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REDACTED INFORMATION



WGHC

Our tenants are paramount in everything we do

Committee of Management

Minutes of Meeting – 18th October 2023

Present: Colin Fraser (Chair)
Jim Hemphill (Vice Chair)
George Thomson
Lynn Jameson
Mary Fergus
Liz Stewart
Alan Lamont
Cameron Durance
James Matthews

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

1. APOLOGIES

Amanda Aitchison
Liz Robertson
Wendy Riordan (Vice Chair)
Morag Orr

2. MINUTES OF MEETING 20th September 2023

The Minutes of the meeting held 20th September 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

There were no guests, visitors or observers during the meeting

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 £1.037million. There was a decrease in the sum of £53k from the figure reported to Committee in September reported at £1.091million. The decrease was due to programme invoices in respect of the boiler / radiator replacement programme.

Inflation decreased and was reported at 6.7% (6.8% 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**

7. DRAFT RISK REGISTER

(Appendix 1) was presented to Committee by the CEO. The Risk Register had been addressed and updated by Committee members during their annual strategy away day on 06th October 2023 facilitated by WGHC's governance consultants, May Murray LLP.

- **Committee were asked to consider any additional risks and/or amendments to the draft risk register**
- **Committee approved the draft risk register**

8. DRAFT ANNUAL ASSURANCE STATEMENT 2023

The draft Annual Assurance Statement (2023) (Appendix 2) was presented to Committee and discussed. The SHR guidance makes it clear that it is the governing body, in this case the WGHC Committee of Management who are responsible for signing off the Assurance Statement. The guidance made it clear that it is the Committee who are giving their assurances to the Regulator.

- **Committee approved the draft Annual Assurance Statement for signing by the Chair**
- **Committee approved the submission of the ASS to SHR (and published on the WGHC website)**

9. JARGON BUSTER

The housing sector is full of acronyms and abbreviations. Further there are terms, statutory and regulatory returns that, sometimes, require explanations. (Appendix 3) was presented to each Committee member to assist with their understanding of the sector and terms of reference used within it.

- **Committee noted the report and welcomed the Jargon Buster for their future use and reference**

10. ANNUAL REPORT ON THE CHARTER 2023

The Annual Report on the Charter 2023 was discussed with Committee and confirmed that a copy will be provided to every WGHC tenant by the 31st October 2023 and an electronic copy posted on the WGHC website.

- **Committee noted the report**
- **Committee requested a short presentation on the AAS ‘evidence bank’ for the meeting in November**

11. TENANT INFORMATION SERVICE – WGHC FEEDBACK EVENT

The Tenant Information Service (TIS) acting independently of both Committee and Senior Management will be contacting all WGHC tenants with a view to securing a panel of tenants to undertake a feedback meeting on 24th November 2023 to ascertain their views and perceptions of the services provided by WGHC.

- **Committee noted the report**

12. STAFFING UPDATE & REVISED PROPOSAL

Committee were updated regarding the recent recruitment process for the position of a grade 8 ‘Asset Compliance & Maintenance Manager’. The exercise had been undertaken by EVH and yielded only one candidate who was unsuccessful in securing the position. Due to the current employment market, it was considered unlikely that this position would be filled within the near future. As such, staffing was re-visited and an alternative plan proposed to Committee. To evidence the proposal a table of ‘stock to staff’ ratio from 20 x sector peers was presented.

- **Committee approved the planned downgrade of the grade 8 Maintenance Manager to that of a grade 7 Reactive Maintenance Officer**
- **Committee approved the recruitment of a full time grade 7 Asset Compliance Officer**
- **Committee approved the future outsourcing of ‘project management’ for the occasions that WGHC undertake major or planned component replacement programmes**
- **Committee approved the planned change of role of the current Property Assistant to that of a Corporate Services Assistant**

13. RESIDENTIAL TRAINING FOR COMMITTEE

The CEO presented findings to Committee regarding a planned residential training day. 3 x hotels were proposed but Committee were asked to decide whether they wished the event to be held during the week, or into a weekend as per the last event.

- **Committee asked for this agenda item to be further discussed during the November Committee meeting**

14. LEGAL ACTION OUTCOME

The CEO presented the outcome of the recent legal action undertaken by WGHC to have an illegally occupied property returned to the possession of WGHC. A copy of the “form of extract decree – recovery of possession of heritable property” was provided to Committee

- **Committee noted the report**

15. ADDITIONS TO SUPPLIERS AND CONTRACTORS LIST

The COO presented version 10 (October 2023) to Committee seeking approval to remove One Contractor, add One Contractor and add One Supplier

- **Committee approved the removal and additions.**
- **The WGHC website was updated to publicly show the current list of Contractors, Suppliers and Consultants to WGHC**

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. A previously reported issue with raised paving slabs in a WGHC rear communal courtyard had been resolved. WGHC now have a future mechanism to deal with and resolve any similar issues.

- **Committee noted the report**

18. MEMBERSHIP & USE OF THE COMPANY SEAL

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

- ❖ Two new memberships.
- ❖ Membership number: **783** – 25th September 2023 - Relet
- ❖ Membership number: **784** – 11th October 2023 - Relet
- ❖ One change of membership.
- ❖ Membership number: **54** – 21st August 2023 – Sole to Joint membership

- **Committee noted the report**

19. SFHA GRANT FUNDING UPDATE

The COO provided an update to Committee regarding the £44.4k grant funding received by WGHC from the SFHA. Committee had previously requested an indicative breakdown of allocation of planned funds and what would/could be provided to WGHC tenants as a result. The COO presented the planned spend via a table of items and allocations available.

- **Committee noted the report**
- **Committee requested that a ‘follow up’ letter be sent to all previously identified tenants reminding them of the assistance that was available**

20. MAY MURRAY LLP – NOTICE TO TERMINATE CONTRACT

The CEO informed Committee that, in accordance with the current agreement, May Murray LLP had submitted 3 months notice to terminate their contract with WGHC due to increasing commitments.

- **Committee noted the report**

21. ANY OTHER COMPETENT BUSINESS

- ❖ The CEO reminded Committee that WGHC would be represented by staff at the Chartered Institute of Housing Annual Scotland Housing Awards 2023 and would be presenting/sponsoring the award for ‘Excellence in Customer Service’
- ❖ The COO provided information to Committee, following a previous request, regarding the paint that should be used by tenants if they wish or choose to re-paint their garden railings. The paint is a corrosion resistant ‘direct to rust’ exterior smooth black metal paint. (Hammerite) was suggested but other paints can be used if they are corrosion resistant and direct to rust brands
- ❖ The CEO reminded Committee of the requirement to maintain an email address for use and ease of communicating quickly and efficiently to all Committee members

22. DATE OF NEXT COMMITTEE MEETING

It was proposed the next meeting be held on Wednesday, 15th November 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 15th November 2023 @ 6.15pm**

Signed **REDACTED INFORMATION**

Date: 15th November 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.