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**COLIN FRASER ON REDACTED INFORMATION**



# WGHC

Our tenants are paramount in everything we do

## **Committee of Management**

### **Minutes of Meeting – 17<sup>th</sup> April 2024**

**Present:** Colin Fraser (Chair)  
Wendy Riordan (Vice Chair)  
Jim Hemphill (Vice Chair)  
George Thomson  
Liz Stewart  
Alan Lamont  
Cameron Durance  
James Matthews  
Liz Robertson  
Amanda Aitchison  
Morag Orr

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

#### **1. APOLOGIES**

Lynn Jameson

#### **2. MINUTES OF MEETING 20<sup>th</sup> March 2024**

The Minutes of the meeting held 20<sup>th</sup> March 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

- Emmy Laycock, Co-Ops UK Head of Advice Member Services and author of the Co-Operative Code of Governance.

## 6. COMMITTEE ANNUAL APPRAISAL PROCESS

Emma Laycock (Co-Ops UK) joined the meeting via MS Teams at 18.18hrs

It is considered high-risk if Members do not have an annual appraisal. Appraising the Committee's performance can clarify both their individual and collective roles and responsibilities, and better determine their future training needs. Co-Ops UK will be undertaking the Committee of Management annual appraisals via a Director Peer Appraisal system, collated, specifically, for WGHC.

Committee members enthusiastically engaged with Emma asking whether the process will be anonymised (Yes), will the process reflect the length of service on Committee (Yes) and will it demonstrate the 9+ year service rule, as specified within the SHR framework and Co-Op rules, (Yes).

- **Committee noted the report**
- **Committee unanimously approved the appraisal process**
- **Committee voted and agreed the appraisal date for Friday 31 May 2024**
- **The Chair thanked Emma for their report on behalf of the whole Committee**

Emma Laycock (Co-Ops UK) left the meeting at 18.41hrs

## 7. 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 £1.086million. There was a decrease in the sum of £89k from the figure reported to the Committee in March, previously reported at £1.175million. As a 'one off' exercise, the CEO presented a table of individual spend to demonstrate the £89k difference.

Inflation was reported at 3.4% (4.0% 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**

## 8. SCOTTISH HOUSING REGULATOR'S ENGAGEMENT PLAN, 2024-25

Committee were presented with a copy of the Scottish Housing Regulator's engagement plan for WGHC for the period 2024-25. WGHC are considered "**Compliant**" but with some engagement due to WGHCs financial plans and requirement to secure private finance/borrowing.

In addition, the SHR undertake an annual visit to 13 x RSLs. For the period 2024-25, WGHC have been chosen to participate in an SHR visit. The visit is booked for 23<sup>rd</sup> May 2024.

- **Committee noted the report**

## **9. BUSINESS PLAN, 2024-27 PRESENTATION**

The CEO presented **Appendix 1**, the revised 2024-27 business plan. The CEO reminded Committee that the plan is a public document, published on the WGHC website, provided to the Scottish Housing Regulator and our lenders, Nationwide Building Society.

- **Committee noted the report**

## **10. EVH WAGES BALLOT – AGREED OUTCOME**

The COO reported the confirmed outcome of the recent EVH wages ballot. Previous negotiations at 5.5% had been disputed and refused. The outcome was agreed at 6% and this pay rise was implemented as of 01<sup>st</sup> April 2024 across all EVH members, including WGHC.

- **Committee noted the report**

## **11. “YOUR HOUSING PERKS” – APPLICATION DEMONSTRATION**

The CEO demonstrated “your housing perks” - The app was set up with the aim to help tenants with the rising cost of living. The vouchers that a tenant receives are designed to work best on a smartphone but all the voucher codes for the participating retailers can be printed off and used normally. WGHC in consortium with 6 other RSLs is subscribing to the platform at the rate of £365 per annum, i.e. less than £1 per WGHC tenant.

- **Committee noted the report**

## **12. COMPONENT REPLACEMENT PROGRAMME UPDATE**

The COO reported to Committee the planned component replacement programme scheduled for implementation over summer 2024:

- ❖ 46 x Kitchen / Boiler replacements within the Forth Quarter
- ❖ 66 x Boiler & Radiator replacements within Area 1 of the WGHC estate

- **Committee noted the report**

## **13. AGM 2024**

The CEO confirmed to Committee that the Annual General Meeting (AGM) will be held at the Prentice Centre on Saturday 07<sup>th</sup> September 2024 @ 10.00hrs – 13.00hrs

- **Committee approved the location, time and date for the 2024 WGHC AGM**

## **14. ASSURANCE STATEMENT EVIDENCE BANK, REVIEW MONTH #1**

The COO presented the Assurance Statement evidence bank to Committee via the Boardroom TV. Committee were advised of generic items and the 6 areas of the regulatory framework against which all functions and evidence relating to WGHC are measured.

- **Committee noted the report**

## **15. WGHC FINANCIAL AGENT: PROSPECT COMMUNITY H.A.**

The CEO reported to Committee the success of the 4 year relationship between WGHC and PCHA acting as our financial agent. Having undertaken due diligence, The CEO reported that PCHA had been appointed for another year, i.e. 2024-25. The documentation regarding this was presented to Committee within the report.

- **Committee noted the report**

## **16. STAFFING RESOURCES UPDATE**

The COO reported to Committee of the requirement for the CEO / COO to, temporarily, manage more day-to-day issues. It was reported that this could, on occasion, result in overtime being worked by either the CEO, COO or both.

Further, updates were provided regarding the Grade 7 Housing Officer, the Grade 7 Planned Maintenance Officer and the removal of the Grade 8 Maintenance Manager position within the overall WGHC management structure.

- **Committee noted the report**
- **Committee approved the payment of overtime, when necessary, to both the CEO and COO in accordance with employment terms and conditions**

## **17. ARCHIE – DEBT ADVICE PROJECT 2023-24 RESULTS**

The CEO informed Committee of progress and results for the ARCHIE debt advice project for the year ending 31<sup>st</sup> March 2023. WGHC had benefitted from advice for 28 tenants and advice had yielded financial gains to WGHC tenants in the sum of £13,502.65

- **Committee noted the report**

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

Following previous (minuted) reports of the work and consultation undertaken between the Tenant Information Service (TIS) and a panel of WGHC tenants, the finalised WGHC Tenant Service Charter (**Appendix 2**) was put before Committee for final approval. If approved, the Charter would be published and implemented as of 01<sup>st</sup> May 2024.

- **Committee unanimously approved the WGHC Tenant Service Charter**

## **19. SOCIAL VALUE REPORT 180° CONSULTING (UCL)**

The CEO presented **Appendix 3** to Committee which was the finalised version of the Social Value Report provided following various research into WGHC undertaken by 180° Consulting (University College London). Research had relied upon information in the public domain from sources such as the SHR, SHN, FCA, Companies House and in consultation with a WGHC tenant panel.

- **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.

The COO confirmed to Committee that Cyber-Insurance had been procured for another year with cover commencing as of 28 April 2024.

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**

## **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.

- **Committee noted the report**

## **22. COO ACTIVITIES UPDATE**

The COO presented various operational and contractual updates to Committee

- **Committee noted the report**

## **23. FIRST 4 ECO SOLAR PANELS / EPC**

The COO presented information regarding the installation of either a 2.4kw or 4.0kw solar panel array, inverter and battery storage to WGHC properties at a quoted and indicative price of approx. £7.5k per property which was significantly cheaper than 2 previously provided quotations. It was also demonstrated that this type of installation would improve the property SAP scores on the Energy Performance Certificate to the surveyed properties to either a B or A rating in all cases.

- **Committee noted the report**

## **24. CONTRACTOR / SUPPLIER LIST UPDATE**

The COO presented an updated version of the Contractor / Supplier / Consultant list to Committee for their approval to add: Avenue Crew Dunfermline. Supplier list version 13.0 April 2024.

- **Committee approved the addition of Avenue Crew Dunfermline to the WGHC Contractor / Supplier / Consultant approved list.**

## **25. 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**

## **26. MEMBERSHIP & USE OF THE COMPANY SEAL**

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

- ❖ Four **new** memberships:
  - ❖ Membership number: **791** – 25<sup>th</sup> March 2024 (Sole)
  - ❖ Membership number: **792** - 01<sup>st</sup> April 2024 (Joint Tenants)
  - ❖ Membership number: **793** - 05<sup>th</sup> April 2024 (Sole)
- ❖ One **cessation** of membership:
  - ❖ Membership number: **603** – 15<sup>th</sup> March 2024 – Deceased

- **Committee noted the report**

## **27. 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**

## **28. ANY OTHER COMPETENT BUSINESS**

- ❖ Committee considered an application from Stephanie Wilson for a 'casual vacancy' position on the Committee of Management. Under the rules, our co-opted member was unable to vote. From the elected members, the decision to appoint to Committee was unanimous.
- ❖ A Committee member asked if investigatory enquiries could be made assess the feasibility of affixing individual wind turbines to WGHC properties.
- ❖ Committee members discussed a 'minimum training standard' for Committee members. This involved animated discussion. The CEO was requested to submit a proposal for consideration

## **29. DATE OF NEXT COMMITTEE MEETING**

It was proposed the next meeting be held on Wednesday, 15<sup>th</sup> May 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 15<sup>th</sup> May @ 6.15pm**

Signed **REDACTED INFORMATION** Chairperson Date: **15<sup>th</sup> May 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.**