

**ROSEHILL HOUSING CO-OPERATIVE LIMITED**

**MINUTES OF HYBRID MANAGEMENT COMMITTEE MEETING HELD ON  
WEDNESDAY 26<sup>TH</sup> APRIL 2023 AT 6.00PM**

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**Present:** N Finlayson (Chair)  
K Stevenson (Vice Chair)  
S Bannerman  
K Devaney  
J Thomson  
H McLatchie  
J Gallen  
A Greene

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

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**1. Apologies**

None. It was noted that A Claffey and P McCann have been granted special leave.

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**2. Declaration of Interest**

None.

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

**3.1 Wednesday 29<sup>th</sup> March 2023**

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

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**3.2 Matters Arising**

**3.2.1 RE: Item 14.3 – Funding Applications**

G Mogan advised that she had relayed Committee' decision to refuse the applications and there has been no response.

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It was further noted that the Easter Eggs had been purchased, with H McLatchie arranging for Tesco to top up donation to £250. The easter egg hunt in the local community was very successful.

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3.2.2 RE: Item 15 - Assurance Exercises – Recommendation from Audit & Risk Sub-Committee

Committee noted that the first performance report on Tenant Safety will be presented at the May meeting and will continue to be developed.

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

4.1 *22<sup>nd</sup> March 2023*

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

4.2 *28<sup>th</sup> March 2023*

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

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**5. Chair's Report**

N Finlayson advised that EVH has now published revised Employment Terms & Conditions, incorporating the outcome of the consultation considered by Committee in February 2023.

The revised terms will be circulated to all staff shortly

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**6. Finance Services Matters**

6.1 *SHR Return – FYFP (Five Year Financial Projections)*

G Mogan advised that following discussions with Wylie & Bisset the Return will now be presented at the May meeting. To ensure the deadline of 31<sup>st</sup> May is comfortably met, the may meeting will now be held on 24<sup>th</sup> May.

6.2 *Financial Conduct Authority - Annual Return*

Committee noted the contents of the return which is based on the information contained in the Financial Statements to 30<sup>th</sup> September 2022 and also contains some personal information of all Committee Members who served in the financial year.

Committee approved the return for submission.

6.3 *Cash Flow March 2023*

Contents noted.

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**7. Technical Services Matters**

7.1 *Policy Review – Update*

Committee noted the contents of the report and that the Development Policy is not due for review until 2025 and had been wrongly recorded as due for review now.

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It was further noted that the Rechargeable Repairs Policy will be brought to Committee later in the year, for the reasons detailed in the report.

## 7.2 *Gutter Cleaning – Tender Acceptance*

Committee noted the contents of the report and the outcome of the tender exercise.

S Hunter confirmed that it is a 4 year programme covering all stock and is in line with the Procurement Policy. It was further noted that the winning tender is a new contractor and as such references will be sought.

A Committee Member asked if they won due to being the cheapest tender, as there was a large variance in the results. It was confirmed that the analysis was based on 60% price and 40% quality, and the contractor will need to comply with H&S requirements.

A Committee Member asked how it is verified that the work has been completed. S Hunter advised that the contractor is required to submit photographic evidence and also staff can observe the work when out in the area.

A Committee Member suggested that Procurement training be arranged, especially for the new members. It was agreed that this could be covered along with Asset Management and Planned Maintenance training.

Committee considered the contents of the report and approved the appointment of Tenements Steps Ltd, subject to satisfactory references.

## 8. *Housing Services Matters*

### 8.1 *Policy Review - Succession to Tenancy*

Committee noted the contents of the report and the routine revision of the Policy.

S Quinn clarified the people centred approach, which means that while trying to respect the bereavement process, staff will make contact with the family of a tenant who has passed away within a few weeks, as the implications if benefits are not applied for quickly can be detrimental.

Committee approved the revised Policy for immediate implementation.

### 8.2 *Policy Review – Garden Assistance*

Committee noted the contents of the report and the routine revision of the Policy, which contains only minor changes and the removal of the

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reference to Glasgow City Council's service, as this has been discontinued.

A Committee Member asked if GCC's service being discontinued has resulted in a longer waiting list. S Quinn confirmed that the waiting list at this time is not very long, due to increased numbers several years ago.

Committee approved the revised Policy for immediate implementation.

### 8.3 *Policy Review – Racial and Harassment*

Committee noted the contents of the report and the routine revision of the Policy, which is strongly led by legislation.

Committee approved the revised Policy for immediate implementation.

### 8.4 *Pending Evictions Report*

Committee noted the contents of the report.

S Quinn advised in relation to case 453 the eviction was carried out 25<sup>th</sup> April 2023 with no issues. Committee noted that the family member has been rehoused as this was a term stipulated when the eviction was granted.

### 8.5 *Ending Homelessness Together – Implementation of LLP 2023/24*

Committee noted the contents of the report and the request to increase the number of Section 5 lets to 60%.

Committee discussed the matter and agreed that 40% is a more realistic target, staff have a good working relationship with the Casework Team and are pro-active in seeking referrals.

It was further noted that there is a legal obligation to assist with Homelessness although there is no minimum quota. Committee noted that Homelessness soared during Covid and has maintained at the same level.

Committee approved the recommendation to counter their request with 40%.

## 9. **Corporate Services Matters**

### 9.1 *ARC 2022/23 – Pre-submission Audit Report*

Committee noted the contents of the report and the outcome of an overall positive audit. There were a number of items which had to be re-worked and are on track for validation.

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Committee further noted that the full return will be presented at the May meeting in order to meet the submission deadline of 31<sup>st</sup> May 2023.

## 9.2 *Health and Safety Update*

Contents noted.

## 10. ***Glenmuir Estate – Update***

Committee noted the contents of the report and that there is no outstanding close works.

G Mogan advised that she had met with the Insurers who require a desktop revaluation for all stock, which will be organised as soon as possible. The Insurers will come back with a premium for the Glenmuir Estate to enable a vote to be called as soon as possible.

S Hunter confirmed that there are no further updates on the refurbishment works at 40 Ravenscraig Drive and 48 Linnhead Drive which are still progressing.

A Committee Member asked if the decant property is furnished. S Hunter confirmed that carpets and possibly blinds would be provided but the furniture would be moved from the tenant's existing flat to the decant.

A Committee Member asked how the tenants are reacting to the temporary move. It was confirmed that they are understandably apprehensive but are delighted with the results.

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

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

### 11.1 *Constitutional Review – Next Session*

Committee noted the contents of the report and advised various dates of unavailability for May and June. Based on this G Mogan will identify a selection of dates and put these out to our solicitor and the governance consultant. Once a response has been received from both, a date will be confirmed as soon as possible.

### 11.2 *Change to Financial Year – Progress Report*

Committee noted the contents of the report.

G Mogan advised that SHR has responded to the query for next year's ARC return and has confirmed that the next ARC return should cover the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024.

Committee further noted the relevant paperwork has been submitted to FCA, and discussions are ongoing with Wylie + Bisset to work out the mechanics of having an 18 month financial year, Chiene + Tait will also be kept informed of progress.

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### 11.3 *Cyber Essentials Application – Outcome and Plans for Cyber Essentials Plus*

Committee noted the contents of the report and the successful application for Cyber Essentials. It was further noted that it is intended to apply for Cyber Essential Plus, which must be done within 90 days of achieving Cyber Essentials. It is estimated that the cost for assistance from Cyber Tec Solutions with the application will be in the region of £1800.

A Committee Member asked why the application needs to be made so quickly. G Mogan advised she thinks it is because cyber security can be fast moving and if left too long, requirements and/or technology can change.

### 11.4 *Outcome of Employer Consultation on Future Service Benefits*

Committee noted the outcome of the consultation with no changes being made at this time. G Mogan has sought advice from the Pension Advisor from Chiene + Tait who confirmed that Committee do not require any independent advice at this time. It is anticipated that later in the year notification will be received about an increase in the future contribution levels and if this is the case, this will trigger a review of the pension position at Rosehill.

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

None.

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

### 13.1 *EVH*

G Mogan circulated copies of EVH Annual Report, Financial Statements and agenda for upcoming AGM.

## 14. ***Date of Next Meeting***

The next meeting of the Management Committee will be held on Wednesday 24<sup>th</sup> May 2023 at 6:00pm. K Stevenson submitted her apologies for this meeting.

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

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

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

(Chair)

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