

ROSEHILL HOUSING CO-OPERATIVE LIMITED

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY
25TH JANUARY 2023 AT 6.00PM**

Present: K Stevenson (Chair)
N Finlayson
S Bannerman
K Leitch
J Thomson

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

1. *Apologies*

Apologies for absence were received from K Devaney and H McLatchie. It was noted that A Claffey has been granted special leave.

K Stevenson advised that she had recently received a request for special leave from P McCann for work and personal commitments, which she had provisionally approved for a period of 6 months with a review after 3 months. Committee retrospectively approved the decision.

2. *Declaration of Interest*

N Finlayson declared an interest in agenda item 14.2 - Initial preparations for AGM 2023.

3. *Confidential Report*

Committee noted the contents of the confidential report.

At this point J Chittleburgh, S Hunter, S Quinn and A Innes joined the meeting.

4. *Approval of Financial Statements to 30th September 2022.*

Committee noted that Chiene & Tait have assisted in the preparation of the financial statements in the absence of a Finance Manager and noted the contents of the report.

J Chittleburgh advised that Rosehill had another good year with an operating surplus of approximately £1.1M.

Committee noted the variation in surplus as reported in the Management Accounts to the surplus in the Financial Statements and

M
i
n
u
t
e
s

that this was due to an adjustment in relation to pension liability which was not available when the Management Accounts were prepared.

J Chittleburgh further advised that there are 1 or 2 amendments to be carried out before the Financial Statements are available to Committee to be signed. However, these are not material in nature.

Committee noted the draft Audit Summary Report and that some further changes were required, however, these are not significant in nature.

After consideration Committee approved the financial statements, subject to the amendments referred to by J Chittleburgh, and authorised K Stevenson, K Leitch and G Mogan to sign the finalised financial statements when they are ready. K Stevenson was also authorised to sign the Letter of Representation.

J Chittleburgh was thanked for his time and he then left the meeting.

5. Minutes of previous meetings for approval:

5.1 Wednesday 30th November 2022

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

5.2 Matters Arising

5.2.1 RE: Item 4.2.1 – Warm Space

Committee noted that the warm space has not been utilised and staff will discuss options on how better to promote it and the feasibility of offering more social activities, based on ideas from other organisations.

Committee were further advised that the Housing services Manager and Income Maximisation Housing Officer were successful in their application for fuel poverty funding from Scottish Government, which will provide approximately £100 per household. Staff are currently compiling bank information in order for the payments to be made which must be processed by 31st March 2023, or the fund must be returned to Scottish Government. It was also noted that feedback must be provided to demonstrate the benefit this funding has had on households. Committee were delighted with this outcome and agreed it will be hugely beneficial to every household in the current climate.

M
i
n
u
t
e
s

5.2.2 RE: Item 17 – Application for Funding

G Mogan confirmed that the group had provided the requested information and the donation of £300 was made.

5.2.3 RE: Item 19.1 – Scottish Government – Call for Evidence

Committee noted that G Mogan confirmed that no response had been submitted due to the tight deadline and that no tangible information could be gathered in the short timescale.

It was agreed that the following 2 agenda items would be considered now as a Committee Member may need to leave the meeting early.

12. *Proposed Rent Increase 2023/24 – Outcome of Tenant Consultation*

Committee noted the contents of the report and that 91 responses had been received via engagement methods such as tagging onto the TSS sessions, staff attending the local breakfast club and telephone calls to members. It was further agreed that having Committee members involved in the sessions was very beneficial, as they are also tenants and can advise others on the decision making process behind the proposal.

It was noted that the majority of responses accepted the proposal and in fact a few had expected a higher increase. For those tenants who advised they would struggle financially, they were put in touch with the Welfare Rights Advisor to see if any assistance could be given.

G Mogan advised that GWSF have advised the average increase proposed by members who responded to their survey was 6.1%.

Taking all of the information into consideration, Committee approved the proposed rent increase of 5%.

14. *Director's Matters*

14.2 *Initial preparations for AGM 2023*

Committee noted that the date and venue for the AGM had been booked. Committee considered and approved the recommendation to hold a hybrid meeting again this year. The aim is to boost the level of members attending by giving them a choice of how to attend.

Committee considered and approved the draft agenda.

It was noted that N Finlayson, and J Thomson plus one other member are required to stand down at the AGM and all are

M

i

n

u

t

e

s

eligible for re-election, however N Finlayson 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. K Leitch confirmed that she will also stand down.

At this point, N Finlayson was asked to leave the meeting.

Committee considered the information provided by SHARE as part of the annual appraisal process. After discussion Committee concluded that it had sufficient assurance that N Finlayson continues to demonstrate her continued effectiveness and decided that she may stand for re-election.

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

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 and a buffet will be served after the meeting.

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

6.1 4th October 2022

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

7. Chair's Report

It was noted that there was one matter to discuss but this would be taken under AOCB.

8. Finance Matters

8.1 Service Charge Review Report

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

Monthly Service Charges for Priesthill Tenements

- Communal stair lighting – charge increased to £1.90 to cover costs incurred only
- Communal stair cleaning – charge reduced to £3.48 to cover costs incurred only – it was noted that costs have decreased due to deep cleans no longer being required

Monthly Service Charges for Supported Accommodation

- Heat & Light – charge maintained

M
i
n
u
t
e
s

- Redecoration – charge maintained
- Laundry Equipment – charge increased to £24.34 and £29.74 for the two different units
- Equipment Servicing – charge increased to £60.03
- Communal Furniture – charge remains suspended
- Garden Maintenance – charge reduced to £5.26 to cover costs
- Contents Insurance – charge increased to £0.83 to cover costs
- Personal furniture – charge remains suspended
- Licensing Requirements – charge maintained at £7.28 (only applicable to one of the units)

8.2 *Factoring Write Offs*

Committee considered the contents of the report and approved the write off in the sum of a credit of £5.34.

8.3 *Finance Matters Update*

Committee noted the contents of the report and that the post of Finance Manager has been re-advertised on 26/1/23 with interviews being held on 28/2/23. It was accepted that the earliest date someone would be in post is likely to be mid to late April 2023.

9. **Technical Services Matters**

9.1 *Policy Review - Decoration & Floor-Coverings/Soft Furnishings Allowances Policy*

Committee noted the contents of the report and the routine review of the policy with only minor amendments, including an increase of 10% to the allowances, the first in over 3 years.

9.2 *SHR Letter to landlords - advice on tenant safety, damp and mould*

Committee noted the contents of the report and attached correspondence and approved the recommendation to produce a policy on this matter. This policy will be added to the Policy Reviews for this year.

9.3 *Business Plan – Annual Plan 2022/23 Appendix - Asset Management Plan*

Committee noted the contents of the report and the asset management plan and approved it for inclusion as an appendix to the Annual Plan 2022/23.

M
i
n
u
t
e
s

10. Housing Services Matters

10.1 Policy Review – Neighbourhood Management Policy

Committee noted the contents of the report and proposed revisions to the Policy which has also been considered by the Scrutiny Panel. It was noted that the revisions condense several sections and highlight key information to make it more readable/clear.

It was further noted that the Policy may develop over time when in practice and that neighbourhood management is a hot topic in the sector at the moment.

Committee approved the revised policy for immediate implementation.

10.2 Potential Evictions Report

Committee noted the contents of the report and that in relation to case 457 a decree was granted when the case called in December. It is intended for the eviction to go ahead on 13th February 2023 but there is a chance that the tenant's solicitor may submit a minute of recall.

11. Corporates Services Matters

11.1 Health & Safety Update

Committee noted the contents of the report and that there was no further information to add at this time.

12. Proposed Rent Increase 2023/24 – Outcome of Tenant Consultation

Item discussed earlier in meeting – see above.

13. Glenmuir Estate – Update

Committee noted the contents of the report and that the new Factoring Co-ordinator took up the post on 10th January 2023 and is currently finding her feet and getting handover information from the Tenant Liaison Officer who was providing a level of cover for the post. It was further noted that the former post-holder had produced a helpful handbook covering a range of key factoring matters for the new post-holder.

It was further noted that GCC had confirmed that only 4 communal doors remain locked which will be tackled this week, this will then allow the stair lighting to be adopted.

M
i
n
u
t
e
s

S Hunter advised that an email from GCC had been received this morning in connection with the proposed works at 48 Linnhead Drive, who have advised that it is possible to apply for an exemption from Scottish Government for the works to be considered as refurbishment rather than conversion, thus negating the need for fire suppression and sprinkler systems, however the Architect's opinion is that this process will be lengthy and highly unlikely to succeed. Committee considered the information and agreed that refurbishment in the current layout is the most viable option and approved this course of action. It was acknowledged that this would mean keeping the studio flats in both closes and as such Committee approved the recommendation that no further studio flats should be acquired.

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

14. Director's Matters

14.1 Constitutional Review – Report by L Ewart

Committee considered the report from L Ewart and agreed it provided a good basis to enable ongoing discussions.

At this point, K Leitch left the meeting.

Committee discussed potential dates for its first session with L Ewart and agreed that the session should be held week beginning 13th February, subject to availability of those members not present at tonight's meeting. It was noted that following the initial discussion session with L Ewart, a further session would be held later in March with L Ewart and Rosehill's solicitor.

14.2 Initial preparations for AGM 2023

Item discussed earlier in meeting – see above.

14.3 IT system:

14.3.1 Review of Data and ICT Disaster Recovery Plan

Committee considered the contents of the report and the revised plan, which has been reviewed by our IT company in light of the migration to cloud based systems.

Committee approved the plan which will be added as an appendix to the overall Disaster Recovery and Business Continuity Plan.

M
i
n
u
t
e
s

14.3.2 IT Reports

Committee noted the contents of the report and that the outcome of the Disaster Recovery test was positive with no errors noted.

It was further noted that the results of the penetration tests were also positive with only 1 recommendation being identified, which has since been actioned by our IT company.

14.4 *Committee Training Plan 2023*

Committee noted the contents of the report and agreed the following areas of training:

- Constitution Awareness – this will be covered during the constitutional review being carried out this year
- Settlement Agreements – this will be covered in-house by G Mogan
- Asset Management and Investment– this will be covered in-house by S Hunter
- Know the Codes – refresher training has been organised with SHARE for 23/03/23, following Committee Members confirming their availability

It was further agreed that another area should be identified to be carried out in-house as a bitesize session prior to a Committee meeting.

Committee were asked to review their individual training analysis, available in the resources section, and advise G Mogan by 17th Feb of any training to be organised.

15. ***Sub-Committee Minutes for information:***

No minutes to consider.

16. ***Any Other Competent Business***

16.1 *Position of Chairperson*

It was noted that in line with the Rules, this was K Stevenson's last year as Chair, as she cannot hold the position for more than 5 consecutive years. Therefore, a new Chairperson will need to be elected at the first Management Committee meeting following the AGM.

It was recognised that the current Vice Chair is not able to take on the role of Chair, as per our succession plan, as they are currently on a leave of absence.

M
i
n
u
t
e
s

17. Date of Next Meeting

The next meeting of the Management Committee will be held on Wednesday 22nd February 2023 at 6:00pm.

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

Signed: _____

Date: _____

(Chair)

M
i
n
u
t
e
s