

ROSEHILL HOUSING CO-OPERATIVE LIMITED

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON
WEDNESDAY 27TH JANUARY 2021 AT 6:30PM WHICH WAS
HELD REMOTELY USING ZOOM**



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

In Attendance: G Mogan (Director)
A Stewart (Finance Manager)
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.

K Thomson was welcomed back from her leave of absence.

1. Apologies

None. It was noted that E Henderson is on Special Leave.

2. Declaration of Interest

M Cameron, N Finlayson and M Baldie declared an interest in agenda item 11.2. It was noted that they would leave the meeting during this item.

3. Minutes of previous meetings held on:

3.1 Wednesday 16th December 2020

It was noted that K Leitch was wrongly recorded as Vice Chair, and it should have been M Cameron.

Subject to the above correction, 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 11th December 2020.

3.2 *Matters Arising*

3.2.1 RE: Item 7.1 - Barratt Flats – 36 Linnhead Dr: Improvement Work

S Hunter advised that GCC have confirmed that the grant can be rolled over into their next financial year. As only one tender was received it would enable the contract to be put back out for tender to potentially include the improvement works required at 48 Linnhead Drive.

3.2.2 RE: Item 13.1 - EVH – Donation Request

G Mogan advised that Rosehill last donated £350 to EVH's CHAS Appeal and as per Committee request, the donation was matched. Committee noted that EVH had expressed its appreciation of the donation.

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

4.1 *24th September 2020*

The minutes were approved on a motion by N Finlayson and seconded by M Baldie.

4.2 *2nd October 2020*

The minutes were approved on a motion by N Finlayson and seconded by M Baldie.

4.3 *8th October 2020*

The minutes were approved on a motion by N Finlayson and seconded by M Baldie.

4.4 *9th October 2020*

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

4.5 *13th October 2020*

The minutes were approved on a motion by N Finlayson and seconded by M Baldie.

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4.6 16th October 2020

The minutes were approved on a motion by N Finlayson and seconded by M Baldie.

4.7 27th October 2020

The minutes were approved on a motion by N Finlayson and seconded by M Baldie.

4.8 29th October 2020

The minutes were approved on a motion by M Cameron and seconded by M Baldie.

4.9 12th November 2020

The minutes were approved on a motion by M Baldie and seconded by N Finlayson.

4.10 8th December 2020

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

5. **Chair's Report**

5.1 *EVH – Wage Negotiations*

K Stevenson advised that an email had been received from EVH advising of the progress with the pay negotiations. Committee noted that EVH have a further meeting with the Union on 28th January 2021 and will provide an update shortly thereafter

6. **Finance Matters**

6.1 *Cashflow – November 2020*

Committee noted the contents of the report.

6.2 *Service Charge Review*

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

Monthly Service Charges for Priesthill Tenements

- Communal stair lighting – charge increased to £1.82 to cover costs only
- Communal stair cleaning – charge increased to £4.99

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Monthly Service Charges for Supported Accommodation

- Heat & Light – charge maintained
- Redecoration – charge maintained
- Laundry Equipment – charge reduced to £22.25
- Equipment Servicing – charge maintained
- Communal Furniture – charge maintained
- Garden Maintenance – charge increased to £4.63 to cover costs
- Contents Insurance – charge reduced to £0.64 to cover costs
- Personal furniture – charge maintained
- Licensing Requirements – charge increased to £7.28 (only applicable to one of the units)

It was noted that overall, the supported accommodation service charges will reduce by £13.76 per month.

7. Technical Services Matters

7.1 Gas Audit

Committee noted the contents of the report, which was positive. It was further noted that despite restrictions/delays, the overall level of 10% has been maintained.

8. Housing Services Matters

8.1 Potential Evictions Report

Committee noted the contents of the report and that there are no further updates on either case.

9. Proposed Rent Increase 2021/22 – Outcome of Tenant Consultation

Committee discussed the outcome of the tenant consultation process, which shows 90% accepted the increase which left approx. 5 tenants who did not agree with it for various different reasons. It was noted that in one particular case staff had contacted the tenant to discuss their financial position and had since been able to obtain financial assistance for them and had subsequently resolved the tenant's concerns about the proposed increase. Taking everything into account, Committee approved the rent increase of 0.9%.

It was further noted that as a result of the telephone exercise it was deemed necessary to re-introduce the welfare calls to all tenants.

10. Barratt Flats: Proposal for Factoring – Update

Committee noted the contents of the report and the counter proposal to cap the contribution towards the salary of a Factoring Officer at £20,000.

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After consideration, Committee agreed to accept this counter proposal.

Committee further requested that G Mogan should go back to GCC requesting the following:

- Joint agreement on the services considered Core Services to be included in the factoring agreements which will be covered by the 5 year maintenance plan i.e. the Council will underwrite non-payment by owners for these services;
- Formal agreement on the specification for the internal common closes work to be completed prior to Rosehill becoming the Factor
- Formal agreement of all of these matters - It was agreed that an email exchange is insufficient and a formal agreement will be required.

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

11. Governance & Corporate Services Matters

11.1 Proposed Rule Change

Committee noted that there are 5 variations proposed to the new Model Rules as follows:

- Amendment to allow virtual meetings to be held
- Maximum number of members on the Management Committee reduced from 15 to 12
- Clause retaining current requirement that Membership automatically ends on the same date of tenancy termination
- Clause retaining current requirement for 45 members to be present at General Meetings to form a quorum
- Deletion of Postal Votes model clause – also deleted from previous Rules

After consideration, Committee approved the 5 variations and approved the following resolution to be put to members at the Special General Meeting which will be convened virtually on 16th March 2021:

“That the Co-operative adopts the rules in the form attached to this notice in substitution for the existing rules subject to any non-material amendments that may be required by the Financial Conduct Authority”.

Committee further agreed to hold a Special Management Committee meeting on Wednesday 17th February 2021 to sign off the final arrangements for the SGM/AGM.

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11.2 *Initial preparations for virtual SGM/AGM*

Committee noted the contents of the report and approved that the AGM will be convened for 16th March 2021 at approximately 6:45pm following SGM and it will be held virtually.

Committee approved the agendas for the SGM and AGM.

Committee noted the Committee Members that required to stand down at the AGM in accordance with Rule 35.

Committee acknowledged that N Finlayson, M Cameron and M Baldie are all subject to the nine year rule and as such they were asked to leave the meeting temporarily in order for Committee to discuss this.

N Finlayson, M Cameron and M Baldie all left the meeting. The break out room facility on Zoom was used for this purpose.

Committee noted the contents of the report produced by SHARE following the annual assessment process and that it confirmed that they gave satisfactory responses in their one-two-one interviews when asked for additional information which would support their continued effectiveness and commitment to their role as a committee member and their continued objectivity in carrying out this role. Committee then assessed each member individually following which it was agreed to recommend them all for re-election.

N Finlayson, M Cameron and M Baldie returned to the meeting, by ending the break out room session, and advised of the outcome of the discussion.

It was further noted that the remaining Committee Members who were stepping down at the AGM were also eligible to stand for re-election without being nominated.

K Thomson left the meeting at this point.

11.3 *Review of Equality and Diversity Policy*

Committee noted the contents of the revised policy and Equalities Impact Assessment.

A Committee Member asked for clarification on the terminology “Mental Disorder” at point 7.4 of the policy. G Mogan advised that this was taken from the relevant guidance but agreed to clarify this.

Subject to the above clarification, the policy was approved for immediate implementation.

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11.4 *Proposed Committee Training Programme 2021*

Committee noted the contents of the report and approved the proposed training plan which will be held over 8 sessions.

After checking Committee availability, they confirmed that G Mogan should check availability of the trainer for the February session and advise the outcome to Committee. It was further agreed that the March session will be held on 24th March. All sessions will begin at 6:15pm.

It was further noted that some Business Plan sessions will also need to be scheduled in over the next few months.

12. ***Matters for Updating***

12.1 *Supported Accommodation Units*

Committee noted the contents of the report.

G Mogan advised she had a further update. Our Solicitors have confirmed that Rosehill can make the application for guardianship and nominate GCC as the guardian, however the risk associated with this is that the financial implications of the application may outweigh the costs being incurred with the void units.

Committee discussed that matter and agreed that a deadline of 2 months should be set for GCC to progress matters, at which time Committee will reconsider making the application.

13. ***Any Other Competent Business***

13.1 *Whatsapp Group*

A Committee member requested that all members are mindful of the time that messages are sent in the group e.g. very early in morning or late at night.

14. ***Date of Next Meeting***

The next meeting will be held on Wednesday 17th February 2021 at 6:30pm.

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

Signed: _____
(Chair)

Date: _____

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