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COLIN FRASER ON **Redacted Information**



WGHC

Our tenants are paramount in everything we do

Committee of Management

Minutes of Meeting – 20th September 2023

Present:

Colin Fraser	(Chair)
Wendy Riordan	(Vice Chair)
Jim Hemphill	(Vice Chair)
Liz Robertson	
George Thomson	
Morag Orr	
Lynn Jameson	
Mary Fergus	
Liz Stewart	
Alan Lamont	
Cameron Durance	

In attendance:

Larke Adger	(CEO)
David Mills	(COO)

1. APOLOGIES

Amanda Aitchison

2. MINUTES OF MEETING 16th August 2023

The Minutes of the meeting held 16th August 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

Judy Hart, CEO from Investors in Excellence (via MS Teams)
Dr. Ross Morris from Scotland's Housing Network (in person)

6. INVESTORS IN EXCELLENCE

18.20hrs: Judy Hart joined the meeting via MS Teams

The CEO and COO had met with the CEO of Investors in Excellence. To promote the culture change, WGHC wish to join the Investors in Excellence programme and to better facilitate this, the CEO of Investors in Excellence, Judy Hart, provided a 20minute presentation to Committee indicating the work to support the programme and the future likely outcomes.

- **Committee noted the report**
- **Committee approved WGHC joining the Investors in Excellence programme**
- **Committee asked whether training would be 'generic' or 'specific', i.e. tailored to suit staff and measure performance**
- **The Chair thanked Judy on behalf of the whole Committee**

18.48hrs: Judy Hart left the meeting

7. SCOTLAND'S HOUSING NETWORK (PAV 2022-23)

18.52hrs: Dr. Ross Morris joined the meeting, in person

Committee were delivered a presentation by Dr. Ross Morris of Scotland's Housing Network describing WGHCs performance analysis in comparison to the last 3 years, compared to a 'peer group' and the Scottish average overall. In the main, WGHC's performance has remained strong and confident There were some minor areas that required improvement or monitoring, but the presentation gave assurance to the Committee that WGHC has performed well.

- **Committee noted the report**
- **The Chair thanked Ross on behalf of the whole Committee**

19.22hrs: Dr. Ross Morris left the meeting

8. FORMAL APPOINTMENT OF OFFICE BEARERS

In accordance with the rules of the co-operative, Office Bearers are elected following the first Committee of Management meeting that follows the AGM. (The AGM was held on Saturday 09th September 2023).

- ❖ Colin Fraser was re-elected in the role of Committee Chair
- ❖ Jim Hemphill was elected in the role of Vice Chair
- ❖ Wendy Riordan was re-elected in the role of Vice Chair
- **Committee approved the election of Colin Fraser as Chair**
- **Committee approved the election of Jim Hemphill and Wendy Riordan as Vice Chairs**

9. AFFIRMATION: CODE OF CONDUCT & DECLARATIONS SIGNED

In accordance with rule 34.5 of the co-operative; “No Committee member may take office until they have agreed to and signed the co-operative’s code of conduct for Committee Members”

- **The CEO confirmed that all present members had signed both their code of conduct and declaration of interest forms.**
- **Committee noted the report**

10. 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 £1.091million. There was a decrease in the sum of £220k from the figure reported to Committee in August reported at £1.310million. The decrease was due to programme invoices in respect of the boiler / radiator replacement programme.

Inflation decreased and was reported at 6.8% (7.9% in the previous month) whilst interest rates were maintained at 5.25%. 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**

11. AGM FEEDBACK REPORT

The CEO and Chair were delighted to declare that the 33rd AGM (held on Saturday 09th September 2023) had been the most successful and well attended in the history of the co-operative. 10% of membership were required to attend to achieve quorum. 23% of the membership were represented. Aside from the standing business, the co-op rules indicate that WGHC must appoint a qualified auditor. CT were re-appointed as WGHC’s auditors. Committee discussed planning for next year’s AGM.

- **Committee noted the report**

12. CO-OPTEE APPLICATION

Committee considered an application (**Appendix 1**) from James Matthews for co-option onto the WGHC Committee of Management.

- **Committee unanimously approved the application**

13. STRATEGY AWAY DAY

The CEO reminded Committee of the plans for the Strategy Away Day planned for Friday 06 October 2023 at The Village Hotel, Edinburgh. All Committee members confirmed their attendance except for Mary Fergus who gave her apologies.

- **Committee noted the report**

14. COMMITTEE TRAINING & DEVELOPMENT PLAN

The CEO presented the proposed Committee Training & Development plan for the remainder of 2023 into 2024. The plan was highlighted within the report and discussed. Whilst discussing this subject, Committee were asked if they wished for a residential training event in the spring of 2024.

- **Committee approved the training plan for 2023-2024.**
- **Committee indicated they would decide regarding a residential training event at the October Committee meeting**

15. 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 from a BBC journalist regarding the use of RAAC (Reinforced Autoclave Aerated Concrete) within WGHC properties. The request was answered within 3 working days. (FOISA legislation indicates that responses should be provided within 20 working days)

- **Committee noted the report**

16. 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. As 14th September 2023, 69 x WGHC properties have been upgraded and completed. During the meeting, it was confirmed that 3 properties remained uncompleted.

- **Committee noted the report**

17. WGHC RECEIVES ADDITIONAL GRANT FUNDING

The COO reported to Committee that a grant had been awarded to WGHC in the sum of £44,400 for the benefit of WGHC tenants.

Committee have asked for a breakdown of anticipated spend for the October meeting. Committee have requested that letters are specifically sent to elderly/vulnerable WGHC tenants to make them aware that the fund exists.

- **Committee noted the report**
- **Committee requested letters be sent to elderly / vulnerable tenants in addition to any items published within WGHC newsletters or the website**

18. EVH SALARY CONSULTATION

(Appendix 2) was presented to Committee by the CEO. The appendix contained information regarding the annual EVH salary consultation.

- **Committee noted the report and requested the CEO to formally feedback a response to EVH**

19. SOLAR PANEL & ELECTRIC VEHICLE CHARGING POINT - UPDATE

PROCAST carried out the pilot solar panel installation works and this was completed within 2 working days. The WGHC tenants are delighted. WGHC and the tenant will monitor the savings over the next 12 months and report back to Committee in due course.

- **Committee noted the report**

20. ILLEGAL OCCUPATION OF A WGHC TENANCY

In accordance with Committee's approval given to the CEO at the August meeting, WGHC raised legal action to have the non-qualifying occupant removed from the WGHC property on the grounds of illegal occupation. TC Young are acting on WGHC's behalf in respect of this matter.

- **Committee noted the report**

21. HEALTH & SAFETY REPORT

The COO informed Committee of an alleged dog bite suffered by one of the Contractors working within a WGHC tenancy in support of the boiler and radiator replacement programme. At the time of the Committee meeting, no further update had been received from the contractor aside from a copy of their incident report and a picture of the, minor, injury.

- **Committee noted the report**

22. MEMBERSHIP & USE OF THE COMPANY SEAL

Since the last meeting, there have been:

- ❖ One new membership.
 - ❖ Membership number: **782**

 - ❖ Two cessations of membership. Membership numbers:
 - ❖ **6** (deceased)
 - ❖ **768** (End of Tenancy)
- **Committee noted the report**

23. WGHC TENANT FOCUS PARTICIPATION GROUP SESSION

The CEO confirmed to Committee that TIS (Tenant Information Service) have been engaged to host an event with a sample of WGHC tenants. The remit of the project is to provide independent support to WGHC staff, tenants and service users to share experience and views on customer service values.

- **Committee noted the report**

24. ANY OTHER COMPETENT BUSINESS

Following questions and discussion, the following items were raised:

- ❖ The CEO, Larke Adger, is now formally a Board Member of SHARE. SHARE is the Scottish Housing Associations for Training and Education.
- ❖ WGHC hosted a meeting with the Scottish Housing Minister, Paul McLennan, the SFHA and 9 other Housing Association's CEOs / Directors.
- ❖ WGHC have arranged the delivery of a free piano to a WGHC tenant who is offering free piano lessons in return.
- ❖ The COO, David Mills, has been nominated to take a position on the Board of SFHA (Scottish Federation of Housing Associations)
- ❖ Committee member, Jim Hemphill, had undertaken and passed a CIH level 2 course and requested Committee permission to pay an annual CIH membership of £73.00 – this was approved by Committee
- ❖ Committee member, Wendy Riordan, raised the issue of signage around the play park to remind folk of the speed limit as there is worry that a child might be involved in an accident. The signage will be reviewed.

25. DATE OF NEXT COMMITTEE MEETING

It was proposed the next meeting be held on Wednesday, 18th October 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 18th October 2023 @ 6.15pm**

Signed **Redacted Information**

Date: 18th October 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.