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**COLIN FRASER ON Redacted Information**



# WGHC

Our tenants are paramount in everything we do

## **Committee of Management**

### **Minutes of Meeting – 19<sup>th</sup> June 2024**

**Present:**

Colin Fraser	(Chair)
Wendy Riordan	(Vice Chair)
Jim Hemphill	(Vice Chair)
George Thomson	
Liz Stewart	
Liz Robertson	
Morag Orr	
Lynn Jameson	
Amanda Aitchison	

**In attendance:**

Larke Adger	(CEO)
David Mills	(COO)

#### **1. APOLOGIES**

Cameron Durance  
Stephanie Wilson  
Alan Lamont

#### **20. MONTHLY GOVERNANCE FAQs**

The Chair elected to move item No. 20 from the agenda and bring to the start of the meeting – Discussion was held regarding motions, proposers, seconders and voting on matters set forth before the Committee within the Committee papers. Thereafter, it was agreed that the new format would be implemented because of both discussion and checking with the rules.

- **Committee noted the report**

#### **2. MINUTES OF MEETING 15<sup>th</sup> May 2024**

The Minutes of the meeting held 15<sup>th</sup> May 2024 were **approved** by Committee.

- **CF Proposed / JH Seconded / Committee noted the report**

### **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 NIL external guests, visitors or observers

### **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 £1.259million. There was an increase in the sum of £154k from the figure reported to the Committee in May, previously reported at £1.105million.

Inflation was reported at 2.3% (3.2% 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. LOAN PORTFOLIO REPORT**

The CEO discussed **Appendix 1** to Committee which constituted the Loan Portfolio Return. The Scottish Housing Regulator (the SHR) requires the annual submission of their Loan Portfolio Return, which gives details of active loans as at the end of the financial year. The SHR uses this information to inform their view about the risks and future financial viability of WGHC.

- **Committee noted the report**

### **8. ANNUAL CEO STATEMENT OF IMPAIRMENT**

The CEO presented evidence to Committee of both the carrying value of WGHC fixed assets and on impairment.

- **CF Proposed / WR Seconded / Committee unanimously agreed there is no evidence of impairment of the value of WGHC housing stock**
- **CF Proposed / LR Seconded / Committee approved the carrying value of both land and buildings**

### **9. ANNUAL CEO FRAUD DECLARATION**

Monitoring fraud within WGHC is a key activity. The CEO ensures there are adequate procedures, policies and internal controls in place to prevent incidents of fraud. 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.

- **CF Proposed / AA Seconded / Committee approved the annual fraud declaration for submission to the WGHC fraud register.**

## **10. FINANCIAL AUDIT CLEARANCE MEETING**

The CEO advised Committee of the completion of the 2024 financial audit that commenced 03 June 2024. The audit clearance meeting will take place on Tuesday 25<sup>th</sup> June 2024. Thereafter, the draft financial statements will be formally presented to Committee in the July Committee meeting

- **Committee noted the report**

## **11. SHAPS (PENSION DEFICIT) EMPLOYER CONTRIBUTION - UPDATE**

By law, all employers have to offer a pension scheme to staff. WGHC currently pays in 10% for each staff member and staff can pay in a minimum of 5% and upwards. The report explains what a pension deficit is, why they happen and what this means for WGHC. SHAPS have recently advised members of a likely deficit, resulting in additional contribution payments commencing 01<sup>st</sup> April 2026. Committee will be advised as and when (if) the situation changes.

- **LR raised a question regarding staff contributions to the pension scheme**
- **Committee noted the report**

## **12. DRAFT – FINANCIAL REGULATIONS POLICY**

The COO presented **Appendix 2** to Committee, the Financial Regulations Policy. The primary changes were updates to legislation references, updates to policy references, updates to statement of delegated authority, updates to procurement and authority methods table, credit / debit cards and staff responsibilities.

- **CF Proposed / WR Seconded / Committee unanimously approved the Financial Regulations Policy.**

## **13. DRAFT – GOVERNANCE & STANDING ORDERS POLICY**

The COO presented **Appendix 3** to Committee, the Governance & Standing Orders Policy.

The primary changes were updates to rule numbering (as the Co-op rules were changed in 2021 as the result of a special general meeting), updates to office bearer role titles (as the position of treasurer was removed in 2022), alterations to section 12.4 Membership Meeting as the previous policy had an error regarding the use of numbers and letters (inconsistency).

- **CF Proposed / JH Seconded / Committee unanimously approved the Governance & Standing Orders Policy.**

## **14. DRAFT – EQUALITIES AND DIVERSITY POLICY**

The COO presented **Appendix 4** to Committee, the Equalities and Diversity Policy. There were no major changes to this policy aside from alteration to context and language, spelling and grammatical error correction and re-formatting to the new WGHC corporate standard.

- **CF Proposed / LR Seconded / Committee unanimously approved the Equalities and Diversity Policy.**

## **15. DRAFT – SETTLEMENTS AGREEMENTS POLICY**

The COO presented **Appendix 5** to Committee, the Settlements Agreements Policy. There were no major changes to this policy aside from alteration to context and language, spelling and grammatical error correction and re-formatting to the new WGHC corporate standard, along with the addition of Co-ops UK as a supplier in respect of HR matters.

- **CF Proposed / JH Seconded / Committee unanimously approved the Settlements Agreements Policy.**

## **16. SHR VISIT RE: 2023 ANNUAL ASSURANCE STATEMENT**

The CEO provided updated information to Committee following the Scottish Housing Regulators visit to discuss the 2023 Annual Assurance Statement submission. The Chair, CEO and COO had met with representatives of SHR on 23<sup>rd</sup> May 2024. On 03<sup>rd</sup> June 2024, the SHR provided a feedback letter to WGHC which the CEO shared with the Committee during the meeting.

- **JH raised a question regarding ongoing engagement due to financial questions raised during the visit**
- **WR raised a question regarding minimum cash holdings before external stakeholders might worry about WGHC and financial viability**
- **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 interviews were planned for the weeks following the Committee meeting.

- **Committee noted the report**

## **18. STAFF VOCATIONAL TRAINING REQUEST**

The CEO proposed a CIH Diploma Level 4 course for a WGHC staff member. The course will cost £3,930.00.

- **CF Proposed / AA Seconded / Committee unanimously approved the vocational training in principle.**

## **19. OFFICE BEARER SUCCESSION PLANNING – SEPTEMBER 2024**

The CEO presented application packs to Committee members wishing to stand election for office bearer roles post-September 2024 AGM. Three positions are available: 1 x Chair and 2 x Vice-Chair. Closing date for applicants will be set at 05<sup>th</sup> July 2024.

- **CF Proposed / LR Seconded / Committee noted the report**

## **21. 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 = 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**

## **22. 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**

## **23. 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**

## **24. 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**

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

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

- ❖ Two **new** memberships:
  - ❖ Membership number: **795** – 13<sup>th</sup> May 2024 (Mutual Exchange)
  - ❖ Membership number: **796** - 13<sup>th</sup> May 2024 (Relet)
- ❖ Two **cessations** of membership:
  - ❖ Membership number: **328** – 24<sup>th</sup> May 2024 (Deceased, Tenancy will be succeeded by partner, Joint to Sole)
  - ❖ Membership number: **422** – 10<sup>th</sup> June 2024 (Deceased, Tenancy will be succeeded by Husband)

- **Committee noted the report**

## **26. STRATEGY DAY**

The CEO discussed the Committee strategy day. Committee were asked to make two decisions: 1, choose a Venue. 2, choose a date.

- **Committee chose The Village Hotel by a majority vote**
- **Committee chose Saturday 28<sup>th</sup> September 2024 by majority vote**

## 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 were asked to approve a donation in the sum of £1,120.00 for St. David's Primary School to fund a full summer placement for a student whose sibling is suffering from cancer.
  - Committee unanimously approved the donation of £1,120 for St. David's Primary School
- ❖ Committee were asked to continue the policy of 75% allocations to homeless people until at least the end of September 2024.
  - Committee approved the continuation of 75% allocations to homeless people until at least the end of September 2024.
- ❖ Committee were informed of the donation of a £34k minibus, £6.5k fuel and £1k associated insurance costs for Midnight & Beyond.
- ❖ Committee were informed that feedback from the Committee appraisals would be reported in the July 2024 Committee meeting.

## 28. DATE OF NEXT COMMITTEE MEETING

It was proposed the next meeting be held on Wednesday, 17<sup>th</sup> July 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 17<sup>th</sup> July @ 6.15pm**

Signed

**Redacted Information**

**Chairperson**

Date: **17<sup>th</sup> July 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.**