

**ROSEHILL HOUSING CO-OPERATIVE LIMITED**

**MINUTES OF MANAGEMENT COMMITTEE HYBRID MEETING HELD ON  
WEDNESDAY 24<sup>TH</sup> JANUARY 2024 AT 6.00PM**



**Present:** N Finlayson (Chair)  
K Stevenson (via Teams - Vice Chair)  
S Bannerman  
J Thomson  
K Thomson  
J Gallen  
H McLatchie  
K Devaney

**In Attendance:** G Mogan (Director)  
S Hunter (Technical Services Manager)  
S Quinn (Housing Services Manager)  
A Innes (Corporate Services & HR Manager)  
C Williamson (Senior Finance Officer)  
K McCallum (Customer Services Officer)

The Chair welcomed Claire Williamson to the meeting who will deal with the reports under item 6 on the agenda.

**1. *Apologies***

Apologies for absence were received from A Greene and P McCann. It was noted that K Thomson had advised she would be a bit late.

N Finlayson asked G Mogan to update Committee on the leave of absence (LOA) granted to K Leitch. G Mogan confirmed that she had recently spoken to Karen Leitch who had intended to return next month, however Karen advised that her circumstances had not changed and reluctantly submitted her resignation with immediate effect. G Mogan had thanked Karen, on behalf of the Management Committee, for her contribution and service.

**2. *Declaration of Interest***

None.

**3. *Minutes of previous meetings for approval:***

**3.1 *Wednesday 14<sup>th</sup> November 2023***

The minutes were approved as a true and accurate record and were signed by N Finlayson.

### 3.2 *Matters Arising*

None.

### 3.3 *Wednesday 29<sup>th</sup> November 2023*

Committee noted that there were 2 versions of the minutes submitted as one item is a confidential item.

The minutes were approved as true and accurate and signed by N Finlayson.

### 3.4 *Matters Arising*

#### 3.4.1 RE: Item 4 – Annual Committee Assessments

G Mogan confirmed that all 121 meetings have been completed and SHARE will present their overview report at the February meeting and the individual learning statements will be made available to Committee Members.

#### 3.4.2 RE: Item 14.2 – Consultation of Regulation of Social Housing

G Mogan confirmed that the agreed response had been submitted by the deadline.

## 4. ***Minutes of Membership Sub-Committee meeting held on:***

### 4.1 *23<sup>rd</sup> November 2023*

The minutes were approved as true and accurate on a motion by K Devaney and seconded by J Thomson.

### 4.2 *29<sup>th</sup> November 2023*

The minutes were approved as true and accurate on a motion by S Bannerman and seconded by J Gallen.

## 5. ***Chair's Report***

N Finlayson advised that the wage negotiations are still ongoing between EVH and the Union and it is expected that an update will be available on Friday 26<sup>th</sup> January 2024.

## 6. ***Finance Services Matters***

### 6.1 *Annual Review of Service Charges 2024/25*

Committee considered the contents of the report and approved the following:

#### Monthly Service Charges for Priesthill Tenements

- Communal stair lighting – charge reduced to £1.54 to cover costs incurred only

- Communal stair cleaning – charge increased to £4.60 to cover costs incurred only

## Monthly Service Charges for Supported Accommodation

- Heat & Light – charge maintained
- Redecoration – charge maintained
- Laundry Equipment – charge increased to £31.01 for 70 Househillwood Road only
- Equipment Servicing – charge reduced to £59.84
- Communal Furniture – charge remains suspended
- Garden Maintenance – charge increased to £6.66 to cover costs
- Contents Insurance – charge maintained as awaiting confirmation of costs from insurer. It was noted that an annual inspection of the contents is carried out to ensure that they are in good condition and fit for use.
- Personal furniture – charge remains suspended
- Licensing Requirements – charge increased to £8.33 (only applicable to one of the units)

### 6.2 *Cashflow to October 2023*

Committee noted the contents of the report.

## 7. **Technical Services Matters**

### 7.1 *Policy Update Report – Rechargeable Repairs Policy*

Committee noted the contents of the report detailing the current position with the review and that the draft revised policy will be presented to Committee in June 2024.

## 8. **Housing Services Matters**

### 8.1 *Potential Evictions Report*

Committee noted the contents of the report and that this is the fourth consecutive month with no cases to report and acknowledged this was due to the hard work of staff engaging with tenants to prevent further action.

## 9. **Corporate Services**

### 9.1 *Draft Succession Planning Policy & Procedure*

Committee noted the contents of the report and the draft policy which relates to senior positions. It was further noted that there is no legal requirement for the policy but it is deemed as best practice.

G Mogan confirmed that Linda Ewart will be developing a Committee Succession Planning Policy.

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Committee agreed that the draft policy is self explanatory and logical.

A Committee Member asked if internal candidates are guaranteed an interview, it was confirmed that if they meet the minimum criteria they would be invited to interview.

Committee approved the policy for immediate implementation.

#### 9.2 *Draft Talent Management Policy*

Committee noted the contents of the report and draft policy and that this goes hand in hand with the Succession Planning and Staff Retention Policy.

Committee approved the policy for immediate implementation.

#### 9.3 *Review of Flexi Time Policy*

Committee noted the contents of the report detailing the routine review of the Flexi Time Policy with only minor amendments.

#### 9.4 *Health & Safety Update*

Committee noted the contents of the report.

### 10. ***Annual Rent Increase 2024/25: Outcome of Consultation***

Committee noted that the approved consultation document was circulated in early December 2023 and that no tenants attended the three drop in sessions organised. It was noted that the majority of feedback was received from staff attending the Breakfast Club at the local Hall and direct phone calls to approximately 100 members with a small number of responses being received by email.

It was noted that a conscious effort will be made next year to target more members who either pay full or partial rent.

Committee acknowledged that 83% of respondents had no objections to the proposal. During discussion, Committee recognised that it had to consider the full picture and balance the needs of the business with the needs of tenants. Committee concluded that its decision is not taken lightly and decided that the annual rent increase to be applied is 6.7% effective from 1<sup>st</sup> April 2024.

At this point S Hunter, S Quinn, A Innes and C Williamson left the meeting.

### 11. ***Director's Matters***

#### 11.1 *Review of Equalities Policy*

G Mogan reminded Committee that Stuart Eglinton, consultant, has been working with Rosehill since last year to develop our Equality and Human Rights Framework. As part of this he had looked at our existing policies. He was made aware that our current Equality and

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Diversity Policy was due for review in January and as such carried out a comprehensive review on our behalf.

Committee considered the proposed changes and subsequently approved the revised policy for immediate implementation.

**11.2 *Draft Timetable of Management Committee and Sub-Committee Meetings April 2024 – March 2025***

Committee noted that there are 2 meetings scheduled for August to accommodate business required to be approved for the AGM which will be held in September this year due to the year end change.

This section is subject to a confidential minute.

Committee approved the timetable.

**11.3 *Draft Policy Review Timetable April 2024- March 2025***

Committee noted and approved the policy review timetable.

**11.4 *ARC 2022/23 Benchmarking Results Report***

Committee noted the contents of the report and the various graphs attached, which show that our performance is generally good when compared to local RSLs but the picture is slightly different for the similar sized RSLs, this has been a trend for the past few years. It was further noted that Rosehill results are 6 months behind due to the different year end but next year it will be the same period being compared.

Committee noted that A Innes will produce an action plan for those areas which need improvement, in conjunction with the relevant Manager. As part of the action to be undertaken, contact may be made with some of the other RSLs who appear to be performing better in certain areas, to ascertain any areas of good practice that Rosehill could implement to improve our results. Committee further noted that it will receive progress reports in relation to the Action Plan.

Committee concluded that overall the results show a good performance but recognised that there does seem to be a sector wide drop in satisfaction across the relevant ARC indicators.

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## 11.5 Director's Report

11.5.1 This item is subject to a confidential minute.

### 11.5.2 Cyber Essential Accreditation

Committee noted that G Mogan has accepted the quote for the renewal of the accreditation.

### 11.5.3 100 Peat Road

G Mogan advised that the remaining resident has now secured alternative accommodation and has terminated the occupancy agreement with effect from 6<sup>th</sup> February 2024. The property will then be converted back to 2 semi-detached bungalows, which are much needed and will be available to rent via normal routes.

A Committee Member asked if the conversion works would have an impact on the void statistics. G Mogan advised that the ARC technical guidance covers what works can be excluded from the re-let times calculation.

It was noted by Committee that the Technical Services Manager will provide a report at next month's meeting on the likely timescales involved for converting the unit to semi detached bungalows.

### 11.5.4 National Fraud Initiative – RSL Pilot Exercise

G Mogan confirmed that she is attending a meeting next week for more information on what is required to participate in this, but if not too onerous, it would be good to be involved.

## 12. **Minutes of Sub-Committee meetings for information:**

None.

## 13. **Any Other Competent Business**

### 13.1 *Wylie & Bisset*

G Mogan advised that the current arrangements with Wylie & Bisset for financial services have been in place for almost a year and as such a review will be carried out. A report will be presented to the Management Committee with options for going forward.

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**14. Date of Next Meeting**

The next meeting of the Management Committee will be held on Wednesday 28<sup>th</sup> February 2024 at 6:00pm.

I certify that this minute was approved as a true and accurate record of the meeting.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

(Chair)

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