

**ROSEHILL HOUSING CO-OPERATIVE LIMITED**

**MINUTES OF HYBRID MANAGEMENT COMMITTEE MEETING HELD ON  
WEDNESDAY 28<sup>TH</sup> JUNE 2023 AT 6.00PM**

<b>Present:</b>	N Finlayson	(Chair)
	K Stevenson	(Vice Chair)
	K Devaney	
	J Thomson	
	J Gallen	
<b>In Attendance:</b>	G Mogan	(Director)
	S Hunter	(Technical Services Manager)
	S Quinn	(Housing Services Manager)
	K McCallum	(Customer Services Officer)
	M McDermott	(Wylie & Bisset) (via Teams)

N Finlayson advised that following a review of the special leave granted to Aileen Claffey, it was noted that her circumstances have not changed and as such she had submitted her resignation with effect from 20<sup>th</sup> June 2023.

**1. Apologies**

Apologies for absence were received from S Bannerman, H McLatchie and A Greene. It was noted that P McCann and K Leitch have been granted special leave.

**2. Declaration of Interest**

J Thomson declared an interest in agenda item 11.1.

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

**3.1 Wednesday 24<sup>th</sup> May 2023**

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

It was noted that there are two sets of minutes, as sensitive information is included and should not be published at this time.

**3.2 Matters Arising**

**3.2.1 RE: Item 10.5 – ARC 2022/23**

G Mogan confirmed that further to Committee approval, the ARC was submitted online within the deadline. Following a query from SHR in relation to the number of staff, the data provided was confirmed and an explanation given. SHR subsequently confirmed it required no further information..



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

##### **4.1 6<sup>th</sup> June 2023**

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

##### **4.2 12<sup>th</sup> June 2023**

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

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

This will be covered under agenda item 12.

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

##### **6.1 Loan Portfolio Return to 31<sup>st</sup> March 2023**

Matthew referred to the report and advised that this annual return details status of loans, balances and interest as at 31<sup>st</sup> March 2023.

Committee noted the contents of the return and that the information included therein mirrored the loan information reported within the Management Accounts and Treasury Management report.

Committee approved the return for submission by G Mogan online to SHR.

##### **6.2 Treasury Management Report**

Matthew led Committee through the report which details the various deposits, loan balances, rates applicable, security held by the banks and bank credit ratings.

Committee acknowledged its favourable position in relation to having large cash reserves which meant in the event of further increases to the Bank of England's base rate, the additional interest received on deposits should offset the interest payable on loans.

It was further noted that the debt per unit was significantly lower than the Scottish average and the security comfortably cover the loans.

Matthew advised that Rosehill is in a strong healthy position with sufficient finance available to enable its plans to be executed without the need for further borrowing.

A Committee Member commented that there had been debates over the years on whether to pay off the current loans and it looks as though the correct decision had been taken as if the loans had been paid off within the last couple of years there may not be sufficient finances in place to carry out its plans and would possibly need to look at borrowing at less favourable rates.

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Committee agreed that Rosehill has a strong financial position and noted the contents of the report and the treasury management strategy for the coming year.

### 6.3 *Cash Flow to April 2023*

Contents noted.

A Committee Member asked about the grant received, it was confirmed that this was in connection to the purchase of the Gowanbank site.

Committee thanked Matthew for attending and at this point he left the meeting.

## 7. ***Technical Services Matters***

### 7.1 *Painterwork – Tender Acceptance*

S Hunter confirmed that 3 returns had been received, with the current contractor submitted the lowest tender by a substantial amount, due to their experiences on site and their view that all properties can be painted from ladders and there was no need for scaffolding.

Committee considered the contents of the report and approved the appointment of JS McColl in the sum noted in the report.

### 7.2 *Bathroom Refurbishment - Scope*

Committee noted the contents of the report and the 3 options. S Hunter confirmed that in the previous contract future proofing was carried out (option 2).

A Committee Member asked if it was possible to determine how many properties currently have showers. S Hunter advised that records indicate that approximately 161 properties have showers installed (15% of stock) however, it is likely that this number is higher if showers have been installed without the appropriate paperwork being completed.

Another Committee Member asked if there was an option for tenants to pay for a shower to be installed during the works. S Hunter advised this is a possibility, it would be treated the same as kitchen extras, however consideration would need to be taken for future maintenance.

Another Committee Member asked if it is decided that showers should be installed would this cause problems for the refurbishment works already completed without showers. S Hunter confirmed that it may but the response would be that standards change, as with other works completed in the past.

After discussion, Committee agreed that, in principle, showers should be installed, however they would like to see some more financial information on the impact this would have.

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## **8. Housing Services Matters**

### **8.1 Abandonment Policy**

Committee noted the contents of the report and the policy has been reviewed with no material changes made.

### **8.2 Potential Eviction Report**

Contents noted.

S Quinn, requested and was given permission to raise another matter not on the agenda.

### **8.3 Fun Day**

S Quinn advised that due to a change in criteria by Glasgow City Council and Police Scotland, a full event management plan is required for all public events, no matter the number of attendees, as such this will add a further £1200 to the costs incurred.

It was also noted that the outcome of the Big Lottery funding application is not yet known.

## **9. Corporate Services**

### **9.1 Shared Parental Leave Policy**

Committee noted the contents of the report and that the policy has been reviewed with no material changes.

### **9.2 Complaints Handling Procedure**

Committee noted the contents of the report and that the procedure has been reviewed with no material changes.

### **9.3 Unacceptable Actions Policy**

Committee noted the contents of the report and that the policy has been reviewed with no material changes.

### **9.4 Health & Safety Update**

Committee noted the contents of the report and that the security ID's have now been received and staff will start using them once the required training has been completed, which should be the end of July.

## **10. Glenmuir Estate - Update**

Committee noted the contents of the report and that there were no further updates at this time.

G Mogan advised that this matter will no longer be a standing item on the agenda and will be reported quarterly instead, along with the performance

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reports. It was also noted that any decisions in regard to the refurbishment works will be brought as necessary under the Technical Services section.

At this point S Hunter and S Quinn left the meeting.

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

### **11.1 Application to Join the Management Committee**

It was noted that J Thomson had previously declared an interest in this item and as such will not participate in the discussion or the decision.

Committee considered the application with those who had served on the Committee with K Thomson previously, confirming she had made a positive contribution to the Committee and was an effective Committee Member. After further discussion,

Committee approved the appointment of K Thomson to the Management Committee to fill a casual vacancy. G Mogan will arrange for K Thomson to sign the Committee Code of Conduct and complete the Declaration of Interests Form prior to attending the August Committee meeting.

### **11.2 Policy Reviews**

#### **11.2.1 ICT: Acceptable Use Policy**

Committee noted the contents of the report and approved the postponement of the policy review until September 2023 to allow further research to be carried out.

#### **11.2.2 Serious Complaints against the Director**

Committee considered the revised policy and the key changes made which has strengthened the procedure which reflects the Notifiable Events Statutory Guidance

After discussion, Committee approved the revised policy for immediate implementation.

### **11.3 SHR – Our Regulation of Social Housing: A Discussion Paper**

Committee considered the report and the consultation paperwork from SHR. It was acknowledged that the deadline for submitting a response was prior to the next meeting of the Committee in August.

Committee also acknowledged that The Regulator will be consulting on more detailed proposals for the Regulatory Framework later this year.

Committee decided to delegate authority to the Director to consider the consultation further, in conjunction with the Management Team, and determine whether a response should be made at this time. Any

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draft response should be discussed and “signed off” by the Chair and Vice Chair prior to submission.

G Mogan added that the GWSF may also consider the document and submit a response on behalf of all members, which may negate the need for Rosehill to submit an individual response.

#### 11.4 *Director’s Report*

##### 11.4.1 Cyber Essentials Plus

G Mogan confirmed that Rosehill’s application for Cyber Essentials Plus has been successful, with testing being carried out on 26<sup>th</sup> June 2023. The accreditation will now be displayed on the website and appropriate documents, including the letterhead.

##### 11.4.2 Business Plan Review

G Mogan reminded Committee that due to the extension of the current financial year the interim review is scheduled for Wednesday 6<sup>th</sup> July 2023 at 5:30pm. K Devaney submitted his apologies.

It was recognised that as the new financial year will begin on 1<sup>st</sup> April 2024, the annual business planning event will be scheduled for December 2023.

At this point, K McCallum left the meeting.

#### 12. ***Confidential Report***

G Mogan was asked to leave the meeting for this agenda item.

Committee considered the report from the Chair in relation to the Director’s mid-year performance review, and acknowledged the positive findings. It was noted that the review was carried out by the Chair and Vice Chair.

#### 13. ***Minutes of Sub-Committee meetings for information***

None.

#### 14. ***Any Other Competent Business***

*None*

#### 15. ***Date of Next Meeting***

The next meeting of the Management Committee will be held on Wednesday 30<sup>th</sup> August 2023 at 6:00pm.

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

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

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

(Chair)