

**ROSEHILL HOUSING CO-OPERATIVE LIMITED**

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON  
WEDNESDAY 16<sup>TH</sup> DECEMBER 2020 AT 6:50PM WHICH WAS  
HELD REMOTELY USING ZOOM**



**Present:** K Stevenson (Chair)  
K Leitch (Vice Chair)  
M Cameron  
S Bannerman  
N Finlayson  
M Baldie  
J Thomson  
A Cleary  
S Littlejohn

**In Attendance:** G Mogan (Director)  
S Hunter (Technical Services Manager)  
L Chelton (Housing Services Manager)  
K McCallum (Customer Services Officer)

K Stevenson reminded Committee that as the meeting is being held using video conferencing, it was essential that members do not all speak all at the one time and that everyone will be given the opportunity to speak individually.

**1. *Apologies***

None. It was noted that E Henderson & K Thomson are on Special Leave.

**2. *Declaration of Interest***

S Bannerman declared an interest in agenda item 8.1. It was noted that she would leave the meeting during this item.

**3. *Minutes of previous meetings held on:***

**3.1 *Tuesday 24<sup>th</sup> November 2020***

The minutes were approved as true and accurate.

It was acknowledged that the paper copy of the minutes couldn't be signed at present due to Covid-19 restrictions. It was agreed that once this was possible K Stevenson was authorised to sign the Management Committee Minutes of 24<sup>th</sup> November 2020.

G Mogan advised that she has received an email from GCC yesterday agreeing in principle with conditions, but subject to a cap of £20,000 being put on the contributions towards the first

year salary of a Factoring Officer. The email has been forwarded to our solicitors for review. Committee acknowledged it would have preferred a more formal response and expressed some concern about the “in principle” agreement.. Due to the number of items on tonight’s agenda, Committee decided that a further discussion would be required on the matter at its January meeting, by which time it hoped the Council will have provided a more formal response.

### 3.2 *Wednesday 25<sup>th</sup> November 2020*

The minutes were approved as true and accurate.

It was acknowledged that the paper copy of the minutes couldn’t be signed at present due to Covid-19 restrictions. It was agreed that once this was possible K Stevenson was authorised to sign the Management Committee Minutes of 25<sup>th</sup> November 2020.

There were no matters arising.

## 4. **Chair’s Report**

### 4.1 *Annual Assurance Statement*

K Stevenson confirmed that she signed the approved statement and uploaded a copy to the SHR portal, the day after the Committee meeting.

### 4.2 *Equalities Policy*

It was noted that this policy was due to be reviewed this month however it has been put back to January 2021. K Stevenson advised that this policy had originally been pulled forward for review so it is still within the original timescale.

## 5. **Pensions: Defined Benefit Scheme – Annual Review**

Committee formed a breakout session in order to discuss this matter confidentially. M Baldie was unable to join the full session due to technical difficulties.

Upon return, K Stevenson advised that following discussion, Committee decided that no changes are required at this time. They had requested that the matter be reviewed annually for prudence and see no fundamental changes since the last review in order to warrant a change. It was noted that the next 3 year revaluation is due in September 2021.

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## 6. **Finance Matters**

### 6.1 *Cashflow – October 2020*

Committee noted the contents of the report for the 1<sup>st</sup> month of the new financial year.

## 7. **Technical Services Matters**

### 7.1 *Barratt Flats – 36 Linnhead Dr: Improvement Works*

Committee noted the contents of the report and that GCC are keen to get these works done before the end of their financial year (Mar 21) and the tenders closing date was only a few days ago. As such, Committee delegated authority to the Director to accept the winning tender once the returns have been evaluated. The outcome will be reported to Committee in January.

## 8. **Housing Services Matters**

At this point, S Bannerman was asked to leave the meeting for the next item only. The Director confirmed that S Bannerman had left the Zoom meeting.

### 8.1 *Entitlements, Payments and Benefits Proposed Allocation of Housing to a Current Serving Member of our Management Committee*

Committee noted the contents of the report detailing the proposed allocation of a property to a person closely connected to S Bannerman.

Committee were satisfied that all policies/procedures have been followed properly and audit trails are in place, and as such approved the allocation offer. It was noted that the Register of Declarations would be duly updated.

S Bannerman was re-invited and rejoined the meeting.

## 9. **Annual Rent Review 2021/22**

Committee noted the contents of the report and in particular:

- Financial check has been carried out to ensure income meets all costs anticipated and any business plan commitments.
- Final year of 5 year commitment to increase rents by inflation only – although this has been the achievement for the last 11 years at least
- RPI at October 2020 was 1.3% (it was 2.1% in October 2019)
- Withdrawal of bulk uplift service by GCC may mean Committee need to consider additional costs from next year

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- Rent are low in comparison to local RSLs and the average for the sector and are lower in general than the local authority averages.

It was noted that Committee were being asked to consider 2 proposals, however Committee were entitled to propose an alternative:

- Increase rents by inflation only in line with Business Plan (1.3%)
- Take the financial impact of COVID-19 into consideration and apply a 0.9% increase (0.4% lower than inflation)

It was further noted that 0.9% can be accommodated but under inflation or rent freezes could not be sustained for a longer period of time, as demonstrated in the financial examples provided.

Committee discussed the matter in detail and although the full financial impact of COVID-19 is not yet known, they agreed to propose a rent increase of 0.9% for one year only in recognition of the financial hardship many of our tenants are likely to be facing. This was approved for tenant consultation, and Committee would make their final decision at the January meeting.

## **10. Governance and Corporate Services Matters**

### *10.1 SHR – Coronavirus: Updated advice for Governing Bodies*

Committee noted the updated guidance.

G Mogan advised that it has now been confirmed that the temporary legal provisions to hold SGM/AGM's virtually has now been extended to the end of March 2021. This means that Rosehill can hold its SGM and AGM, due in February or March 2021, virtually. Committee noted that a SGM is required this year to approve the new model rules and that 45 members are required to be present to ensure meeting is quorate. G Mogan has already circulated a survey to other organisations on how they managed their meetings online and have had a few replies.

It was acknowledged that this is likely to be very difficult to manage.

It was noted that an update on the matter will be presented at the January meeting along with a confirmed date for the events.

### *10.2 Management Committee Recruitment – Skills Gap Analysis*

Committee noted that SHARE identified 5 areas which could be strengthened and these will be borne in mind when recruiting new members prior to the AGM.

## **11. Covid-19 Monthly Return – November 2020**

Committee noted the contents of the return.

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**12. Matters for Updating**

Committee noted that there were none at this time.

**13. Any Other Competent Business**

*13.1 EVH – Donation Request*

N Finlayson advised that EVH are looking for a donation to CHAS, as they usually do around this time of the year. Committee delegated authority to G Mogan to match the donation given last year.

**14. Date of Next Meeting**

The next meeting will be held on Wednesday 20<sup>th</sup> January 2021 at 6:30pm.

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

Signed: \_\_\_\_\_  
(Chair)

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