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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 March 2024

Present:

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

In attendance:

Larke Adger	(CEO)
David Mills	(COO)

1. APOLOGIES

NIL apologies. Full Committee Attendance

2. MINUTES OF MEETING 21st February 2024

The Minutes of the meeting held 21st February 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

Both the CEO and COO declared an interest in item 13.0 and will leave the Board Room during this element of the meeting. Wendy Riordan will leave the Board Room during item 29.0 having declared an interest.

5. GUESTS, VISITORS, OBSERVERS

- Siobhan Archibald – Wylie + Bissett, WGHC Internal Auditors

6. PRESENTATION OF INTERNAL AUDIT FINDINGS 2024

Siobhan Archibald (W+B Auditors) joined the meeting via MS Teams at 18.20hrs

Appendix 1 was presented to Committee by Siobhan. Two areas had been audited and follow up actions from the previous year audit were assessed to ensure recommendations had been implemented:

Appendix 1a	= Budgetary & Financial Reporting	= Assurance level 'strong'
Appendix 1b	= Reactive Maintenance	= Assurance level 'substantial'
Appendix 1c	= Follow Up Recommendations	= Assurance level 'strong'

Appendix 1d = Audit Plan proposal for 2024/25

- ❖ Damp, Mould & Condensation
- ❖ Risk Management
- ❖ Follow Up Review

- **Committee noted the report**
- **Committee unanimously approved the 2024/25 Audit Plan Proposal**
- **The Chair thanked Siobhan for their report on behalf of the whole Committee**

Siobhan Archibald (W+B Auditors) left the meeting at 18.42hrs

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 £1.175million. There was an increase in the sum of £16k from the figure reported to the Committee in February, previously reported at £1.159million.

Inflation was reported at 4.0% (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. RENT POLICY

At the February 2024 meeting, following a successful rent consultation with WGHC tenants, Committee approved a rent increase of 7%. Each year, the Rent Policy is updated to reflect changes in rents or stock. The Rent Policy (Appendix 2) was updated and presented to Committee for approval. The policy was updated to reflect WGHC's rent increase for 2024-25 will be 7% and the stock numbers remain at 372.

- **Committee unanimously approved the Rent Policy, 2024-25**

9. REVISED BUDGETS, BASED UPON 7% RENT INCREASE

The CEO presented **Appendix 3**, a pack comprised of revised proposed budgets, 5 year component replacement programme, 30 year plan and 30 year cash flow projections. Although physically provided as a pack to each Committee member, the pack was worked through on the Boardroom TV screen to better demonstrate and talk members through the budgets.

- **Committee unanimously voted to approve the annual 2024-25 budget**
- **Committee approved the Five year financial budget in preparation for submission of the FYFP return to the SHR**
- **Committee approved the 30 year financial budget for planned maintenance and component replacement**
- **Committee approved the cash flow for 2024-25, indicative 5 year and 30 year predictions**

10. ANNUAL TREASURY REPORT TO COMMITTEE 2024

The annual report pertaining to WGHC's cash and loans (borrowings) were provided to Committee by the CEO.

Cash at hand (available without penalty or notice) was announced to Committee @ £1.175million, along with details of 5 x loan performance (mortgages). The 5 x loans expire, respectively, in 2031, 2033, 2036, 2038 and 2039. It was further reported a 6th loan (interest free) from the Scottish Government taken out to enable WGHC to upgrade all smoke alarms to be linked within each property, is due to expire in February 2025.

- **Committee noted the report**

11. ANNUAL BAD DEBTORS REPORT

The CEO presented the annual bad debtors report to Committee. It was agreed that no current tenant rent arrears debt would be written off. It was agreed that the sum of £1,821.18 would be written off in respect of 2 former tenants. The sum of £1,748.00 remains in arrears for 2 x former tenants. An update of planned recovery action was provided to Committee regarding these debts. Committee required more effort with current tenant 're-charge' debt management (£1,964.82)

- **Committee approved that the former tenant debt of £1,821.18 was to be 'written off' – This would be recorded on our Bad Debt Register.**

12. ANNUAL I.C.T. & DATA COMPLIANCE REPORT

The COO made the full Annual I.C.T. and Data Compliance Declaration in support of the Assurance Statement to Committee. This confirmed to Committee that WGHC is compliant in all areas of relevant legislation in relation to both data protection and Information & Communication Technology.

- **Committee noted the report**

13. EVH WAGE INCREASE 2024-25 – BALLOT RESULT

The CEO and COO left the meeting for this item having earlier declared an interest.

Committee discussed the finalised offer of 6% across all EVH salary points for the period 2024-25.

- **Committee approved the 6% salary increase for 2024-25 as outlined within the EVH ballot paper and supporting information**

The CEO and COO were invited back into the meeting on conclusion of this item.

14. DRAFT RISK REGISTER 2024-2025

Appendix 4 was referenced by all Committee members. The CEO talked Committee through the items identified within the Risk Register which they had previously worked upon during the Strategy Away Day facilitated by WGHC governance consultants, May Murray LLP and attended by the CEO and COO. In addition, the CEO had updated the register using the UK Government's Housing Sector Risk Profile.

- **Committee unanimously approved the 2024-25 Risk Register**

15. BUSINESS PLAN PACK 2024-25

The CEO presented the proposed revisions to the WGHC business plan, 2024-27 to Committee, using Appendix 5 as a point of reference. Strategic Objectives were updated. Core Values were updated. The COO then presented the proposed benchmarks for 2024-25 to Committee, which aligned with the Business Plan Strategic Objectives.

- **Committee approved the Strategic Objectives for the business plan**
- **Committee approved the revised benchmarks for 2024-25**
- **Committee approved the proposed 2 new core values**

16. HEALTH & SAFETY POLICY – COMMITTEE RESPONSIBILITIES

Appendix 6 was referenced by all Committee members. The COO discussed the changes most recently implemented within the WGHC Health & Safety Policy and reminded Committee of their duties in this regard. Committee members all signed their annual declaration in respect of their required knowledge in this regard. The CEO advised that she was arranging for a training session on Health & Safety for Committee for 12 April 2024.

- **Committee noted the report**
- **Committee members signed the policy acknowledging their responsibilities**

17. DRAFT REACTIVE MAINTENANCE POLICY

The COO presented the draft Reactive Maintenance Policy & Procedure document (Appendix 7) for Committee and invited any relevant questions.

- **Committee approved the Reactive Maintenance Policy**

18. SOCIAL HOUSING NET ZERO STANDARD

The CEO informed Committee of the changes to the Scottish Housing Net Zero Standard (SHNZS). The new standard will replace EESSH2. (Energy Efficiency Scottish Social Housing Standards). The new standard will be brought into law via the 'Heat in Buildings Act'. This will have a future effect on Energy Performance Certificates. As a result of the planned changes, all WGHC stock currently meet the indicated 2033 target. However, future work will be required to meet the indicated 2040 target.

- **Committee noted the report**

19. RECRUITMENT UPDATE

The COO gave Committee an update on the recent recruitment campaigns effected by WGHC. None had, so far, yielded suitable candidates. The sector is awash with positions and the COO demonstrated 24 vacant positions. 1 x RSL had 4 live adverts, another RSL had 6 live adverts. The position within the maintenance department will be re-advertised but with a different title as it was felt the current title was deterring candidates from application.

- **Committee noted the report**

20. INVESTORS IN EXCELLENCE

The COO gave Committee an update on the plans and timetable for Investors in Excellence.

- **Committee noted the report**

21. COMMITTEE RESIDENTIAL TRAINING – APRIL 2024

The CEO reminded Committee members of the agenda and format for the planned residential event on 12th and 13th April 2024. Committee members confirmed which members required accommodation. Others confirmed whether they were staying overnight and/or staying for the evening meal.

- **Committee noted the report**

22. CO-OPS UK – CONDUCTING COMMITTEE ANNUAL REVIEWS 2024-25

The CEO talked Committee through the proposal allowing representatives from Co-ops UK to attend, meet Committee and plan to undertake the Committee annual reviews for the period 2024-25.

- **Committee approved the proposal for Co-ops UK to undertake their annual reviews for 2024-25**

23. 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**

24. COO ACTIVITIES UPDATE

The COO presented various operational and contractual updates to Committee

- **Committee noted the report**

25. 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 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**

26. 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**

27. MEMBERSHIP & USE OF THE COMPANY SEAL

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

- ❖ One **new** membership:
- ❖ Membership number: **790** – 29th February 2024
- ❖ Four **cessations** of membership:
- ❖ Membership number: **382** – 11th February 2024 – Deceased
- ❖ Membership number: **516** – 19th February 2024 - Deceased
- ❖ Membership number: **23** - 24th February 2024 - Deceased
- ❖ Membership number: **102** - 09th March 2024 - Deceased

- **Committee noted the report**

28. ROLLING ACTION ITEMS LIST

The COO provided Committee with an update regarding the Leylandii trees. The City of Edinburgh Council have now accepted ownership and liability for the trees, land and gardens at our estate border. A site visit is being undertaken by Mr. Roddy McKee – Trees & Woodlands Officer from COEC on Tuesday 19th March 2024 @ 09.00hrs.

- **Committee noted the report**

29. ANY OTHER COMPETENT BUSINESS

Wendy Riordan left the meeting for this item having earlier declared an interest.

- ❖ The CEO requested a donation in the sum of £5200 be provided to Midnight & Beyond and information was submitted in support of the request.
- ❖ Committee deliberated the request and, following a counterproposal from JH, Committee approved a donation in the sum of £10,000 for Midnight & Beyond and a request that representatives attend the next WGHC AGM scheduled for implementation in September 2024.

30. DATE OF NEXT COMMITTEE MEETING

It was proposed the next meeting be held on Wednesday, 17th April 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 17th April @ 6.15pm**

Signed **REDACTED INFORMATION**

Chairperson Date: **17th April 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.