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REDACTED INFORMATION



WGHC

Our tenants are paramount in everything we do

Committee of Management

Minutes of Meeting – 15th November 2023

Present: Wendy Riordan (Vice Chair)
Jim Hemphill (Vice Chair)
George Thomson
Lynn Jameson
Mary Fergus
Liz Stewart
Alan Lamont
Cameron Durance
James Matthews
Liz Robertson
Amanda Aitchison
Morag Orr

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

1. APOLOGIES

Colin Fraser (Chair)

2. MINUTES OF MEETING 20th September 2023

The Minutes of the meeting held 18th October 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, Prospect Community Housing Association, acting as WGHC financial agent attending virtually 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 £1.098million. There was an increase in the sum of £60k from the figure reported to Committee in October reported at £1.037million.

Inflation decreased and was reported at 6.7% (6.7% 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**

Erin Mullen, PCHA, joined the meeting via MS Teams @ 18.18hrs

7. PRESENTATION OF 2ND QUARTERLY MANAGEMENT ACCOUNTS

(Appendix 1) was presented to Committee by Erin Mullen of Prospect Community Housing Association acting as WGHC financial agent. Erin described and discussed:

- ❖ Headline Results & Comprehensive Income
- ❖ Operating Costs and Net Operating Surplus
- ❖ Gross Rent Arrears
- ❖ Capital Expenditure
- ❖ Cash Position / Statement of Financial Position
- ❖ Debtors and Creditors / Statement of Cash Flow
- ❖ Interest / Covenants / Financial KPI performance

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

Erin Mullen, PCHA, left the meeting @ 18.29hrs

8. PRESENTATION OF 2ND QUARTERLY PERFORMANCE REPORT

The COO presented information for the 2nd quarter and cumulative statistics for the WGHC Performance against benchmarks (Appendix 2). Items reported and discussed:

- ❖ Voids and Re-lets / Rents and Arrears
- ❖ Repairs and Maintenance / Complaints and Cases of Anti-Social Behaviour
- ❖ Tenants Satisfaction / Tenant Support / Tenant Sustainment
- ❖ Report on Benchmarks achieved or missed with supporting information

- **Committee noted the report**

9. SCOTTISH HOUSING SUMMIT - ATTENDANCE

Both the CEO and COO attended the Scottish Housing Summit at the Scottish Parliament on 07th November 2023 contributing to a roundtable discussion on the housing emergency declared by the City of Edinburgh Council. An outcome affecting WGHC was the immediate requirement to increase lets to homeless applications from the previously agreed rate of 50% to 75%.

- **Committee approved to increase WGHC lettings to homeless applications from 50% to 75% until 31st March 2024 and, if possible, beyond that date**

10. STAFFING SUB-COMMITTEE

This item has been redacted due to confidentiality, sensitivity and data protection. An update would be further provided to Committee during the December meeting.

- **Committee noted the report**

11. ANNUAL ASSURANCE STATEMENT – EVIDENCE BANK

WGHC maintain an electronic evidence bank in support of and to demonstrate compliance with the submission of the Annual Assurance Statement. The CEO and COO jointly present elements of the regulatory standards to Committee in order that they are assured of our compliance. As there are 5 new Committee members elected this year, Committee requested a longer, in depth, presentation as to how the evidence bank is compiled, works, accessed and tested. The evidence bank was demonstrated to Committee.

- **Committee noted the report**

12. WGHC INVESTORS IN EXCELLENCE COMMITMENT CERTIFICATE

Further to previous presentations and information regarding the Investors in Excellence programme unanimously agreed by Committee and being implemented by the CEO and COO, The CEO confirmed that WGHC are now permitted to publish our certificate and commitment to the public in general.

- **Committee noted the report**

13. APPROVAL OF A VISION STATEMENT FOR WGHC

Committee have previously agreed a mission statement that indicates “our tenants are paramount in everything we do” which has been supported by three core values:

- ❖ Customer Service
- ❖ Consistency
- ❖ Learning

However, there has never been an overall vision for the Co-op. As part of the Investors in Excellence programme, a Vision Statement was proposed:

“We will be the leading housing co-operative in Scotland recognised as a centre of excellence”

- **Committee approved the Vision Statement for WGHC**

14. SCOTTISH CO-OPS SUPPORT GROUP

The CEO informed Committee that a quarterly meeting would be held by the CEOs of West Granton, Hawthorn, West Whitlawburn and Lister Housing Co-operatives by way of supporting each other and publicising the works of Co-ops in Scotland. Other Co-ops have been approached but at the time of writing have yet to indicate their intentions.

- **Committee noted the report**

15. COMMITTEE RESIDENTIAL TRAINING

Since September, the Committee have been deciding on their requirements for a residential training event. Hotels have been suggested, although, none have yet been booked. Committee were asked various questions regarding the event and agreed the following:

- **Committee agreed and approved a residential event with a training session on arrival, an evening meal and a full day of training the next day**
- **Committee wish the event to take place either in March or April 2024**
- **Committee wish the event to take place on a Friday and Saturday**

16. GOVERNANCE & COMPLIANCE REPORT

The COO presented his governance and compliance report to Committee. He briefly described current and pipeline workload. He confirmed to Committee that both statutory and regulatory returns have been submitted within required deadlines. 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

The COO was pleased to inform Committee that there had been no health & safety issues to report since the last meeting. The COO confirmed that the Health and Safety Quarterly Committee meeting had been convened.

- **Committee noted the report**

18. MEMBERSHIP & USE OF THE COMPANY SEAL

The COO reported that since the last meeting, there have been:

- ❖ One **new** membership.
- ❖ Membership number: **785** – 01st November 2023 - Assignment
- ❖ One **cessation** of membership.
- ❖ Membership number: **559** – 19th November 2023 – Assignment

- **Committee noted the report**

19. ANY OTHER COMPETENT BUSINESS

- ❖ WG Neighbourhood Watch. No endorsement or affiliation to WGHC but happy to provide assistance* * Update: Mobile Phone provided FOC to Cameron Durance as co-ordinator. Leaflets being inserted into Winter newsletter.
- ❖ A brief discussion regarding the new law in Scotland regarding tenants parking on pavements.
- ❖ The issue of dog fouling was raised and Committee members were advised of the dog warden service.
- ❖ A tenant was unanimously voted to the Committee in a co-optee position* * Update, since being informed of the vote, the applicant has withdrawn their time and will not be joining the Committee as a co-optee.

20. DATE OF NEXT COMMITTEE MEETING

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

Signed

REDACTED INFORMATION

Date: 20th December 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.