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COLIN FRASER ON REDACTED INFORMATION



WGHC

Our tenants are paramount in everything we do

Committee of Management

Minutes of Meeting – 16th October 2024

Present:

Colin Fraser	(Chair)
Wendy Riordan	(Vice Chair)
Jim Hemphill	(Vice Chair)
Morag Orr	
Lynn Jameson	
Stephanie Wilson	
Cameron Durance	
Scott Cavers	
Jon Douglas	
Elizabeth Stewart	

In attendance:

Larke Adger	(CEO)
David Mills	(COO)

1. APOLOGIES

Liz Roberston
Amanda Aitchison
Alan Lamont
George Thomson

2. MOTION TO APPROVE MINUTES, 18th SEPTEMBER 2024

The Minutes of the meetings held on 18th September 2024 were **approved** by Committee, *with no errors having been identified*.

- **WR Proposed / SC Seconded / Committee approved the minutes**

3. MATTERS ARISING FROM THE MINUTES

A “pending” item on the standard Key Action/Event List on page 4 were **completed** following the September Meeting: Annual Return (AR30) to the Financial Conduct Authority

- **Committee noted this item**

4. DECLARATIONS or NOTES OF INTEREST

There was One declaration of Interest noted. Jim Hemphill was asked to leave the meeting during an element of the AOCB, reported later within these minutes.

5. GUESTS, VISITORS, OBSERVERS

- ❖ Paul McNeil, Chartered Accountant and Treasury Advisor (virtually, via MS Teams) for item 8.

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 £576,088.00. There was a decrease in the sum of £170k from the figure reported to the Committee in September, previously reported at £746,733.00. The decrease was primarily as a result of component replacement spend.

Inflation was reported at 2.2% (2.2% in the previous month) and interest rates were maintained at 5.00%. 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 TREASURY MANAGEMENT POLICY (APPENDIX 1)

Appendix 1 was presented to Committee by the CEO. Although Committee were given time to read the policy in advance, specific sections (1.6 on page 4, 6.6b on page 12 and 7.1 on page 15) were re-iterated to Committee as being key elements.

SW raised a question regarding section e) soft covenants on page 8 of the policy. This was answered by the CEO.

- **SW Proposed / JD Seconded / Committee unanimously approved the policy**

8. COMMITTEE UPDATE ON ADDITIONAL LOAN FUNDING

[Paul McNeil, HCR Ltd, joined the meeting via MS Teams at 18.24 hrs](#)

As of the date of meeting, 4 x lenders have offered heads of terms to WGHC in respect of a loan required. This has formed part of business planning and financial returns for the past 4 years. Paul McNeil guided Committee through a presentation with information from lenders received to date. A 5th lender will provide their indicative terms to WGHC in the week ending 25/10/24. Thereafter, Committee will reconvene on 30th October 2024 to discuss all loan offerings to ascertain best value for WGHC.

8 questions were raised by 4 different Committee members regarding: bank base rate, loan margin, loan fees, loan covenants, property valuations, loan terms and pro's and con's associated with shorter or longer repayment terms.

- **Committee noted the report**
- **Committee unanimously agreed to re-convene on 30th October 2024**
- **The Chair thanks Paul on behalf of the whole Committee for his presentation**

[Paul McNeil left the meeting at 19.08 hrs](#)

9. STRATEGY DAY 2024: FEEDBACK

The Annual Strategy Away Day took place on Saturday 28th September at the Village Hotel. It was attended by 12 out of the 14 fully elected Committee Members.

Committee undertook sessions on Investors in Excellence, Housing Law, Strategic Business Planning, SWOT analysis, Risk and review and update of the WGHC Risk Register.

- **Committee noted the report**

10. DRAFT RISK REGISTER (APPENDIX 3)

The draft Risk Register was presented to Committee following their review and discussions of the Strategy Day (28th September 2024). WGHC's Risk Register is modelled on the UK Government's Social Housing Sector's Risk Profile.

SW asked for four (4) clarifications within the risk register. All were accurate.

- **MO Proposed / SW seconded / Committee approved the draft Risk Register**

11. SCOTTISH HOUSING REGULATOR: NOTIFIABLE EVENT

The SHR had reviewed West Granton's engagement plan and returned it to a 'compliant standard' status. This followed the assurance presented to SHR, in respect of WGHC's borrowing plans/projected cash flow back in May.

However, SHR requested a notifiable event be submitted when WGHC commences formal discussions with lenders about arranging the additional borrowing. They asked for it to include an expected timetable and to be updated as matters progress.

- **Committee noted the report**

12. ANNUAL REPORT ON THE CHARTER 2024

At their Annual Strategy Away Day on 28th September this year, Committee received a session on the Scottish Social Housing Charter. It was explained how the outcomes and standards in the Charter are used to form the basis for the Annual Return on the Charter and the Landlord Performance Report on the Charter. A copy was provided to Committee.

Committee were advised that the printed Report will be hand delivered to all tenants before 31st October 2024, along with the latest edition of our Newsletter. As required, a copy of the Annual Performance Report on the Charter will also be made available on the WGHC website. An electronic copy of the report will be submitted to the Scottish Housing Regulator by 31st October 2024.

- **Committee noted the report**

13. DRAFT ANNUAL ASSURANCE STATEMENT 2024 (APPENDIX 4)

Following many months of providing information and assurance as to WGHC performance and giving access to the electronic evidence bank and talking Committee through various aspects of the regulatory framework etc. – the draft Annual Assurance Statement was presented to Committee, **Appendix 4**.

Committee listened to the report item and re-read the draft A.A.S.
Committee member SC asked questions regarding gas safety checks and EICR – which were answered by the COO.

- **JD Proposed / WR Seconded / Committee approved the Annual Assurance Statement which was duly signed by the Chair**
- **Committee approved the CEO to submit the Annual Assurance Statement to the SHR.**

14. RESIDENTIAL TRAINING WEEKEND, 2025

To further enhance Committee training and knowledge, it was proposed to have another 1.5 day residential training weekend in 2025. This will be the third event of this nature. The residential training weekend allows a larger volume of training to be delivered within a shorter period of time but also promotes team building and is more relaxed than being delivered within the Board Room.

- **Committee agreed and approved the residential training weekend**
- **Committee unanimously agreed Friday 25th and Saturday 26th April 2025**
- **Committee unanimously agreed the Edinburgh Radisson Blu as the venue**

15. SOLAR PANELS PILOT PROJECT UPDATE

A committee member, AL, had previously requested an update on the solar panel pilot project as some of the quoted figures didn't seem to add up correctly. Work was undertaken by the Energy Advice Officer and the tenant to obtain copies of bills for the year prior to installation and for the year following installation in order that comparisons could be made to utility usage. The figures confirmed an annual saving of approx. £1200 to the tenant.

SW asked if the tenant had a 'smart' or traditional meter – it was confirmed as 'smart'

- **Committee noted the report**

16. CONTRACTOR / SUPPLIER LIST UPDATE

The COO presented Committee an updated contractor / supplier list (October 2024, Version 14.0) for their approval.

- **JH Proposed / SC Seconded / Committee approved the addition of:**
- **HRC Ltd / JMP Surveyors / Eden Brown Recruitment**

17. EVERWARM CONTRACTS WORKS UPDATE

The COO advised Committee that the second phase/tranche of the contract for the Boiler and Radiator replacement programme within Area 1 awarded to Everwarm commenced on 07th June 2024 and due for Completion, mid October 2024. Brief details of 1 x tenant refusing access for a boiler replacement were discussed. Details of works completed and undertaken to date were explained to Committee.

- **Committee noted the report**

18. STAFF RECRUITMENT UPDATE

The COO advised Committee of some staffing recruitment updates, namely:

James Bernard joined the organisation on Monday 23rd September in the role of Planned Maintenance Officer. Providing almost instant cover for the Reactive Maintenance Officer who had take 2 weeks annual leave.

Laura Flynn joined the organisation on Monday 14th October in the role of Corporate Services Assistant on a fixed term contract of just over 1 year.

- **Committee noted the report**

19. EDINDEX UPDATE

The COO updated Committee regarding an email received from the EdIndex Board consulting on all Edinburgh Partner landlords increasing lets to homeless households from the contractually agreed rate of 50% to 60% on a permanent basis.

Committee member, WR, asked questions regarding the WGHC internal transfer list and the requirement to allocate to homeless households – this was answered by the CEO.

- **CD Proposed / SW Seconded / Committee approved the increase of general need lets to homeless households from 50% to 60%**

20. MONTHLY GOVERNANCE FAQs

The CEO presented information to Committee regarding WGHC rules and proposed changes to Co-operative and Community Benefits Societies Act 2014. This included example of common questions and answers.

- **Committee noted the report**

21. GOVERNANCE & COMPLIANCE REPORT

The COO presented his governance and compliance report to Committee.

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

- ❖ Quarterly submission of statistics to OSIC
- ❖ 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 = **One** (31090)

The COO confirmed that WGHC had returned to a compliant status within a revised issued engagement plan from 10th October 2024 through 31st March 2025

- **Committee noted the report**

22. CEO ACTIVITIES REPORT

The CEO presented a monthly activity report to Committee, including the recent visit of the Scottish Housing Minister regarding Domestic Abuse and links to homelessness.

- **Committee noted the report**

23. COO ACTIVITIES UPDATE

The COO presented various operational and contractual updates to Committee.

- **Committee noted the report**

24. HEALTH & SAFETY REPORT

The COO reported a “near miss” incident (radiator cover) within the office that had been rectified immediately.

- **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	801
Date of commencement:	23rd September 2024
Reason:	Relet

Membership Number	802
Date of commencement	23 rd April 2024
Reason:	Relet

- ❖ One cessation of membership:

Membership Number	761
Date of cessation:	19 th September 2024
Reason:	Termination / End of Tenancy

- **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. Of note, was information from City of Edinburgh Council indicating their cessation of maintenance of the common service strips within the WGHC estate.

- **Committee noted the report**

27. ANY OTHER COMPETENT BUSINESS

- ❖ JH declared an interest and left the room.
 - A request was tabled for WGHC to pay a one year subscription for CIH membership for JH in the sum of £78.00 + VAT.

- **Committee unanimously approved the membership subscription for JH**
- **JH was re-admitted to the meeting**

- ❖ Committee were asked as to a training session on Long Term Financial Planning and Covenants for Committee delivered by Mr. Paul McNeil of HRC Ltd

- **Committee requested this training be provided at the Committee Away Day**

30. DATE OF NEXT COMMITTEE MEETING

It was proposed the next meeting be held on Wednesday 13th November 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 13th November 2024 @ 6.15pm**

Signed **REDACTED INFORMATION** Chairperson Date: 13th November 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.