

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

COLIN FRASER ON 07776 294980



WGHC

Our tenants are paramount in everything we do

Committee of Management

Minutes of Meeting – 16th August 2023

Present: Wendy Riordan (Vice Chair)
George Thomson (Vice Chair)
Liz Robertson
Morag Orr
Amanda Aitchison
Jim Hemphill
Lynn Jameson
James Matthews

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

1. APOLOGIES

Colin Fraser (Chair)
Billy Maloney

2. MINUTES OF MEETING 19th July 2023

The Minutes of the meeting held 19th July 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

Lynn Jameson will leave the meeting during item 15.

5. GUESTS, VISITORS, OBSERVERS

Erin Mullen, 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 £1.310million. There was a decrease in the sum of £4k from the figure reported to Committee in July reported at £1.314million. Inflation decreased and was reported at 7.9% (8.7% in the previous month) whilst interest rates were increased to 5.25% from the previous rate of 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. QUARTERLY MANAGEMENT ACCOUNTS PRESENTATION

Erin Mullen from Prospect Community Housing Association joined the meeting at 18.20hrs

(Appendix 1) was presented by Erin to Committee giving quarterly information and explanation regarding:

- ❖ WGHCs income
- ❖ WGHCs expenditure
- ❖ Statement of Financial Position
- ❖ Statement of Cash Flow
- ❖ Gross rent arrears and void rent loss

- **Committee noted the report**
- **The Chair thanked Erin for her report and time for attending**

Erin Mullen, Prospect Community Housing Association left the meeting at 18.28hrs

8. QUARTERLY PERFORMANCE PRESENTATION

The COO gave a presentation (Appendix 2) regarding performance compared to benchmarks to Committee for the first quarter. Overall, the performance within the first quarter was as expected with many areas reported below benchmark, which is an encouraging start to the year.

- **Committee noted the report**

9. ANNUAL DATA PROTECTION COMPLIANCE STATEMENT

The COO delivered the 'annual data protection compliance statement' to Committee to give assurance of compliance within the areas of data protection, freedom of information and associated areas of data protection regulation.

- FOISA / EIR requests = 3.
- Subject Access Requests = 0.
- Data Beach = 0.
- Notifiable Events = 0.

- **Committee noted the report**

10. PCI-DSS COMPLIANCE – ANNUAL ATTESTATION 2023-24

The COO informed Committee of the re-accreditation of the annual Payment Card Industry Data Security Standard annual test and attestation for the period 2023-24. The Certification is published on the WGHC website.

- **Committee noted the report**

11. SECRETARY’S ANNUAL REPORT TO COMMITTEE

“At the last Committee Meeting before the AGM, the Secretary must confirm in writing to the Committee that Rules 59 to 64 have been followed or, if they have not been followed, the reasons for this. The Secretary’s confirmation or report must be recorded in the minutes of the Committee Meeting.” Rules 59 to 64 cover keeping proper minutes, registers and the execution of documents and the WGHC seal. Rules 66 to 68 cover the requirements for financial accounts.

The CEO is the company secretary and confirmed that:

- ❖ the requirements of rules 59 to 64
- ❖ and rules 66 to 68

have been followed during the financial year 2022-23 and to the date of this meeting.

- **Committee noted the report**

12. COMMITTEE OF MANAGEMENT ANNUAL REVIEWS

Appendix 3 was presented by the CEO discussing the report provided by WGHC governance consultants, May Murray LLP, following the implementation of the Governing Body annual reviews. Various recommendations were suggested within the report.

- **Committee noted the report.**
- **Committee approved the recommendations within the report**
- **Committee approved May Murray LLP developing the next 12 month Committee Training Plan in accordance with recommendation ix of the report**

13. MEMBERS REQUIRED TO STAND DOWN PRIOR TO AGM 2023

In accordance with rule Rules 36.2 and 36.4, the three longest serving Committee members since the date of their last election must retire before each AGM. The rules allow them to stand for re-election.

As there are 7 fully elected members, 3 members are required to stand down. Under Rule 36.4 if a Committee Member retires from the Committee on or before the date of the next AGM, that Committee member can stand for re-election without being nominated. The retiring Committee Members should be those who have served longest on the Committee since the date of their last election.

The 3 members who must retire are:

- ❖ Liz Robertson – Volunteered for re-election
- ❖ George Thomson – Volunteered for re-election
- ❖ Jim Hemphill – Volunteered for re-election

In accordance with rule Rules 36.3, Committee Members must also retire if they have been co-opted onto the Committee under Rule 39.1 or have filled casual vacancies under Rule 38.

The 3 members who must retire are:

- ❖ Lynn Jameson – (Casual Vacancy) – nominated for a fully elected position
- ❖ Billy Maloney – (Co-optee)
- ❖ James Matthews - (Co-optee)

In accordance with rule 34.6, the Committee must be assured that any Committee member with nine years or more continuous service and who is seeking re-election is able to demonstrate continued effectiveness as a committee member before they may stand for re-election

Committee has one member with nine years or more continuous service:

- ❖ George Thomson - Volunteered for re-election
- **Committee noted the report**
 - **The 3 retiring Committee members indicated their wish to be re-elected and this was approved by Committee, subject to the AGM**
 - **The Casual Vacancy member retired**
 - **The 2 Co-optee members retired**
 - **Committee accepted the Chair's assurance as to the effectiveness of the member with nine years or more continuous service**
 - **The Committee noted that all members had successfully completed their annual reviews and the Chair gave assurance as to their effectiveness**
 - **The Committee noted that May Murray LLP, Governance Consultants, had undertake the Chair's annual review and demonstrated his effectiveness**

14. OFFICE BEARERS NOMINATIONS 2023-24

The three Committee members seeking roles of office bearers left the room at 18.50hrs.

Colin Fraser was seeking re-election as the Committee Chair. In his absence, Committee unanimously approved the nomination for election to the role, subject to the AGM

Wendy Riordan, George Thomson and Jim Hemphill were seeking election to the two positions of Vice-Chair. The remaining Committee members held a blind ballot to decide on the two candidates for nomination to the positions of Vice-Chair, subject to the AGM. The votes were counted by the CEO (as Secretary) and verified by the COO.

- **Committee approved the nomination of Colin Fraser for the position of Chair**
- **Committee approved the nomination of Wendy Riordan and Jim Hemphill for the positions of Vice-Chairs**

The three Committee members seeking roles of office bearers were re-admitted to the room at 19.06hrs.

15. APPLICATIONS FOR NEW FULLY ELECTED COMMITTEE MEMBERS

Appendix 4 was presented to Committee by the CEO. This provided the Committee applications for 5 x members seeking election to the Committee at the AGM.

Applicant 1, Lynn Jameson, left the room whilst Committee members considered her application

Applicant 1 = Lynn Jameson

Applicant 1, Lynn Jameson, was re-admitted to the room once Committee had made their decision

Applicant 2 = Cameron Durance

Applicant 3 = Elizabeth Stewart

Applicant 4 = Mary Fergus

Applicant 5 = Alan Lamont

- **Committee approved all 5 applicants for election to the Committee at the AGM**
- **Committee requested that all 5 applicants submit their signed nomination forms to the WGHC office at least 5 days before the AGM**

16. PROPOSED AGM ARRANGEMENTS

The CEO presented the proposed arrangements for the AGM scheduled for Saturday 09 September 2023 @ 11.00hrs. To encourage attendance and achieve quorum, various surprises were being given to members, including vouchers and hampers.

- **Committee approved the arrangements for the AGM**

17. 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**

18. EVERWARM – CONTRACT AND WORKS UPDATE

The COO advised Committee of the achievements and progress of the Boiler and Radiator replacement programme being implemented by Everwarm. As 16th August 2023, 29 x WGHC properties have been upgraded and completed.

- **Committee noted the report**

19. EVERWARM – KITCHEN REPLACEMENT PROGRAMME

Appendix 5 was presented by the CEO to the Committee. The replacement Kitchen programme offered 10 x choices of kitchen cabinet finishes, worktops and splashbacks and 5 x cabinet/drawer handle styles.

Committee were asked to approve the 5 x cabinet/drawer handle styles. Committee chose 5 cabinet finishes and 5 worktops / splashbacks, thus:

Cabinet and drawer fronts:

Bellini Alpine White
 Bellini Platinum
 Bellini Slate
 Aspire Stone Grey
 Aspire Porcelain White

Worktops/Splashbacks:

Spectra Jet
 Spectra Fantasy Granite
 Spectra Turkish Marble
 Spectra Everest
 Spectra Colmar Oak

- **Committee approved the 5 x handle styles**
- **Committee approved the kitchen finishes**

20. DAMP, MOULD & CONDENSATION REPORT

Following earlier Committee approval of the Damp, Mould and Condensation Policy and Procedures, Committee had requested an update for the past 6 months. The CEO presented a table report to Committee indicating the number of tenant reports of either damp, mould or condensation with an indication of cost to remedy and/or eradicate with an indication of any likely trend patterns.

- **Committee noted the report**

21. PROCAST COMMUNITY BENEFITS

The CEO reminded Committee of the £4k community benefits held in reserve from the Procast procurement and contract exercise from last year. Procast presented a cheque for £4000 to the North Edinburgh Childcare facility, via WGHC. Articles were published on the Procast website, the WGHC website and within the Scottish Housing News forum.

- **Committee noted the report**

22. SOLAR PANEL & ELECTRIC VEHICLE CHARGING POINT - UPDATE

The CEO updated Committee to the 'pilot' house within the WGHC estate having a full solar panel, inverter, battery and EV charging point installation.

- **Committee noted the report**

23. ADDITION TO WGHC SUPPLIERS LIST

Committee were asked to approve the addition of three x organisations to the WGHC contractor and suppliers list, thus:

- ❖ Designer Software Ltd (HomeMaster)
- ❖ Blackadder Solicitors (Employment Law Specialists)
- ❖ Co-operatives UK (membership organisation)
- **Committee approved the addition of the three organisations to the contractor and suppliers list**

24. SIGN UP TO CO-OPERATIVES UK, GROWTH IN SCOTLAND CAMPAIGN

Co-operatives UK is seeking to campaign to the Scottish Government to support their 4 policy priorities. The 4 policy priorities were highlighted within the report. The CEO was seeking approval to attend the Scottish Co-operative policy summit and to support the 4 priorities for campaign to the Scottish Government.

- **Committee approved the CEO to attend the summit and support the priorities campaign to the Scottish Government**

25. HEALTH & SAFETY REPORT

The COO informed Committee of an alleged trip hazard reported by a tenant within a rear communal courtyard. Temporary measures had been implemented to mitigate any further incidents. WGHC insurers have been informed and put on notice by the COO. At the time of the Committee meeting, no further update had been received from WGHC insurers.

- **Committee noted the report**

26. MEMBERSHIP & USE OF THE COMPANY SEAL

Since the last meeting, there have been:

- ❖ Three new memberships. Membership numbers: **779, 780 and 781**
- ❖ One cessation of membership. Membership number:
- ❖ **39** (deceased)
- **Committee noted the report**

27. ANY OTHER COMPETENT BUSINESS

Following questions and discussion, the following items were raised:

- ❖ Jim Hemphill presented to Committee and requested that WGHC familiarise and work in accordance with the Chartered Institute of Housing (CIH) Dementia Framework
- ❖ The CEO has been asked to speak at the SFHA Conference on Friday 01st September 2023.

28. DATE OF NEXT COMMITTEE MEETING

It was proposed the next meeting be held on Wednesday, 20th September 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 20th September 2023 @ 6.15pm**

Signed

Date: 20th September 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.