If you would like to discuss these minutes or any other Committee related matter, please contact your chairperson,

COLIN FRASER ON **REDACTED INFORMATION**

Our tenants are paramount in everything we do

Committee of Management

Minutes of Meeting – 19th March 2025

Present:	Colin Fraser	(Chair)
	Wendy Riordan	(Vice Chair)
	Jim Hemphill	(Vice Chair)
	Morag Orr	
	Stephanie Wilson	
	Liz Robertson	
	Amanda Aitchison	
	Lynn Jameson	
	Cameron Durance	
	Alan Lamont	
	Elizabeth Stewart	
	Jon Douglas	
In attendance:	Larke Adger	(CEO)
	David Mills	(COO)

1. APOLOGIES

George Thomson

2. MOTION TO APPROVE MINUTES, 19th February 2025

The Minutes of the meetings held on 19th February 2025 were **approved** by Committee.

- **CF Proposed / LS Seconded / Committee approved the minutes**

3. MATTERS ARISING FROM THE MINUTES

SW pointed out two errors in the Minutes from the January 2025 meeting

4. DECLARATIONS or NOTES OF INTEREST

Wendy Riordan declared an interest in item No. 20 and was excused from the meeting for that item.

5. GUESTS, VISITORS, OBSERVERS

NIL Guests, visitors or observers to this meeting

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 £715,316. This was a decrease of £2k from the figure reported at the February meeting. Inflation was reported at 3.0% (2.5% in the previous month) and interest rates were reported at 4.5% (4.75% in the previous month). 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. EWS CLADDING UPDATE

The COO gave an updated report to Committee regarding the potential for External Wall System (EWS) Cladding and progress on the Fire Risk Assessments and a Single Building Assessment being undertaken. The COO confirmed to Committee that a notifiable event, **31183**, had been logged with the Scottish Housing Regulator on this matter. The SBA report is due for publication / issue by end of March 2025. The CEO has confirmed Committee may be notified in advance of the next Committee meeting of the findings if commercially sensitive or relevant.

- **Committee noted the report**

8. RENT POLICY (2025-2026)

At the February 2025 meeting, following a successful rent consultation with WGHC tenants, Committee approved a rent increase of 6.75%. Each year, the Rent Policy is updated to reflect changes in rents or stock. The Rent Policy (Appendix 1) was updated and presented to Committee for approval. The policy was updated to reflect WGHC's rent increase for 2025-2026 will be 6.75% and the stock numbers remain at 372.

SW asked what notice is given to tenants in advance of the planned/notified rent increase and is a letter sent to all tenants?
The CEO answered confirming we are required to give a minimum of 28 days' notice of planned rent increase. This year, 35 days' notice had been given.

- **Committee unanimously approved the Rent Policy, 2025-2026**

9. REVISED BUDGETS BASED UPON 6.75% RENT INCREASE

The CEO presented a pack comprised of revised proposed budgets, 5 year component replacement programme, 30 year plan and 30 year cash flow projections. The pack was worked through on the Boardroom TV screen to better demonstrate and talk members through the budgets.

SW asked whether donations / sponsorships were shown in the accounts?
The CEO answered confirming they were and demonstrated this on the TV.
CF asked whether the SBA fees were shown in the accounts?
The CEO answered confirming they were and demonstrated this on the TV.

- **Committee unanimously approved the revised annual 2025-2026 budget**

- **Committee approved the Five year financial budget in preparation for submission of the FYFP return to the SHR**
- **Committee approved the 30 year cash flow 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. Details of 5 x loan performance (mortgages) were discussed. 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 had finally been paid off (February 2025).

AA asked if the 2 loans being finalised in 2031 and 2033 could be used to pay of the final 3 loans quicker
The CEO confirmed this could be an option, subject to any early repayment fees.
SW asked why there was less cash in March 2024 compared to March 2023?
The CEO confirmed this was due to the planned component replacement works undertaken within the year.

- **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 £204.72 would be written off in respect of 2 former tenants. Debts in the sum of £3,535.47 would continue with planned recovery action.

SW asked if WGHC still use debt advisors for WGHC tenants?
The CEO confirmed we do but with the caveat that many tenants are embarrassed to admit they're in debt and seek assistance etc.

- **Committee noted the report**

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, freedom of information and Information & Communication Technology.

AA asked what the 3 tiers of payments were for data protection fees
The COO indicated the 3 tier rates and confirmed WGHC was a tier 1 organisation

- **Committee noted the report**

13. ON CALL, CALL OUT AND OUT OF HOURS POLICY

Appendix 2 was presented to Committee by the COO. EVH Contracts don't make provision for staff to be 'on call' or what to do in the event of a 'call out' aside from renumeration for actual travel time and hours worked. As a result, it is becoming difficult to seek staff to be 'on call' during evenings, weekends or bank holidays. A proposed 'on call, call out and out of hours' policy was put to Committee.

SW asked TOIL should be taken/used instead of payment

The COO confirmed that would be inappropriate due to building of TOIL and unused annual leave already accumulated
AL asked why is there a need for WGHC staff to be involved in call outs as Aquarius manage out of hours services for WGHC
The CEO confirmed that although Aquarius manage the call out system for WGHC, they very often seek to call Senior Management from WGHC to assist, physically attend etc.

- **Committee unanimously approved the on call, call out and out of hours policy**

14. ALLOCATIONS POLICY

Appendix 3 was presented to Committee by the CEO. This was a revised Allocations policy with some minor amendments which were highlighted within the report. Given that a new Housing (Scotland) Act is likely to be passed later this year, the policy will be revised again at that time to consider legislative changes.

MO asked whether this revised policy would affect the WGHC internal transfer list
The CEO confirmed that it would not.

- **Committee unanimously approved the revised allocations policy**

15. HEALTH & SAFETY POLICY – COMMITTEE RESPONSIBILITIES

Appendix 4 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.

WR asked how often Committee would receive health & safety training?
The CEO confirmed that an annual refresher was probably sufficient.

- **Committee unanimously approved the health and safety policy**
- **Committee members signed the policy acknowledging their responsibilities**

16. PROPOSED BENCHMARKS FOR 2025-2026

The COO notified Committee of new requirements both within the ARC and annual assurance statement regarding damp and mould. As a result of these requirements, subtle changes were proposed for the benchmarks for 2025-2026.

- **Committee unanimously approved the benchmarks for 2025-2026**

17. STAFF / HR UPDATE

The CEO provided various updates to Committee regarding statutory annual leave, staff performance, CEO objectives, Staff objectives, Staff sickness levels, Staff planned retirements and EVH wages ballot.

- **Committee approved the payment of unused annual leave to both the CEO and COO in accordance with statutory guidance**
- **Committee noted the report**

18. COMMITTEE ANNUAL APPRAISAL FEEDBACK

An independent report had been provided by Jennifer Queripel, external governance consultant to WGHC. The report was published and provided to Committee as a result of feedback following their annual appraisals. It was agreed that time would be allocated during the training weekend to discuss further the feedback and formulate an implementation plan.

- **Committee noted the report**
- **Committee agreed to further work on this area at their training weekend**

19. COMBINED STRATEGY DAY & TRAINING DAY 2025/2026

Traditionally, two training sessions for Committee are held ‘off site’ at a local hotel – the Annual Training Weekend and the Annual Strategy Day. To improve the event, it is being suggested the two events are amalgamated into one joint experience.

WR proposed holding the event over a Saturday and Sunday in order to achieve better attendance as some members struggle on a Friday due to their working patterns etc.
CD asked if Committee members will cope better with a 2 day event
WR asked if some Governance training could be included

- **CF proposed / JD seconded / Committee unanimously approved the amalgamation of the two training events as a pilot exercise**
- **Committee unanimously approved the event being held over a Saturday and Sunday**

20. DONATION REQUESTS

Committee were advised that there was £9.5k remaining in the budget for 2024/2025 for sponsorships and donations. A donation request from ‘Capital Allstars’ was discussed by Committee. The overall request was for £1500.

- **Committee approved by a majority decision the £1500 donation to Capital Allstars**

Wendy Riordan left the meeting having declared an interest.

A donation request from ‘Midnight & Beyond’ was discussed by Committee. The overall request was for £4000.

- **Committee approved by a majority decision the £4000 donation to Midnight & Beyond**

Wendy Riordan was re-admitted to the meeting

21. GOVERNANCE, RISK, COMPLIANCE, HEALTH & SAFETY REPORT

The COO presented his governance, compliance, health and safety report to Committee.

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 = **One** (**31183**)

The most prevalent and serious risk to WGHC in the current climate is the issue of EWS Cladding (Notifiable Event 31183). 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**

22. MEMBERSHIP & USE OF THE COMPANY SEAL

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

- NIL new memberships:
- One cessations of membership:

Membership Number	**749**
Date of cessation:	01st March 2025
Reason:	Death of Tenant

- **Committee noted the report**

23. ROLLING ACTIONS ITEM LIST

The Rolling Actions Items were discussed with many having now been completed. Completed items will now be removed.

- **Committee noted the report**

21. ANY OTHER COMPETENT BUSINESS

JH asked how Shower Boards are affixed to walls in bathrooms that may have, or have suffered from, damp & mould.
The COO confirmed Shower Boards are affixed directly either to plasterboard or tiles once a suitable bonding agent (uni-bond or similar) had been used

The CEO informed Committee of her ongoing mission to promote the Co-operative model indicating attendance at various cross-party and other meeting forum.

22. DATE OF NEXT COMMITTEE MEETING

It was proposed the next meeting be held on Wednesday 19th March 2025 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 19th March 2025 @ 6.15pm**

Signed **REDACTED INFORMATION** **Chairperson** Date: **16th April 2025**

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.