

**ROSEHILL HOUSING CO-OPERATIVE LIMITED**

**MINUTES OF HYBRID MANAGEMENT COMMITTEE MEETING HELD ON  
WEDNESDAY 29<sup>TH</sup> MARCH 2023 AT 6.00PM**



- Present:** K Stevenson (via Teams)  
N Finlayson  
S Bannerman  
K Devanney  
J Thomson  
H McLatchie  
J Gallen
- 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)

It was noted that G Mogan would Chair the meeting until the new Chair is elected at agenda item 4.1.

G Mogan advised that K Houston had since submitted her resignation, advising that on reflection her personal circumstances were such that she was unable to devote the time to being a Committee Member.

**1. Apologies**

Apologies for absence were received from K Leitch and A Greene. It was noted that A Claffey and P McCann have been granted special leave.

**2. Governance Matters**

**2.1 Signing Committee Members' Code of Conduct**

G Mogan confirmed that the Code of Conduct had been signed by all members following the training on "Knowing the Codes" last week. The signed copies will be added to Committee's individual folders on DecisionTime.

**2.2 Annual Declaration of Interests**

G Mogan confirmed that the Annual Declaration of Interests had also been completed by all members following the "Knowing the Codes" training last week. The completed forms will be held in Committee Members individual folders on DecisionTime.

**3. Declaration of Interest**

None.

#### **4. Election of Office Bearers**

##### **4.1 Chairperson**

Nicki Finalyson was nominated by J Thomson and seconded by H McLatchie.

There being no other nominations, N Finlayson accepted and was duly elected as Chairperson.

##### **4.2 Vice Chairperson**

Kerry Stevenson was nominated by N Finlayson and seconded by H McLatchie.

G Mogan confirmed even though K Stevenson has held the position of Chair for the maximum period, that it is acceptable for her to hold the position of Vice Chair.

There being no other nominations, K Stevenson accepted and was duly elected as Vice Chairperson.

##### **4.3 Secretary**

Committee agreed that this position should be filled by G Mogan.

There being no other nominations, G Mogan accepted and was duly elected as Secretary.

At this point, N Finlayson took the Chair and thanked Committee for electing her.

#### **5. Formation of Sub-Committees:**

##### **5.1 Staffing and Health & Safety**

N Finlayson, H McLatchie, K Stevenson and J Gallen indicated they would be willing to serve on this sub-committee. There were no objections and no other Committee Member expressed an interest in joining, as such it was agreed that these would be the members of the Sub-Committee.

##### **5.2 Audit & Risk**

J Thomson, K Devaney and S Bannerman indicated they would be willing to serve on this sub-committee. There were no objections and no other Committee Member expressed an interest in joining, as such it was agreed that these would be the members of the Sub-Committee. It was acknowledged that K Leitch, who wasn't at tonight's meeting had served on sub-committees previously. It was decided that at the next meeting K Leitch would be given the opportunity to join the Audit & Risk Sub-Committee.

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

**6.1 Wednesday 22<sup>nd</sup> February 2023**

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

**6.2 Matters Arising**

**6.2.1 RE: Item 12.5 – Directors Report**

G Mogan confirmed that the purchase of the Gowanbank site is still not finalised but is imminent.

**6.2.2 RE: Item 14.3 – Committee Training**

It was noted that the “Knowing the Codes” training took place last week.

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

**7.1 14<sup>th</sup> March 2023**

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

**8. Chair’s Report**

Nothing to report.

**9. Finance Services Matters**

**9.1 Response to Audit Management Letter**

Committee noted the contents of the report, the audit report and the proposed response to the audit, and that no weaknesses or risks were identified.

Committee authorised N Finlayson to sign the response letter and for G Mogan to submit this online to SHR along with the financial statements and the audit report.

**10. Technical Services Matters**

**10.1 Sustainability Policy**

Committee noted the contents of the report and the proposed policy and that it is intended for the policy to be simplistic and not too technical.

After discussion, Committee approved the policy for immediate implementation.

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## **11. Housing Services Matters**

### *11.1 Potential Evictions Report*

Committee noted the contents of the report.

S Quinn advised an update on case 453 – a condition of the decree being granted was that the other residents of the property be rehoused before the eviction can go ahead. S Quinn confirmed that alternative accommodation has been accepted and the eviction will now proceed on 25<sup>th</sup> April 2023.

## **12. Corporate Services Matters**

### *12.1 Policy Review - Staff Performance and Training Policy*

Committee noted the contents of the report and that no material or substantial changes were required to the policy and as such noted the review.

### *12.2 Health and Safety Update*

Contents noted.

## **13. Glenmuir Estate – Update**

Committee noted the contents of the report and that the one communal door outstanding has been addressed and the stair lighting adopted.

It was noted that it is intended to now proceed with taking on the factoring from 1<sup>st</sup> May 2023, however this will be subject to a possible issue with building insurance being addressed. It has come to light that several insurance companies have pulled out of the market and the remaining companies are introducing substantial increases. G Mogan intends to meet with the insurers as soon as possible to confirm matters.

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 Rosehill would purchase any flats that become available for sale. G Mogan advised that when opportunities arise to purchase flats, we would pursue them as GCC providing 100% funding for the acquisition costs. However, it was acknowledged that at times we can be competing with others if the flats are being sold on the open market.

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

## **14. Director's Matters**

### *14.1 Provision of Financial Services*

Committee considered the update on the outsourcing of key finance tasks. Committee were pleased to note that the costs of doing so are comfortably below the limit initially set by Committee. As the costs

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were within the level Committee had delegated to the Director to deal with, the arrangements were now being put in place to get the service up and running.

Committee also noted that its decision about the other changes in the Finance Team i.e. temporary changes to Finance Officer role (trial period of 1 year) and the creation of an admin post were currently being implemented.

A Committee Member asked if the quote includes attendance at Committee meetings. G Mogan confirmed that to be prudent she had allowed for attendance at the remaining 7 meetings for this calendar year. However, depending on timing of various work by the company they may not need to attend every meeting. In addition as the post of Senior Finance Officer progresses, it is hoped that she may be able to present some of the financial reports to Committee.

Committee authorised G Mogan to sign the formal engagement letter, subject to the terms being checked by solicitors.

#### 14.2 *Approval of Cyber Essentials Application*

Committee recalled that the renewal of the accreditation had been postponed from last year due to the change in IT platform and resolving a few issues with the migration. They noted the contents of the report and that the application has been completed largely by the IT company due to the technical information required.

Committee approved the application for submission.

#### 14.3 *Funding Applications Received*

Committee considered the contents of the report and the 2 applications. Committee discussed the nature of the funding requests and decided that, at this time, Rosehill was not in a position to support the funding requests. G Mogan was asked to notify the applicants.

G Mogan advised that she had received a further request for funding/assistance from Greater Pollok Services, who are organising an Easter Walkabout in the community. They are looking for contributions of Easter Eggs. After discussion, Committee approved the purchase of Easter Eggs up to the value of £200.

#### 14.4 *Notifiable Event – Dampness and Mould Case*

Committee considered the contents of the report and the circumstances around the issue and concluded that all necessary action by Rosehill had been undertaken. It further recognised that due to the nature of the issue, the Director, after briefing the Chair had raised the matter with The Regulator (SHR) and a Notifiable Event (NE) was subsequently submitted. G Mogan confirmed that the work has now been completed and she had updated the NE to SHR who subsequently closed the Notifiable Event on 27<sup>th</sup> March 2023.

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A Committee Member asked if SHR felt the issue was not dealt with appropriately would they intervene. G Mogan confirmed that their usual protocol is to request information from the RSL and continue to liaise with them until they were satisfied the matter had been addressed. However, if the matter was serious enough and The Regulator had serious concerns about how it was being handled they could ultimately intervene more formally and if necessary use their statutory powers.

**15. Assurance Exercises – Recommendation from Audit & Risk Sub-Committee**

Committee considered the report from the Sub-Committee and approved the recommendation, to strengthen the assurance exercises in relation to Tenant and Resident Safety, that relevant quarterly reports would be presented to the Management Committee. It was noted that the first report would be in May.

**16. Minutes of Sub-Committee meetings for information:**

None.

**17. Any Other Competent Business**

**17.1. Financial Year Change**

Following on from Committee's decision to change Rosehill's financial year to align with the majority of the Sector i.e. April to March, as recommended by the Consultant who undertook the governance and assurance review, G Mogan had been looking into how this will be achieved and what is required to change our financial year.

The intention is to change the year effective from 1<sup>st</sup> April 2024. Our External Auditor had expressed a preference that to facilitate this our current financial year is extended by 6 months to 31<sup>st</sup> March 2024 (1<sup>st</sup> October 2022 to 31<sup>st</sup> March 2023). After seeking legal advice it had been established that it is possible to extend our financial year as long as it does not exceed 18 months. As our proposal is to extend to 18 months, then this is allowed. However, to proceed we need the consent of our lenders and will need to notify the Financial Conduct Authority of the proposed change. Committee noted that with the change in financial year, our AGMs will now be held in August or September each year.

**18. Date of Next Meeting**

The next meeting of the Management Committee will be held on Wednesday 26<sup>th</sup> April 2023 at 6:00pm.

It was further noted that the next session with Linda Ewart and the solicitors regarding the constitutional review will be held on Tuesday 11<sup>th</sup> April 2023.

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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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