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COLIN FRASER ON **REDACTED INFORMATION**



# WGHC

Our tenants are paramount in everything we do

## Committee of Management

### Minutes of Meeting – 15<sup>th</sup> May 2024

**Present:** Colin Fraser (Chair)  
Wendy Riordan (Vice Chair)  
Jim Hemphill (Vice Chair)  
George Thomson  
Liz Stewart  
Alan Lamont  
Liz Robertson  
Morag Orr  
Lynn Jameson  
Stephanie Wilson

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

#### 1. APOLOGIES

Cameron Durance  
Amanda Aitchison

#### 2. MINUTES OF MEETING 17<sup>th</sup> April 2024

The Minutes of the meeting held 17<sup>th</sup> April 2024 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 WGHCs 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 £1.105million. There was an increase in the sum of £19k from the figure reported to the Committee in April, previously reported at £1.086million.

Inflation was reported at 3.2% (3.4% in the previous month) and 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. ANNUAL CORPORATION TAX DECLARATION 2023

West Granton Housing Co-operative is a not for profit organisation. It is therefore only liable to pay Corporation Tax on any interest received from the cash it has in its Bank Accounts. Tax is paid on a preceding year basis.

In the financial year 2022-23, WGHC received £8,972 in interest. The Corporation Tax Rate is 19%. **The CEO confirmed to Committee** that WGHC paid its Corporation Tax of £1,704.68 to HMRC on 2<sup>nd</sup> August 2023.

- **Committee noted the report**

## 8. 4<sup>th</sup> QUARTERLY MANAGEMENT ACCOUNTS

Erin Mullen, Prospect Community Housing Association joined via MS Teams @ 18.19hrs

**Appendix 1** was presented by Erin Mullen, guiding Committee members through all relevant sections of the Quarterly Management Accounts. Items discussed and reported: Headline Results, Income, Operating Costs, Capital Expenditure, Covenants and Financial KPIs.

Committee were reminded that a project had completed £145k (38%) over budget. However, this had previously been reported and discussed with Committee and mitigating circumstances had been implemented to make savings of £141k. As a result, the year ended with a positive surplus of £252k.

- **Committee noted the report**

Erin Mullen, Prospect Community Housing Association left @ 18.30hrs

## 9. 4<sup>th</sup> QUARTERLY PERFORMANCE REPORT

Appendix 2 was presented to Committee by the COO. The COO presented both the 4<sup>th</sup> quarter and annual cumulative statistics within the report. The Committee were guided through the 27 sections comprising both benchmark achievements and statutory / regulatory information giving assurance regarding tenant safety and protection of WGHC assets. The performance report will be published on the WGHC website.

- **Committee noted the report**

## 10. FIVE YEAR FINANCIAL PROJECTIONS

Appendix 3 was presented by the CEO, demonstrating to Committee members the Five Year Financial Projections (FYFP) for 2024-2029 that was due to be submitted to the Scottish Housing Regulator, subject to Committee approval. The CEO provided narrative to Committee members demonstrating how this regulatory return is compiled from WGHC budgets and the 30 year financial plan, previously approved by Committee 21<sup>st</sup> February and 20<sup>th</sup> March 2024. The FYFP indicated the requirement of a loan facility requirement in 2025.

- **Committee reviewed and unanimously approved WGHC's Five Year Financial Projection for submission to the Scottish Housing Regulator**

## 11. ARC APPROVAL FOR SHR SUBMISSION

Appendix 4 was presented by the CEO, demonstrating to Committee members the format and information required for submission in support of the Annual Return on the Charter for the Scottish Housing Regulator. A sample of questions and supporting evidence was provided to Committee following assurance from both the CEO and COO of validation of planned data submission. In addition, prior to submission to Committee, the ARC return was reviewed and validated by Scotland's Housing Network as an independent body.

- **Committee reviewed and approved WGHC's Annual Return on the Charter submission to SHR for 2023-2024**

## 12. DIRECTOR LEGAL DUTIES AND RESPONSIBILITIES

Following the Governance training provided by Co-ops UK at the Committee's recent Residential Training weekend, the CEO prepared an additional information policy document for Committee, Appendix 5, "Legal Duties and Responsibilities of a Director". A copy was provided to Committee with reports and future copies will be provided in the Induction Pack for new Committee members, as a standard.

- **Committee unanimously approved the document**
- **Committee requested a 1 hour refresher on the document on an annual basis within the Committee Annual Strategy Day**

## 13. THE MONTHLY GOVERNANCE FAQs

The CEO provided information regarding Governance frequently asked questions as a reminder to longer established Committee members but as a learning aid to the newer Committee members.

- **Committee noted the report**

#### **14. COMMITTEE ANNUAL APPRAISALS - REMINDER**

Committee members were reminded that their annual appraisals would be undertaken on Friday 31<sup>st</sup> May 2024. The schedule of appointments has been provided to Committee on 3 occasions.

- **Committee noted the report**

#### **15. DRAFT DEBT MANAGEMENT POLICY**

**Appendix 6** was put to Committee by the COO for their approval. The policy was previously fully reviewed in 2022 with the schedule of re-charges approved in 2023.

- **Committee approved the draft debt management policy**
- **Committee requested the updated schedule of re-charges be published within the Summer quarterly newsletter to all tenants**

#### **16. ASSURANCE STATEMENT EVIDENCE BANK REVIEW – SHR VISIT**

Both the CEO and COO talked to Committee about the ongoing digital evidence bank in support of providing assurance to Committee in order that an Annual Assurance Statement can be provided to the SHR every October.

Committee were reminded that representatives from SHR would be visiting the WGHC office to meet with the CEO, COO and Chair to ascertain what work and evidence were used to submit the 2023 annual assurance statement.

- **Committee noted the report**

#### **17. PLANNED MAINTENANCE OFFICER RECRUITMENT**

The COO updated Committee on the progress of recruitment for the position of Planned Maintenance Officer. Further, Committee were reminded that a staff member had voluntarily reduced their role from that of a Grade 8 Manager to that of a Grade 7 Officer.

- **Committee noted the report**

#### **18. WGHC TENANT SERVICE CHARTER**

Having previously approved the WGHC tenant service charter in April, Committee were advised that the requirements and outcomes of the charter had 'gone live' as of 01<sup>st</sup> May 2024 with all staff made aware.

A copy of the charter is openly published in the WGHC reception area. A copy of the charter will be published for all tenants in the Summer quarterly newsletter.

- **Committee noted the report**

## **19. HYBRID / SHORTER WORKING WEEK - INFORMATION**

The CEO presented information regarding hybrid working systems being employed by many RSLs in Scotland, along with some who have instigated shorter working weeks. This prompted discussion from various Committee members as it was felt this may be impacting the ability to recruit staff.

The CEO made it clear that, unless Committee instructed otherwise, there would be no plans to offer or consider hybrid working or a shorter working week. Any suggestion to do so, could be detrimental to service provision to WGHC tenant members.

- **Committee noted the report**

## **20. GOVERNANCE & COMPLIANCE REPORT**

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

As accepted practice and to give Committee assurance, the COO also reported:

- ❖ FOISA / EIR Requests since last meeting = TWO\*
- ❖ Subject Access Requests since last meeting = NIL
- ❖ Information Data Breaches since last meeting = NIL
- ❖ Open Notifiable Events with SHR = NIL

- \* FOI 013 – Beattie (Unite Union)                      Violence against staff
- \* FOI 014 - Hayes (BBC)                                      Evictions

Both FOISA requests were answered in full and well within the statutory 20 day allowance.

- **Committee noted the report**

## **21. CEO ACTIVITIES REPORT**

The CEO presented a monthly activity report to Committee, primarily focussed on wider role, local and community engagement and strategic promotion of the co-op. Some operational issues were also discussed, primarily related to the temporary arrangement regarding management of the Housing Management area of the organisation.

- **Committee noted the report**

## **22. COO ACTIVITIES UPDATE**

The COO presented various operational and contractual updates to Committee and focussed some attention on the Maintenance areas of the organisation.

- **Committee noted the report**

## **23. HEALTH & SAFETY REPORT**

The COO was pleased to inform Committee that there had been no health & safety issues to report since the last meeting.

- **Committee noted the report**

## 24. MEMBERSHIP & USE OF THE COMPANY SEAL

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

- ❖ One **new** membership:
- ❖ Membership number: **794** – 19<sup>th</sup> April 2024 (Relet)
- ❖ NIL **cessations** of membership:

- **Committee noted the report**

## 25. DOMESTIC WIND TURBINES

The CEO presented a thorough and comprehensive report to Committee regarding the installation of stand-alone wind turbines to individual WGHC properties as this had been previously requested by a Committee member. On reflection, further discussion and based upon prohibitive costs, Committee agreed that it was an unlikely avenue to pursue at any point in within the foreseeable future.

- **Committee noted the report**

## 26. ROLLING ACTION ITEMS LIST

The COO and CEO talked through items 1 thru 5 of the agreed 'rolling action' list and provided updates to Committee

- **Committee noted the report**

## 27. ANY OTHER COMPETENT BUSINESS

- ❖ Committee were reminded of two (2) upcoming EVH public holidays whereupon the office would be closed.
- ❖ The CEO advised Committee that relevant documents requested by SHR had been provided by the dates required. No further update had yet been provided.
- ❖ Committee members asked for COEC to be approached regarding the (overgrown) council adopted service strips around the estate to have them cut.
- ❖ Committee asked whether the WGHC estate could be made a "firework free zone" and discussion took place regarding this, including the deadline for applications.

## 28. DATE OF NEXT COMMITTEE MEETING

It was proposed the next meeting be held on Wednesday, 19<sup>th</sup> June 2024 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 19<sup>th</sup> June @ 6.15pm**

Signed **REDACTED INFORMATION** Chairperson

Date: **19<sup>th</sup> June 2024**

**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.**