supporting videos.

- **Committee noted the report.**

## **10. CULTURE CHANGE PROGRAMME & STAFF UPDATE**

The CEO advised Committee of the work undertaken since the last Committee meeting regarding the culture and staff change programme.

### **\* INFORMATION REGARDING WGHC STAFF REDACTED \***

- **Committee noted, specifically, items 1 to 3 within the report.**
- **Committee approved in principle the movement of a grade 8 manager to the position of a grade 7 officer (at the individuals request in writing)**
- **Committee approved the change of job and departmental titles and the recruitment of a new grade 8 manager once other changes have been implemented.**

## **11. ASSURANCE STATEMENT EVIDENCE REVIEW (MONTH 4)**

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 macros and evidence links that support the annual assurance statement. During this meeting, Regulatory Standard No. 3 was presented with working demonstration of the links to the supporting evidence bank.

- **Committee noted the report.**

## **12. DRAFT DEBT MANAGEMENT POLICY**

**Appendix 3** was presented by the COO discussing elements of the debt management policy. Particular attention was paid to the proposed table of re-charges that had been suggested by the COO considering increased costs of materials and labour rates.

- **Committee noted the report.**
- **Committee approved the draft debt management policy and in particular the planned increases to re-charges.**

### **13. 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 (010) from the BBC relating to evictions for rent arrears, anti-social or criminal behaviour for the period 06 September 2022 and 10 July 2023. FOI response provided in full within 1 working day which was comfortably within the 20 days required under the legislation.

- **Committee noted the report.**

### **14. INTERNAL AUDIT RECOMMENDATION REVIEW**

The COO presented information to Committee regarding the progress of work undertaken because of recommendations suggested by WGHCs internal auditors, Wyle + Bisset.

- **Committee noted the report.**

### **15. HEALTH & SAFETY REPORT**

There were no Health & Safety incidents to report since the last meeting. The WGHC bi-annual Health & Safety Audit was undertaken by ACS on Tuesday 11 July 2023. Their report was not ready for inclusion in the July Committee reports but will be presented to Committee in the August Committee meeting.

- **Committee noted the report.**

### **16. APPROVED CONTRACTORS LIST**

The COO presented a draft amended approved contractors list for Committee approval. WGHC was seeking to remove one contractor, Corstorphine Roofing & Building Ltd due to performance issues and add one contractor, Enterprises Group Ltd to fulfil the role of a 'multi-trade' out of hours response contractor.

- **Committee approved the addition of Enterprises Group Ltd**
- **Committee approved the removal of Corstorphine Roofing & Building Ltd**

### **17. PROCUREMENT OF CONTRACTOR FOR COMPONENT REPLACEMENT**

The COO updated Committee regarding the ongoing procurement exercise regarding the planned Boiler & Radiator replacement programme and the Kitchen replacement programme. The Committee approved the Kitchen replacement programme in June 2023, however, asked both the CEO and COO to continue negotiations with the proposed contractor for the Boiler & Radiator replacement programme.

The COO and CEO presented the latest information to Committee regarding the budget for the work which would result in an overspend as a result of change of specification following a requirement for additional works to be implemented due to alterations to gas mains. To mitigate the likely overspend, Committee were presented with planned efficiencies in other areas of planned budgetary spend over the year.

- **Committee approved the additional spend to fulfil the contract.**
- **Committee approved the proposals for planned efficiency mitigation.**
- **Committee approved the CEO to implement further budgetary controls.**

## **18. MEMBERSHIP & USE OF THE COMPANY SEAL**

Since the last meeting, there have been:

- ❖ One new membership. Membership numbers: **779**
- ❖ Two cessations of membership. Membership numbers:
  - ❖ **39** (deceased) and;
  - ❖ **686** (mutual exchange)

- **Committee noted the report.**

## **19. COMMITTEE TRAINING DAY**

The CEO reminded the Committee of the planned training day on Friday 21<sup>st</sup> July 2023 being held at The Village Hotel, Edinburgh.

The training day would be facilitated by May Murray LLP, with guests:

- ❖ Jeremy Chittleburgh from CT
- ❖ Judy Ferguson from Scottish Women's Aid

- **Committee noted the report.**

## **20. SOCIAL HOUSING FUEL SUPPORT FUND UPDATE**

The COO presented the final statistics to Committee regarding the spend to both WGHC tenants and local, wider community initiatives confirming the full spend of the £38,040 grant issued by SFHSF.

- **Committee noted the report.**

## **21. RAISING THE PROFILE OF WGHC**

The CEO presented information to Committee regarding WGHC joining Co-operatives UK and the plans to help raise the profile of WGHC not only locally, but more widely within Scotland as a 'model' Co-operative. In addition, WGHC have sponsored the 'excellence in customer services' award that will be presented at the Scotland Housing Awards 2023 on 27 October 2023 in Glasgow. The CEO has also been approached to join the Board of SHARE (the housing sector's training and educational body).

- **Committee noted the report.**

## **22. SOLAR PANEL PILOT PROJECT - PROCAST**

The CEO presented information to Committee regarding the future requirements of the Scottish Government, the Scottish Housing Regulator and Lenders (banks / building societies) to promote Energy Efficiency Scottish Social Housing Standards (ESSH2) and Environmental, Social and Governance (ESG).

To start WGHC's efforts, a pilot home within the WGHC estate was proposed to have a full installation of solar panels (3.6kw), inverter, batteries and an Electric Vehicle Charging point. The cost for the installation is approx. £15k which will be capitalised.

- **Committee approved the pilot scheme for the installation of the solar panels and EV charging point.**
- **Committee approved the installation of a double EV charging point at the WGHC offices.**

## **23. ANY OTHER COMPETENT BUSINESS**

Following questions and discussion, the following items were raised:

- ❖ Committee were advised as to the progress of the previously submitted High Hedges Application to COEC pertaining to the approx. 60' Leylandii trees bordering our estate boundary.
- ❖ Committee were reminded to bring old Committee papers to the office for shredding if they had no means with which to undertake this task.
- ❖ Committee were reminded of their Code of Conduct the absolute need for confidentiality in matters regarding staff.
- ❖ Committee were reminded to report tenancy matters via the appropriate channels and not to raise these as AOCB within Committee meetings.

## **24. DATE OF NEXT COMMITTEE MEETING**

It was proposed the next meeting be held on Wednesday, 16<sup>th</sup> August 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 16<sup>th</sup> August 2023 @ 6.15pm**

Signed **REDACTED INFORMATION**

Date: 16<sup>th</sup> August 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.**