

**ROSEHILL HOUSING CO-OPERATIVE LIMITED**

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY  
30<sup>TH</sup> MARCH 2022 AT 6.30PM WHICH WAS HELD AS A HYBRID  
MEETING**

**Present:**

K Stevenson	(Chair) (in person)
N Finlayson	(in person)
J Thomson	(in person)
S Bannerman	(via Zoom)
P McCann	(in person)
H McLatchie	(in person)
K Devanney	(in person)
A Claffey	(in person)

**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)
A Innes	(Corporate Services & HR Manager) (via Zoom)

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

G Mogan 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.

G Mogan also welcomed H McLatchie, A Claffey and K Devaney to the meeting, who were all elected onto the Management Committee at the recent AGM.

**1. Apologies**

Apologies for absence were received from M Cameron and K Leitch.

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

**2. Governance Matters**

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

Everyone present confirmed they had read the code, signed and returned to the office.

It was noted the signed codes would be scanned and saved into Committee Members' individual folders on Decision Time. It was further noted that G Mogan had held the first induction session with the 3 Committee Members who had been elected at the AGM. The session covered the Code and Declarations of Interest. In addition she had given a demo of our Board Portal including how to make notes on Committee papers.



G Mogan advised that refresher training on “Knowing the Codes” is carried out every 2 years and is due next year.

## 2.2 *Annual Declaration of Interests*

Everyone present confirmed that they had completed and returned the annual declarations to the office. Again it was noted the forms would be saved into Committee Members’ individual folders.

## 3. ***Declaration of Interest***

S Bannerman declared an interest in agenda item 11.4. It was noted that she would be asked to leave the meeting during this item.

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

### 4.1 *Chairperson*

Kerry Stevenson was nominated by N Finlayson and seconded by A Claffey.

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

### 4.2 *Vice Chairperson*

K Leitch was nominated by N Finlayson. K Stevenson advised that K Leitch has declined the position.

P McCann was nominated by K Stevenson and seconded by J Thomson.

There being no other nominations, P McCann 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, K Stevenson took the Chair and thanked Committee for electing her.

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

### 5.1 *Staffing and Health & Safety*

P McCann, J Thomson 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.

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## 5.2 *Audit*

N Finlayson, K Devaney and A Claffey 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.

## 6. **Minutes of previous meetings and Matters Arising:**

### 6.1 *Wednesday 23<sup>rd</sup> February 2022*

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

### 6.2 *Matters Arising*

#### 6.2.1 RE: Item 3.2.1 – Committee Annual Assessments

G Mogan confirmed that training on Risk Management has been programmed for August 22. She reminded Committee that the final quarterly training session is due about November and the topic for this has yet to be decided. This can be discussed and agreed within the next few months.

#### 6.2.2 RE: Item 10.1 – Q1 Performance Report

S Hunter was asked to report back on the Right First Time performance. After an audit, the figure was revised to 93.02% which is above the target. The audit resulted in 21 jobs being re-classified/extracted.

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

### 7.1 *15<sup>th</sup> February 2022*

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

### 7.2 *7<sup>th</sup> March 2022*

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

## 8. **Chair's Report**

K Stevenson advised she only had one item to discuss, which will be taken just before item 17.

## 9. **Finance Matters**

### 9.1 *Cash Flow to 31st January 2022*

Committee noted the contents of the report.

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A Committee Member asked why February was not yet included. A Stewart confirmed that this was due to the timing of Committee meetings and that the report was not always ready for when the papers were issued. A. Stewart advised that she would ensure that the report was more up to date in future where possible.

## 9.2 *Response to Audit Management Letter*

Committee reviewed the proposed wording of the management letter and authorised K Stevenson to sign and issue it on their behalf.

## 10. **Technical Services Matters**

### 10.1 *Planned & Cyclical Works Progress Report*

Committee noted the contents of the report.

### 10.2 *Policy Review – Defects policy*

Committee noted the contents of the report and the revised policy and approved it for immediate implementation.

## 11. **Housing Services Matters**

### 11.1 *Potential Evictions Report*

Committee noted the contents of the report.

A Committee Member asked about the large balances which were only just calling at court. G Mogan confirmed that this is the result of the 6 month notice period introduced at the beginning of the pandemic. It is hoped that it will revert back to normal notice periods shortly.

### 11.2 *Equalities Strategy Update*

G Mogan referred to the report reminding Committee that staff had still been working to the original deadline of 1<sup>st</sup> April for implementation of equalities data collection, due to the decision to collect data anonymously. However, as the deadline had been extended to June in light of revised guidance being issued, although still not released, and further information from GWSF on the matter of data collection, we have decided to pause and rethink our approach. We still intend to collect data anonymously but will have a tailored form for each client group we deal with e.g. one form for tenants, another for job applicants, etc.

### 11.3 *Review of Mutual Exchange Policy*

Committee noted the contents of the report and the revised policy and that only minor amendments are proposed.

Committee approved the revised policy for immediate implementation.

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S Bannerman left the meeting for the next item only.

#### 11.4 *Entitlements, Payments & Benefits Report – Proposed Allocation*

Committee noted the contents of the report and that the proposed allocation is in line with the Allocations Policy and the normal selection process.

Committee approved the proposed offer of housing, on the basis that if the allocation goes ahead it will be recorded in the Register of Interests within 5 days of the tenancy starting.

S Bannerman was invited to re-join the meeting.

## 12. **Corporate Services Matters**

### 12.1 *Draft New Hybrid Working Policy*

Committee noted the contents of the report and draft policy.

A Committee Member asked if staff are given desks and chairs to work from home. G Mogan advised that at the start of the pandemic and during it staff have been able to request equipment to use at home such as desk, chairs, large monitors and wireless keyboard and mouse. However, for many staff, due to space restrictions within their homes, the option of a desk and chair was not feasible. However, some staff have taken up the offer of large monitors and wireless keyboard and mouse.

A Committee Member asked about staff's right to request flexible working. A Innes confirmed that this is separate and any staff who would like to request a change in their working schedule should continue to apply in the normal way.

A Committee Member asked about insurance while working from home. A Innes confirmed that staff are encouraged to report working from home to their own insurance company and that there should be no additional fees. However should there be any increase this would be considered on a case by case basis.

Committee considered and approved the policy for immediate implementation.

### 12.2 *Health & Safety*

Committee noted the contents of the report.

A Innes advised that the Fire Risk Assessment was carried out today and verbal results confirm that Rosehill is fully compliant with only one recommendation. All items identified at the previous assessment have been actioned. It was recognised that K McCallum had actioned many of the recommendations prior to Covid-19 and lockdown, so only a few had to be completed once we resumed higher levels of office working.

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### 13. **Barratt Flats – Update**

Committee noted the contents of the report.

A Stewart advised that the vote had not gone ahead as hoped as there are two outstanding matters that GCC have still to resolve. The first is in relation to a delay with the installation of the common electricity meters due to issues with the company subcontracted by SP Energy Networks to complete the installations. The second issue is in relation to the lack of stair lighting in areas that have recently been confirmed as common.

S Hunter advised that there is still some snagging work to be completed but they will not delay the vote.

A Committee Member asked about the charge for installing handsets. S Hunter advised that all owners have been given ample opportunity to get the new handset installed inside the flat and there are a few outstanding due to access problems. For these flats, if owners now want the handset installed there will be a charge.

Committee are aware that any acquisitions in this development are fully funded by GCC and 50% of the refurbishment costs are also funded by GCC. It was noted that there are 16 interested owners with 3 formal offers being issued and a further 3 potential offers.

Committee also noted that this development will also now be referred to as Glenmuir Estate, as this is how it is referred to in the Title Deeds.

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

### 14. **Governance Matters**

#### 14.1 *Policy Reviews:*

- Standing Orders

Committee considered the cover report and the track change revised policy. It was recognised that the changes hadn't been extensive. Committee further considered the policy changes, after which it approved it for immediate implementation.

- Scheme of Delegated Authority

G Mogan advised the policy has been streamlined, with input from the Management Team. Due to the extent of changes to the Table setting out the various Delegated Authority, a new Table was being presented along with the existing for comparison. Committee considered the cover report and the revised policy and approved it for immediate implementation.

- Protocol for the Management, Appraisal and Support of the Director

Committee considered the cover report and the track change version of the revised Policy. It was acknowledged that the

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changes were not extensive. The Committee considered the revised policy and approved it for immediate implementation.

- **Learning & Development Policy**

Committee considered the cover report and track change version of the revised policy, acknowledging the changes weren't extensive. The policy has been streamlined, where appropriate, and the new Corporate Services & HR Manager's role incorporated into the policy. After consideration, Committee approved the revised policy for immediate implementation.

**14.2** *The Scottish Housing Regulator's Statutory Intervention Report on Thistle HA – consideration of findings against Rosehill's assurance processes: Update*

Committee noted the contents of the report and the initial findings prepared by the Management Team, and that no particular issues have been identified so far, with only a small number of areas highlighted where we could enhance and improve what we do.

G Mogan advised that the final report will be presented to Committee next month.

**14.3** *Proposal for Governance Review – Initial Report*

Committee noted the contents of the report and that Linda Ewart will prepare a proposal, including fees to be presented to Committee for consideration at the April Committee meeting. Following previous discussions held by Committee on Rosehill's constitution and whether it still meets our needs, it is proposed to incorporate a review of this as part of the overall governance review.

**15. Matters for Updating**

Committee noted the contents of the report and that all paperwork has now been lodged in Court but there is currently a backlog and it is hoped to get a hearing date in the new few weeks.

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

**16.1** *Staffing and Health & Safety Sub-Committee meeting held on 23<sup>rd</sup> February 2022*

Contents noted.

**Deferred Agenda Item 8**

At this point K McCallum left the meeting and G Mogan left for the next item only.

**8.1 Pay Negotiations**

The Chair presented the letter from the Chair of the EVH Negotiating Committee about the outcome of the pay negotiations with Unite, the Union. The EVH Negotiators were recommending a one year pay deal

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effective from 1<sup>st</sup> April 2022. It was noted that the Union would also be consulting with its members on the proposal.

Committee discussed the matter, taking into account the rise in cost of living in terms of fuel, energy and food costs and the forthcoming increase in national insurance contributions. Following conclusion of discussions Committee decided to support the one year pay deal recommended by EVH. The Chair completed and signed the ballot paper.

At this point G Mogan was asked to rejoin the meeting. She was asked to submit the completed ballot paper on the Management Committee's behalf.

**17. Any Other Competent Business**

None.

**18. Date of Next Meeting**

The next meeting of the Management Committee will be held on Wednesday 27<sup>th</sup> April 2022 at 7:00 pm, after the Audit Sub-Committee meeting.

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

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

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

(Chair)

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