

ROSEHILL HOUSING CO-OPERATIVE LIMITED

MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY 26TH JANUARY 2022 AT 6.30PM WHICH WAS HELD AS A HYBRID MEETING

Present: K Stevenson (Chair) (in-person)
K Leitch (Vice Chair (via Zoom))
N Finlayson (via Zoom)
J Thomson (via Zoom)
S Bannerman (via Zoom)
M Cameron (via Zoom)

In Attendance: G Mogan (Director) (in-person)
K McCallum (Customer Services Officer) (via Zoom)
A Stewart (Finance Manager) (via Zoom)
S Hunter (Technical Services Manager) (via Zoom)
S Buchanan (Housing Services Manager) (via Zoom)
J Chittleburgh (Chiene + Tait) (via Zoom)

G Mogan advised Committee that equipment has recently been purchased to enable hybrid meetings (mix of in-person and virtual attendance). However, due to the need to still observe 2 meter distancing in person attendance is still limited but hope to increase this next month.

K Stevenson reminded Committee that as some Committee Members are attending virtually, it remained important that members do not all speak all at the one time and that everyone will be given the opportunity to speak individually.

K Stevenson also welcomed Sharon Buchanan to the meeting, Sharon was successful in securing the position of Housing Services Manager and also Jeremy Chittleburgh from Chiene + Tait who are our auditors.

1. Apologies

Apologies for absence were received from P McCann.

It was also noted that M Baldie and S Littlejohn have been granted Special Leave of absence.

2. Declaration of Interest

None.

3. Approval of Financial Statements to 30th September 2021. Jeremy Chittleburgh of Chiene & Tait in attendance

3.1 Findings from Audit

Jeremy Chittleburgh introduced himself to Committee and advised that his company had completed their annual audit of Rosehill's Financial Statements in December. He extended his thanks to the

Finance Team who assisted with the audit as it had to be carried out remotely due to restrictions.

He confirmed that during the course of the audit nothing of significant concern was noted and only two observations are being made:

- Consideration of Rosehill's status becoming charitable
- Sustainability – reference in the financial statements to sustainability measures taken and the impact these have had financially will be made a requirement in the future.

He confirmed that, in his opinion, the accounts are very well prepared and detailed, and give a true and fair view of Rosehill's affairs as at 30/09/21, the accounts have been properly prepared in accordance with UK accounting practice and comply with all relevant legislation and guidance, and that Rosehill has a very good governance system and suitable policies and procedures in place.

There were no questions.

3.2 *Approval of Financial Statements to 30th September 2021*

A Stewart advised that the financial statements are presented in a statutory format and comply with current legislation. It was further noted that a more detailed breakdown of the figures included within the financial statements is contained in the year end Management Accounts which were presented to Committee at their meeting on 1st December 2021.

Committee noted the surplus of £1,053,713 and the comparison against the Management Accounts.

After consideration Committee approved the financial statements and authorised for them to be signed by K Stevenson, K Leitch and G Mogan.

Committee further approved the contents of the Letter of Representations confirming that all information was disclosed during the audit process, and authorised K Stevenson to sign the letter to be sent to the auditor.

Committee thanked Jeremy for his time and he then left the meeting.

4. Minutes of previous meetings and Matters Arising:

4.1 *Wednesday 1st December 2021*

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

4.2 *Matters Arising*

4.2.1 RE: Item 3 – Committee Annual Assessments

G Mogan advised that Committee will need to discuss and agree what areas of training are to be included in this year's schedule. It was acknowledged that Committee had undertaken Equalities training last year. However, in light of the Regulatory requirement, coming into effect in the next couple of months, to collect equalities data for all nine protected characteristics as part of our overall equalities duties, it was agreed that a session on this should be organised for either February or March.

4.2.2 RE: Item 12 – New 5 Year Business Plan

Following Committee's previous approval of the plan and various appendices, G Mogan advised that all documents are now available in the Resource Section of Decision Time.

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

5.1 *18th November 2021*

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

5.2 *23rd November 2021*

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

5.3 *26th November 2021*

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

5.4 *16th December 2021*

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

5.5 *21st December 2021*

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

5.6 *23rd December 2021*

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

6. Chair's Report

K Stevenson advised that she has no further update on the pay award. The only other item of business will be taken under agenda item 14.

7. Health & Safety

Committee noted that from 7th February, staff will increase to 3 days per week in the office, on a rota basis. G Mogan advised it is hope to increase this further to 4 or even 5 days per week by the end of March and begin operating a hybrid model for home working.

It was further noted that it is not yet intended to re-open the office to the public, however appointments will still be available. S Buchanan will speak to the Tenants' group to get their views on frequency of office opening hours, perhaps starting with 1 day per week.

G Mogan confirmed that all current Covid safety measures in the office e.g. cleaning stations in common/shared areas, hand sanitiser dispensers located at various points in the building, social distancing and allocated routes about the office are sufficient and no further measures are required at this time.

8. Finance Matters

8.1 Service Charge Review

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

Monthly Service Charges for Priesthill Tenements

- Communal stair lighting – charge reduced to £1.35 to cover costs incurred only
- Communal stair cleaning – charge increased to £6.43 to cover costs incurred only

Monthly Service Charges for Supported Accommodation

- Heat & Light – charge maintained
- Redecoration – charge maintained at one unit and increased to £20 at the other unit. This will bring both units to the same charge. The tenants at the unit which has been increased had been paying a reduced service charge due to a potential change to their tenancy. However due to the delays in this happening and recent expenditure this reduction can no longer be justified.
- Laundry Equipment – charge increased to £22.63 and £23.78 for the two different units
- Equipment Servicing – charge increased to £53.97
- Communal Furniture – charge suspended
- Garden Maintenance – charge increased to £5.55 to cover costs
- Contents Insurance – charge reduced to £0.71 to cover costs
- Personal furniture – charge suspended
- Licensing Requirements – charge maintained at £7.28 (only applicable to one of the units)

It was noted that overall, the monthly supported accommodation service charges will decrease.

8.2 Cash flow October / November 2021

Contents noted.

8.3 Factoring Write Offs

Committee noted the request to write off the sum of £146.40 which related to a Notice of Potential Liability served on one owner in 2013, which has since expired.

Committee considered the report and approved the write off in the sum of £146.40.

9. Technical Services Matters

9.1 Policy Reviews:

9.1.1 Contractor Going Into Liquidation Policy

It was noted that only a minor update was required to this policy in terms of GDPR, there has been no change to practice; guidance or legislation.

Committee considered and approved the revised policy for immediate implementation.

9.1.2 Compliance with Construction (Design and Management) Regulations Policy

Committee noted that again only a minor update was required to this policy in terms of GDPR, there has been no change to practice; guidance or legislation.

Committee considered and approved the revised policy for immediate implementation.

9.2 Planned & Cyclical Works Progress Report

Committee noted the contents of the report.

S Hunter advised that the remaining 2 properties are booked in for forced access on 31st January 2022, at which point Rosehill will be full complaint by the required deadline.

A Committee Member asked about the length of delay in the kitchen contract. S Hunter confirmed that the contractor is optimistic that the overall timescale of 30th September 2022 can still be achieved.

10. Housing Services Matters

10.1 *Development of Equalities Strategy and Framework for Data Collection – Progress Report*

S Buchanan advised that the strategy had been drafted by the previous Housing Services Manager and since taking up the position

earlier this month, she has been working on an action plan for the 2 key areas identified. She advised G Mogan has arranged a meeting with the DPO to discuss the issue of equalities data collection for all 9 protected characteristics for all client groups. We are still working to an implementation date of 1st April 2022.

Committee noted the progress.

10.2 *Potential Evictions Report*

Committee noted the contents of the report.

S Buchanan advised that 2 cases become live this month and court dates will be scheduled as soon as possible. Unless there is any improvement it is intended to see Eviction Decrees for both cases.

11. ***Proposed Rent Increase 2022/23 – Outcome of Tenant Consultation***

Committee noted the contents of the report and the results of the tenant consultation. It was recognised that some tenants did express concern about the rents going up but it was also recognised that 80% of tenants who took part in the consultation understood that all costs were increasing and that Rosehill's costs were also increasing and under the circumstances some felt the proposed rent increase was reasonable.

A Stewart advised that the proposed rent increase of 3.1% was based on the RPI in September of 4.9% and that RPI had increased to 7.5% in December.

Taking all of the information into consideration, Committee approved the proposed rent increase of 3.1%

12. ***Barratt Flats – Update***

Committee noted the contents of the report.

At this point, A Stewart, S Hunter and S Buchanan left the meeting.

13. ***Governance & Corporate Services Matters***

13.1 *Review of Codes of Conduct and Entitlements, Payments & Benefits Policy*

G Mogan advised that the following revised documents were being presented to Committee for approval:

- Staff Code of Conduct
- Committee Code of Conduct
- Entitlements, Payments & Benefits Policy
- Protocol for Dealing with Breaches of Code of Conduct for Committee

Committee noted that these documents are fundamentally based on models produced by SFHA which have been approved by SHR as complying with its Regulatory Requirements.

G Mogan further advised that in the Protocol for Dealing with Breaches reference is made to Scheme of Delegated Authority and who can deal with any breaches. It is proposed that this should be the Chair, Vice Chair plus one other Committee Member. This information will also be included in the Scheme of Delegated Authority Policy which is due to be reviewed in March.

Committee considered all the documents and approved them all for immediate implementation.

13.2 *Initial preparations for proposed hybrid AGM 2022*

G Mogan provided an update to her report and confirmed that the Hall is available on the proposed dates of 15th and 22nd March 2022 and at this time there are no restrictions on numbers.

Committee noted that members will be given the option to attend in person at the Hall or virtually via Zoom. G Mogan advised to raise members awareness of this year's AGM and the fact a physical option is available, she will produce a notice and short questionnaire to be put on our website shortly. A link to the notice will be text or emailed to Members and paper copies will be issued to those who still require it in this format. Members will be asked to confirm if they intend to attend and how they wish to attend – in person or virtually.

Committee considered and approved the draft agenda.

It was noted that K Stevenson, K Leitch and S Bannerman are required to stand down at the AGM and all are eligible for re-election, however K Stevenson is subject to the 9 year rule and Committee must consider if she continues to be an effective member and whether she should be allowed to seek re-election.

At this point, K Stevenson was asked to leave the meeting.

Committee considered the information provided by SHARE as part of the annual appraisal process and all members present agreed that K Stevenson is a vital member of the Committee and absolutely continues to demonstrate her continued effectiveness. There were no objections to her seeking re-election.

At this point, K Stevenson was invited to re-join the meeting and Committee's decision relayed to her.

It was further noted that P McCann is required to stand down at the AGM as she had filled a casual vacancy during the year and is eligible to seek re-election without nomination.

Committee further approved the prizes for members in attendance at the AGM and noted that the mini bus has been booked for transporting members to/from the meeting.

13.3 *Revised Policy Review Timetable 2021/22*

Committee noted the revised timetable.

At this point G Mogan was asked to leave the meeting.

14. *Outcome of Year-End Performance & Training Review – Confidential*

K Stevenson talked to her report, confirming that she and K Leitch had carried out the Director's year-end performance review. Committee recognised that a number of key objectives and tasks had been achieved, however, there had been a level of impact due to Covid on some objectives and tasks. The Chair advised the outcome of the performance review did not identify any areas of concern or any particular action points.

Committee acknowledged despite the ongoing challenges of Covid and the unavoidable impact it had on some aspects of the Director's work plan, performance overall had been very good.

At this point G Mogan was invited to re-join the meeting.

15. *Matters for Updating Report*

G Mogan advised that she has just received an update today. The application for Guardianship had not yet been submitted. Our solicitor had explained the company had experienced a high level of staff absence due to the impact of the new variant of the virus. However G Mogan had been assured that they are working on it now and that another solicitor within the company has been appointed to progress the issue.

16. *Sub-Committee Minutes for information:*

16.1 *Audit Sub-Committee meeting held on 1st December 2021*

Contents noted.

16.2 *Staffing and Health & Safety Sub-Committee meeting held on 8th December 2021*

Contents noted.

17. *Any Other Competent Business*

17.1 *SHR Survey*

G Mogan advised that SHR had circulated a survey to all RSLs re: tenant safety earlier in the month, with an initial deadline of 26th January. However the survey covered some complex issues and required a level of context to be provided to explain our processes and position, but there was only one comments field at the end of the survey. She confirmed that the survey had been completed with a range of contextual information provided and submitted today, which was the original deadline. However, she had advised that earlier that day SHR had sent an email to notify the deadline had been extended to 31st January. A copy of our response will be uploaded to the Board Portal for Committee to view.

18. Date of Next Meeting

The next meeting will be held on Wednesday 23rd February 2022 at 6:30pm, followed by a meeting of the Staffing and Health & Safety Sub-Committee.

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

Signed: _____

(Chair)

Date: _____

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