

**ROSEHILL HOUSING CO-OPERATIVE LIMITED**

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY  
18<sup>TH</sup> DECEMBER 2019 AT 6:30PM**

**Present:** K Stevenson (Chair)  
E Henderson (Vice Chair)  
N Finlayson  
M Baldie  
K Leitch  
J Thomson  
W Anderson  
K Thomson

**In Attendance:** G Mogan (Director)  
K McCallum (Customer Services Officer)  
A Stewart (Finance Manager)  
L Chelton (Housing Services Manager)

**1. *Apologies***

Apologies for absence were received from S Bannerman. K Stevenson also advised that M Cameron has requested a special leave of absence for a few months. Committee approved the request.

**2. *Declaration of Interest***

None.

**3. *Staffing and Health & Safety Sub-Committee Matters***

**3.1 *Previous minutes of Staffing and Health & Safety Sub-Committee held on 11<sup>th</sup> June 2019***

Committee approved the minutes and authorised E Henderson to sign them.

**RE: Item 5.1 – House Fire**

Committee asked for information about the fire, G Mogan confirmed that the fire had occurred in the bedroom with the apparent cause being a faulty small appliance. However the sprinkler system had prevented it from spreading too far. The tenants had moved in with family during the remedial works which were all completed through buildings insurance.

**3.2 *Sickness Absence Reports: Q4 and YTD***

Committee noted the contents of the report.



### 3.3 *Flexible Working Update*

Committee noted the contents of the report and agreed that it was important that staff are supported by making changes where possible and were happy that the requests seem to be working out.

### 3.4 *Year-end Performance and Training Reviews – Overview*

Committee noted the report detailing the outcome of all staff performance reviews including the Directors which was carried out by the Chair and Vice Chair.

### 3.5 *Office Safety Audit and various Risk Assessments*

G Mogan advised Committee that she has approached ACS to assist with Health & Safety and in particular risk assessments. An audit is arranged for 17<sup>th</sup> January 2020, which will focus first on the office and will then lead to identifying which risk assessments are required and assist with their production and implementation. It is envisaged that staff and Committee training will also be addressed following the audit.

### 3.6 *Recruitment to Sub-Committee*

Committee noted that the Sub-Committee business has been brought to the Management Committee due to the meeting being inquorate, and as such an additional member is required to join the Sub-Committee. K Leitch volunteered to join, and there being no objection, K Leitch was duly elected to the Sub-Committee.

At this point, A Stewart and L Chelton joined the meeting.

## **4. *Minutes of previous meetings and Matters Arising:***

### 4.1 *Wednesday 27<sup>th</sup> November 2019*

The minutes were approved as true and accurate and signed by K Stevenson.

There were no matters arising.

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

### 5.1 *Tuesday 19<sup>th</sup> November 2019*

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

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5.2 *Tuesday 26<sup>th</sup> November 2019*

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

5.3 *Monday 2<sup>nd</sup> December 2019*

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

5.4 *Thursday 5<sup>th</sup> December 2019*

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

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

6.1 *Cashflow to October 2019*

Committee noted the contents of the report.

## **7. *Housing Services Matters***

7.1 *Potential Evictions Report*

Committee noted the contents of the report and that the decree has now been received and will be enforced on 7<sup>th</sup> January 2020.

## **8. *Organisational Performance Report:***

8.1 *Year End Results Updated with new/changed ARC Indicators*

Committee noted the contents of the updated report which now takes into consideration several changes made to ARC indicators.

## **9. *Annual Rent Review 2020/21***

Committee noted the contents of the report and the recommendation for a 2.1% rent increase applicable from April 2020.

It was noted that 2.1% is the RPI figure as at Oct 19 and is the lowest it has been in the previous year. It was recognised that applying an inflation only increase was in keeping with our Business Plan commitment to our tenants. It was noted that this proposal compares favourably against local and other RSLs which was based on the rent increase survey carried out by the Glasgow and West of Scotland Forum.

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Committee also considered the benchmarking data in relation to rent levels and acknowledged that Rosehill has the lowest rents locally and amongst the lowest in Scotland.

Committee agreed that there has to be a balance between affordability and value for money and, the need to have sufficient funds available to be able to deliver the activities and planned maintenance contracts set out in the Business Plan. It was also noted that the cost of providing these items are likely to increase by more than inflation.

After further consideration Committee approved the proposal of inflation only rent increase of 2.1% for tenant consultation, with Committee making its final decision at its January meeting.

## **10. Management Committee Recruitment**

G Mogan advised that she intends to start a new recruitment campaign in the New Year with the hope of achieving 4 new members to join at the AGM in February.

Committee noted that the Committee Member recruitment and information pack is now on the website. G Mogan added that she will contact any tenants who had expressed an interest in joining the Committee, at the time the tenant satisfaction survey was carried out. Committee acknowledged that males and young people are under represented on the Committee and that these groups should be targeted. It is the intention to invite anyone interested to meet with a few current Committee members to find out more.

## **11. Pensions Review – Outcome of Staff Consultation**

Committee noted the contents of the report detailing the outcome of the consultation and Committee agreed that the comments received made them feel positive about the decisions they have reached.

G Mogan advised that Committee will be asked to make their final decision in January at which time financial projections will be available for their consideration.

## **12. Any Other Competent Business**

### *12.1 EVH Monthly Report*

N Finlayson circulated a copy for Committee's information. G Mogan advised that this can be included in the documents library in future.

### *12.2 Donation Request*

G Mogan advised Committee that a donation request has been received for a contribution towards an annual awards night. Committee considered the request and decided that, subject to receiving adequate supporting documentation re: legitimacy of the group, a donation of £150 should be made.

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12.3 *Greater Pollok Area Partnership*

K Stevenson gave Committee a run down on the projects the partnership get involved in and provide funding to.

She also advised that the Police have reported a huge improvement in the area since the football initiative has been running, which Rosehill provides funding for.

She also advised that a new initiative on tenancy sustainment is being launched, which is looking for people who live or work in Pollok to get involved. They are also looking to work with local housing providers to see how they can work with them to assist with tenancy sustainment. G Mogan will look into this further and, if deemed appropriate, will contact the initiative in the new year.

12.4 *TPAS Annual Conference*

M Baldie reported back on her attendance at the conference.

13. ***Date of Next Meeting***

The next meeting will be held on Wednesday 22<sup>nd</sup> January 2020 at 6:30pm.

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

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

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

(Chair)

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