

**ROSEHILL HOUSING CO-OPERATIVE LIMITED**

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON THURSDAY  
2<sup>ND</sup> APRIL 2020 AT 4:00PM WHICH WAS HELD REMOTELY USING  
ZOOM**

**Present:** K Stevenson (Chair)  
E Henderson (Vice Chair)  
N Finlayson  
M Cameron  
K Leitch  
J Thomson  
S Bannerman  
K Thomson

**In Attendance:** G Mogan (Director)

K Stevenson reminded Committee that due to the situation with coronavirus it was necessary to look at alternative methods for holding Committee meetings for the foreseeable future. As part of this the Director had sought legal advice about the application of our rules and procedures for conducting meetings during this time, which resulted in a proposal to temporary amend our Standing Orders.

**Covid-19 Temporary Provisions**

In response to the Covid-19 epidemic the Committee has resolved that the Co-operative's standing orders be amended to include the following provisions which are intended to apply during the period of the epidemic.

1. Rule 47 of the Rules of the Co-operative provides that meetings of the Committee can take place in any manner which permits those attending to hear and comment on the proceedings. In furtherance of this rule it is anticipated that during the period of the epidemic meetings are likely to be held in such manner (perhaps by conference call or video conferencing or combination of those). The Committee should take appropriate steps to facilitate participation in meetings in this way. Committee Members attending in this way shall count towards the quorum for such meetings (except for co-optees). The minutes of the meeting should record the means by which Committee Members are participating if not present in person.
2. The Committee is required in terms of the Rule 44 to meet at least six times each year. Meetings held where Committee Members attend using appropriate technologies instead of attending in person shall constitute a meeting of the Committee for the purposes of Rule 44.
3. Where the Committee believes that a Committee Member is suffering from Covid-19 it will grant leave of absence in accordance with Rule 40.3.
4. Where required the Chairperson or Director might deem it necessary for the business of the Committee that decisions be made by written resolution in accordance with Rule 51.
5. It is recognised that during the period of the epidemic it is likely to be necessary that emergency business be undertaken and decisions made by the Director, the Chairperson and Vice Chairperson in accordance with the emergency business provisions of the Standing Orders.

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K Stevenson welcomed M Cameron back from her special leave of absence. She explained that B Anderson, who had been on special leave of absence, had since submitted his resignation by email, dated 23/03/20, for reasons of ill health. Committee expressed its regret at this news but appreciated B Anderson's health reasons. G Mogan advised she had, on behalf of Committee, thanked him for his service and sent best wishes for his recovery.

Committee noted that attempts had been made to contact the 2 new committee members, who were elected at this year's AGM, about attending this meeting. She advised that following contact with one of them, C Simpson, the new member advised could not take up appointment due to personal reasons. Contact with the other new Committee Member had not been achieved prior to the meeting.

**1. Apologies**

Apologies for absence were received from M Baldie.

**2. Declaration of Interest**

None.

**3. Minutes of previous meeting held on Wednesday 26<sup>th</sup> February and Matters Arising**

**3.1 Minutes**

The minutes were approved as true and accurate. It was approved that K Stevenson would sign the pdf version of the minutes using her digital signage, meantime. The original paper copy will be signed once things return to normal.

**3.2 Matters Arising**

**3.2.1 RE: Item 16 – Cyber Essentials Accreditation**

G Mogan reported that Rosehill had been successful in achieving Cyber Essentials Accreditation and that in the coming months she would apply for Cyber Essentials Plus Accreditation. Committee acknowledged its satisfaction that this had been achieved due to the high importance of cyber security.

**3.2.2 Re: Item 5 – Formation of Sub-Committees**

K Stevenson reminded Committee that when the sub-committees were formed at the February meeting, it was recognised that M Cameron had previously served on them but due to being on special leave wasn't in a position to advise if she wanted to join or not. As such it was agreed she could join at a later date if she wished.

M Cameron intimated she would like to join the Staffing and Health & Safety Sub-Committee and the Audit Sub-Committee. This was approved by the Committee.

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

##### **4.1 13<sup>th</sup> January 2020**

These minutes need to be deferred.

##### **4.2 16<sup>th</sup> January 2020**

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

##### **4.3 5<sup>th</sup> February 2020**

The minutes were approved as true and accurate on a motion by K Stevenson and seconded by K Leitch.

##### **4.4 20<sup>th</sup> February 2020**

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

##### **4.5 28<sup>th</sup> February 2020**

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

#### **5. Health & Safety**

##### **5.1 Coronavirus Report**

K Stevenson referred Committee to the report and outlined the main points for its consideration and approval. She then invited G Mogan to update any matters in her report. G Mogan advised that there were no specific updates.

Committee expressed the view that the report was clear and comprehensive and was an extension of the updates the Director had been providing it with over the last few weeks. Committee acknowledged the intention to submit this report to The Regulator as an update to the ongoing Notifiable Event in respect of our response to the coronavirus.

Committee expressed its satisfaction that we had been successful in our application for funding through the National Lottery Community Fund towards our Community Fun Day, which has now been rescheduled to during the October week.

After further discussion Committee made the following decisions:

That all key matters were currently being considered and as such there were no other matters to consider at this time;

Having considered the update to the Material Risk Register to include coronavirus which was now our highest rated risk, it determined no

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further changes were required and approved the addition of Coronavirus to the Material Risk Register.

That no decisions were required, at this time, in response to the Social Housing Resilience Group's Framework for supporting social housing providers. However, it was recognised that information from the Group was welcomed and would be one of the main sources of information and advice which Rosehill would continue to consider and take account of.

Committee then expressed its thanks to G Mogan and her team for trying to keep things going as normal as possible in these challenging times.

M Cameron made a suggestion for some other information links to be added to our website including Glasgow Mutual Help and Scotland Fire and Rescue's safety advice. It was agreed M Cameron would send any links she had come across to G Mogan who will then arrange to have them added.

At this point K Leitch left the meeting.

## **6. Chair's Report**

K Stevenson advised that she was in regular contact with G Mogan in respect of Rosehill's response in light of the coronavirus. She advised that in accordance with Rosehill's Standing Orders she had dealt with emergency business and made decisions to suspend reactive repairs, cyclical and planned maintenance, as detailed in G Mogan's report.

## **7. Cash flow January 2020**

Committee noted the contents of the report.

## **8. Governance and Corporate Services Matters**

### **8.1 Review of Staff Appraisal Policy**

K Stevenson referred to the revised policy and cover report advising Committee that it was being asked to consider and approve the proposed revisions. She then invited G Mogan to speak to her report and proposed revisions.

G Mogan summarised that the main changes to the existing Policy, which was also provided to Committee, involved adding key corporate statements, expanding on some sections and a Policy name change to Staff Performance and Training Reviews.

Committee considered the proposed provisions after which it approved the draft revised policy.

### **8.2 ARC 2019/20 – Pre-submission Audit Report**

K Stevenson referred to the Report and G Mogan's cover report advising Committee it was being asked to note the contents of the

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Audit Report. She then invited G Mogan to talk to her report and the Audit Report.

G Mogan advised that the majority of indicators were successfully validated during the audit, with only a few requiring some revision or reworking when C Duggan was on site and that this has since been sorted. Only one indicator remained partially validated by the completion of the Audit but this will be addressed before the ARC return is submitted.

Committee acknowledged that whilst The Regulator has extended the deadline for submitting this year's ARC to 31<sup>st</sup> July, Rosehill is in a position to submit the ARC within the normal timescale i.e. by end of May. Committee also noted that the draft ARC submission will be presented to it for approval at its meeting at the end of April 2020.

After further discussion, Committee concluded that the Audit Report was generally very positive.

### 8.3 *Letter from The Regulator about our Annual Assurance Statement*

Committee noted the contents of the letter and expressed its satisfaction that The Regulator had advised "Reviewing your statement we found that your statement covered all of the areas required by the statutory guidance."

## 9. **Any Other Business**

### 9.1 *Communication*

K Stevenson reminded Committee that the WhatsApp Management Committee Group had been set up for notifications of meetings and other basic Committee business. Typically it is also to be used during normal working hours unless an emergency business matter arises.

### 9.2 *Audit Sub-Committee Meeting*

It was noted that the Audit Sub-Committee meeting, which was due to be held on 25<sup>th</sup> March, will be re-scheduled within the next 2 weeks.

## 10. **Date of Next Meeting**

The next meeting will be held on Wednesday 29<sup>th</sup> April 2020 at 4:00 pm.

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

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

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

(Chair)

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