

ROSEHILL HOUSING CO-OPERATIVE LIMITED

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY
25TH AUGUST 2021 AT 6.30PM WHICH WAS HELD REMOTELY
USING ZOOM**

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

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

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

Apologies for absence were received from K Leitch, S Littlejohn and K Thomson.

It was also noted that M Baldie has been granted Special Leave of absence.

2. Declaration of Interest

None.

3. Minutes of previous meeting:

3.1 Management Committee meeting held on Wednesday 20th June 2021

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

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 30th June 2021.

Matters Arising

3.1.1 RE: Item 4.2.1 - Management Committee Members

G Mogan advised that as part of the ongoing recruitment process, she was planning to speak to some tenants to gauge interest and invite them to have a chat with her and the Chair,



following which they would be invited to observe at the next Committee meeting.

3.1.2 RE: Item 8.2 – Treasury Management Report

A Stewart confirmed that Bank of Scotland has now finalised the release of security over 438 properties.

3.1.3 RE: Item 9.2 – Kitchen Choices (Turnberryhill, Rosehill Cottages, Darvel Street, Hurllethill, Craigbank 1A&B and Overtown Cottages) – Discussion

S Hunter confirmed that a Special meeting had taken place to discuss this item.

3.2 *Special Management Committee meeting held on 28th July 2021*

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

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 28th July 2021.

There were no Matters Arising.

4. ***Minutes of Membership Sub-Committee meetings held on:***

4.1 *6th July 2021*

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

4.2 *27th July 2021*

This item was deferred.

4.3 *11th August 2021*

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

4.4 *16th August 2021*

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

4.5 *24th June 2021*

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

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5. **Chair's Report**

Nothing to report.

6. **Health & Safety Matters**

6.1 *Covid-19*

G Mogan advised that staff are now working back in the office 3 days per week and the remaining days working from home. The office is still closed to the public but appointments are now available if required. It was also noted that the intention is to increase this to full time working from the office over the next few weeks but the office remaining closed to the public for the time being and a continuation of the appointment system. It was noted that all Covid-19 safety measures will remain in place with the exception of social distancing which has been reduced to 1 metre.

6.2 *Health & Safety Manual*

G Mogan advised that K McCallum will be contacting all Committee shortly to arrange for the annual signing of the relevant sections of the manual.

7. **Finance Matters**

7.1 *Management Accounts to 30th June 2021*

A Stewart referred to the report and advised that a surplus of £979,422 is recorded which is substantially higher than predicted.

The following points were noted:

- Reactive and void repair costs – are under budget mainly due to operating emergency only repairs during lockdown.
- Cyclical Maintenance – this is under budget again mainly due to works being suspended due to lockdown.
- Major Repairs – this is 41% under budget again due to works being suspended due to lockdown.
- Tenant Participation and Wider Role costs are under budget. There has been very little spend in these areas due to covid restrictions.

It was noted that all KPIs were met.

A Stewart confirmed that all loan covenants were comfortably met.

Committee considered and approved the Management Accounts to 30th June 2021.

7.2 *Summary Cashflow May 2021 & June 2021*

Contents noted.

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7.3 *SHR Audited Financial Statements Return*

A Stewart advised that the contents of this return are taken from the approved Financial Statements.

It was noted that the benchmarking figures produced from this return show that Rosehill are performing better than average in 14 out of the 17 areas.

It was further noted that the Pensions Risk Assessment information contained in the return are actually from last year, as this years figures have not yet been released.

8. **Technical Services Matters**

8.1 *Original Stock Replacement Radiators and Pipework - Contractor Replacement*

Committee noted the contents of the report in which the previous tender returns were re-analysed. S Hunter confirmed that City Technical have confirmed that they will hold the prices submitted in the original tender almost 2 years ago. It was also noted that City Technical have carried out some one off installations recently which have gone well.

After discussion, Committee approved the appointment of City Technical in the sum of £994,958.40 which is still within the budget set for these works.

8.2 *Postponement of Policy Reviews – Adaptations and Decoration and Floor Coverings Allowance*

Committee noted the contents of the report and approved the postponement of the review of the Adaptations Policy until October 2022 and that the Decoration and Floor Coverings Allowance Policy is now due for review until 2023/24 and was noted wrong on the schedule due to an admin error.

9. **Housing Services Matters**

9.1 *Potential Evictions Report*

L Chelton advised that she has changed the format of the report to reflect the increase of notice required from 1 month to 6 months and the implications this has on the figures.

Committee noted the contents.

9.2 *Void Management Policy*

Committee noted the contents of the report and that only minor changes were made to the policy in relation to updating references and job titles.

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Committee approved the revised policy for immediate implementation.

10. Barratt Flats

A Stewart advised that following the advertisement for a Factoring Co-ordinator position, 5 candidates have been identified for interview on 2nd September 2021.

It was noted that a further property purchase is due to settle on 21st September which will bring the number of properties owned by Rosehill in the development to 16. It is also anticipated that the 2 Compulsory Purchase Order properties will settle in the next few weeks.

S Hunter advised that in the June report it was reported that 3 closes were complete, however it came to light that these closes were not complete due to delays in the supply of fire doors. It was noted that there are no closes fully complete at this time but there are 18 closes in progress. GCC have confirmed that they are still on track to complete all works by 16th October 2021.

Committee noted the update.

11. Quarterly/Nine Month Organisational Performance Report:

11.1 Main Organisational Performance Report/Exceptions Report

Committee noted the contents of the performance report and exceptions report and that the current positions are not where they would usually be or we would like them to be, however the majority have been affected severely by covid.

A discussion took place on what measures were required to be put in place in relation to covid restrictions and if anything could be taken forward from the experience.

It was noted that the use of video calling and picture messaging has proven useful and will be used permanently if this suits both tenant and staff.

Committee noted that delays in the void process are mainly due to not being able to enter the property for 72 hours after keys are handed in and then multiple trades not being allowed in the property at the one time, along with labour shortages within the contractors' workforce.

L Chelton advised that the allocations figures are affected due to increasing quota to assist with homelessness, and that Tenancy Sustainment has increased due to no-one wanting to move during this time. It was further noted that throughout the pandemic the rent arrears figure is being maintained and the target bettered which is exceptional performance.

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11.2 *Complaints*

Committee noted the contents of the report and that staff analyse the trends/contractors to ensure that multiple complaints about the same issue can be avoided.

12. ***Business Planning:***

12.1 *Quarter 3/YTD and Projected Year End Review of Section Operational Plans 2020/21*

Committee noted the results to date in the 4 section plans and that several of the items not achieved were out with Rosehill's control e.g. delays to development plans and the apparent suspension of Thriving Places meetings due to Covid.

It was also noted that several items had been delayed due to covid.

Notwithstanding the impact of Covid on areas of Rosehill's business Committee concluded that many of the objectives/targets had still been achieved.

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

12.2 *New 5 Year Business Plan – Key Priorities/Activities: Outcome of Tenant/Stakeholder Consultation*

G Mogan advised that there had been 54 responses to the consultation plus 7 staff responses and 1 stakeholder response. Initial results show that the majority are in favour of the proposed activities. It was noted that G Mogan will present an analysis of the feedback from the survey, including any reasons why people disagreed with our plans at the final Business Planning session on 31st August 2021.

13. ***Governance and Corporate Services Matters***

13.1 *Assurance Statement*

G Mogan advised that it is proposed that one Assurance session is held and she will advise Committee of proposed dates once Linda Ewart confirms her availability.

Committee noted and agreed this.

13.2 *IT Infrastructure Proposal – Update*

G Mogan advised that there has been a slight reduction in cost due to number of licences required. It was noted that staff are testing the cloud based Pyramid software but the M365 will not be available until later. G Mogan is awaiting a timetable of when the installation will be carried out.

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13.3 *Acquisition Strategy for Individual Properties*

Committee noted that this policy has been compiled bringing together various documents which are already in use.

After consideration, Committee approved the strategy for immediate implementation.

13.4 *Principal Officer Remuneration Policy – Review*

Committee noted that this policy is based on a model produced by EVH. After consideration Committee approved the revised policy for immediate implementation.

14. ***Policy Review Timetable:***

14.1 *Policy Review Timetable 2020/21 – Outcome Report*

Committee noted the outcome for the previous year.

14.2 *Proposed Policy Review Timetable 2021/22*

Committee approved the proposed timetable and noted that generally a 3 year cycle for reviewing policies is good practice however a policy could be reviewed earlier if deemed necessary.

15. ***Matters for Updating***

15.1 *Supported Accommodation*

G Mogan advised Committee that she has spoken to Solicitor today who has apologised for the lack of update but provided assurances that regular contact will be kept going forward. G Mogan has now received a copy of the draft Guardianship Application and provided the information required from Rosehill, however there is further information required from other external agencies before the application can be submitted.

Committee noted the update.

16. ***Proposal for Management Committee/Sub-Committee Meetings 2021/22***

G Mogan reminded Committee that currently it typically meets 11 times a year (introduced a Summer recess a few years ago). As part of looking to streamline Committee events and commitments during the year, she was proposing to remove the December meeting from the timetable for the new financial year. Committee acknowledged that the December meeting is usually quite short with the main item of business being the annual rent review. Committee noted that it was being proposed that the annual rent review be moved to the November meeting. The additional benefit of this was that it would provide more time to consult with tenants and try out different consultation methods.

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After discussion, Committee decided this was a good idea to trial this year and depending on the outcome, if need be the December meeting can be reinstated next year.

17. Minutes of Sub-Committee Meetings (for information):

17.1 *Staffing and Health & Safety Sub-Committee meeting held on 26th May 2021*

Contents noted.

17.2 *Audit Sub-Committee meeting held on 30th June 2021*

Contents noted.

18. Any Other Competent Business

None.

19. Date of Next Meeting

The next meeting will be held on Wednesday 29th September 2021 at 7pm following an 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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