

**ROSEHILL HOUSING CO-OPERATIVE LIMITED**

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY  
22<sup>ND</sup> FEBRUARY 2023 AT 6.00PM**

- Present:** K Stevenson (Chair)  
N Finlayson  
S Bannerman  
K Devanney  
J Thomson  
H McLatchie
- In Attendance:** G Mogan (Director)  
S Hunter (Technical Services Manager)  
S Quinn (Housing Services Manager)  
A Innes (Corporate Services & HR Manager)  
K McCallum (Customer Services Officer)  
M McDermott (Wyllie Bisset)

The Chair welcomed J Gallen and A Greene who would be observing the meeting as potentially joining the Management Committee. She further welcomed M McDermott who would be presenting the Management Accounts.

**1. *Apologies***

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

**2. *Declaration of Interest***

None.

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

**3.1 *Wednesday 25<sup>th</sup> January 2023***

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

**3.2 *Matters Arising***

**3.2.1 RE: Item 4 – Approval of Financial Statements**

G Mogan confirmed that the amendments to the financial statements have been made and were signed by the relevant parties on 16<sup>th</sup> February 2023. It was further noted that Jeremy Chittleburgh would attend the AGM to present the accounts and audit report to the members.

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### 3.2.2 RE: Item 14.1 – Constitutional Review

It was noted that the 1<sup>st</sup> session took place on 13<sup>th</sup> February 2023 and was very productive. Committee noted that the next step is to organise a further session in early April with Linda Ewart and Rosehill's solicitor. It is hoped following this session, Committee will be in a position to make a decision at the May Management Committee meeting.

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

##### **4.1 28<sup>th</sup> November 2022**

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

##### **4.2 30<sup>th</sup> November 2022**

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

##### **4.3 14<sup>th</sup> December 2022**

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

##### **4.4 2<sup>nd</sup> February 2023**

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

#### **5. Chair's Report**

It was noted that there was one matter to discuss but this would be taken under AOCB.

#### **6. Finance Services Matters**

##### **6.1 Management Accounts to 31<sup>st</sup> December 2022**

Matthew referred to the report and advised that a surplus of £162,422 is recorded which is higher than budgeted.

The following were noted:

- Staff costs – 1.7% lower than budget due to vacant positions
- Estate Costs – 3.2% lower than budget however it was noted that variances are to be expected depending on when works are scheduled to take place
- Other Costs – 82.5% below budget as very little tenant participation/wider role activities have taken place yet.

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Matthew advised that variances are to be expected this early in the financial year, as the degree of spend will vary at different times of the year and there is a healthy surplus at this point in time.

It was noted that all KPI's have been met with the exception of voids which was 1.04% compared to target of 1% and loan covenants were comfortably met.

Committee considered and approved the Management Accounts to 31<sup>st</sup> December 2022.

## 6.2 *Cashflow to November, December 2022 and January 2023*

Contents noted.

Committee thanked M McDermott and he then left the meeting.

## **7. Corporate Services Matters**

### 7.1 *Menopause at Work Policy – For Approval*

Committee noted the contents of the report and draft policy which has already been considered by the Staffing and Health & Safety Sub-Committee.

Committee considered and approved the draft policy for immediate implementation however thought it beneficial to get an update report after 1 year with evaluation/feedback. It was agreed that this could be provided.

### 7.2 *Disciplinary Policy – For Approval*

Committee noted the contents of the report and draft policy and that there has always been a procedure in place as part of the Conditions of Service, however it is best practice to have a separate policy.

Committee considered and approved the policy for immediate implementation.

### 7.3 *Health & Safety Update*

Contents noted.

## **8. Technical Services Matters**

### 8.1 *Original Stock Radiators and Associated Pipework – Tender Acceptance*

Committee noted the contents of the report and that this was a re-tender in line with Procurement Policy.

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Committee considered the report and approved the appointment of Neat Heat (Scotland) Ltd in the sum of 1,066,712.90 inclusive of VAT. Committee further approved the retention of a contingency of £100,000.00 inclusive of VAT.

## **8.2 Windows and External Door Replacement – Tender Acceptance**

Committee noted the contents of the report and that the tender figure is over budget but expected in the current climate.

Committee considered the matter and approved the appointment of CCG (Scotland) Ltd in the amount of £1,530,101.00 inclusive of VAT.

## **8.3 Gas Audit Reports**

Contents noted.

## **8.4 Open Space Maintenance – Tender Acceptance**

Committee noted the contents of the report and after consideration approved the appointment of Caledonian Maintenance Services Ltd in the amount of £170,328.00 inclusive of VAT.

It was further noted that this contractor is currently undertaking works at the Glenmuir Estate and that staff will monitor their performance during estate management visits.

## **9. Housing Services Matters**

### **9.1 Potential Evictions Report**

Committee noted the contents of the report and that there were no further updates at this time.

## **10. Organisational Performance Reports 2022/23:**

### **10.1 Q1 to December 2022 and Exceptions Report**

Committee noted the contents of the two reports and requested further information as follows:

Average relet times – this has been affected by the volume of work required in voids, if there is tenant damage this will be recharged if possible. It is hoped that performance will improve during the next period.

Welfare Rights – it was noted that the new adult disability payment application is taking longer to process.

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Adaptations – performance has been affected by the volume of requests, contractor availability and material availability. There can also be delays if building warrants are required.

Committee Attendance – it was noted that performance has improved but still not quite meeting target. It is hoped the recent committee recruitment will see an increase in Management Committee attendance levels.

Committee agreed that performance for the 1<sup>st</sup> Quarter of the financial year is good overall.

## 10.2 *Complaints – Q1 to December 2022*

Committee noted the contents of the revised report and agreed that this provided a much better overview.

A Innes advised that customer service is a regular topic of complaints and she is currently working on a strategy. A survey has been issued to all staff. Due to various paperwork being issued to tenants in the coming weeks i.e. rent increase notifications and AGM packs, the tenant survey will be issued after the AGM.

## 10.3 *Business Plan Objectives – Q1 to December 2022 Section Operational Plans*

Committee considered each Section Plan in turn, taking account of the R.A.G. results and narrative provided. Committee concluded that it had been a strong start to the financial year across the organisation. It was recognised that there wasn't a formal Section Plan for Finance, as it had been anticipated that the new Finance Manager would develop this, but the post remains vacant. It was further acknowledged that plans were being developed for providing key financial services which were being presented for Committee approval later in the meeting.

# 11. **Glenmuir Estate**

## 11.1 Update

Committee noted the contents of the report. G Mogan confirmed that GCC have not put a cap on the salary contribution for the Factoring Co-ordinator.

It was further noted that one communal door remains locked and it is a Rosehill tenant that is causing the delay, a 7 day notice has been issued to all concerned that the door will be removed/lock removed on 24<sup>th</sup> February 2023. Once this has

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been completed, the aim is to call the meeting for the vote to become factor starting from 1<sup>st</sup> April 2023.

S Hunter confirmed that plans for the refurbishment works at 40 Ravenscraig Drive and 48 Linnhead Drive are progressing but have been delayed due to the design changes to accommodate reverting back to the original layouts rather than combining units.

### *11.2 Review of Factoring Policy and Debt Recovery Policy*

G Mogan advised that the Factoring Policy is not due for review until September however it was deemed appropriate to review early before we take on the factoring at Glenmuir Estate. G Mogan explained that the Policy had largely been reviewed by the former Factoring Co-ordinator, with our current Factoring Co-ordinator finalising the review.

Committee considered and approved the revised Factoring Policy for immediate implementation.

Committee further considered and approved the Debt Recovery Policy for immediate implementation.

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

## **12. Director's Matters**

### *12.1 Management Recruitment Drive*

Committee noted the contents of the report and that we have 2 observers at the meeting tonight who will hopefully stand for election at the AGM. There is another potential member to stand for election and contact will be made over the coming days to discuss.

### *12.2 Secretary's Report*

Committee noted the contents of the report.

### *12.3 Annual Inspection of Registers*

Committee inspected and authorised K Stevenson to sign the following registers:

- Disposals – no new entries
- Frauds – no entries
- Gifts & Hospitality – no entries
- Interests – Committee noted the entries

G Mogan advised that Committee will be required to re-sign the Code of Conduct and complete the Annual Declaration of

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Interest at the next meeting. To support this process, training on “Knowing the Codes” has been organised for Committee the week before the March Committee meeting.

It was also noted that the Register of Interests is also made available to the public on the website, however it is anonymised in terms of third party details.

#### 12.4 ARC 2021/22 – Benchmarking Results

Committee noted the contents of the benchmarking exercise and that overall performance against others is good but there is still room for improvement in a few areas.

It was noted that the satisfaction figures are based on the 2019 Tenant Satisfaction Survey results, the figures from the 2022 survey will be used for future exercises.

Committee noted that A Innes will carry out further analysis with relevant Managers, following which she will co-ordinate the development of any improvement plans with Managers and oversee their implementation. Committee will receive progress reports over the coming months.

#### 12.5 Director’s Report

Committee noted the contents of the report. It was further noted that the site of the former Gowanbank School has still not been acquired but it is anticipated it will happen soon.

The Chair thanked A Greene and J Gallen for attending the meeting, and hoped it proved useful and that they would stand for election at the AGM. It was agreed G Mogan would catch up with them in the next few days. They then left the meeting.

### 5. Chair’s Report

#### 5.1 Consultation on Recommended Changed to the EVH Terms and Conditions of Employment

A consultation questionnaire has been received and Committee is asked to consider and respond to the following questions:

**It is now considered a core requirement for responsible organisations to assess mental health first aid provision, if the organisation choose to appoint someone would you support them receiving an allowance in line with the first aid allowance?**

Committee noted that A Innes is currently qualified in this area. Committee discussed the matter and concluded that it would be

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beneficial to have one in place. It decided that as it was a very specific role and regular re-qualification training needs to be undertaken it was reasonable for an allowance to be paid in line with the first aid allowance. It was further decided that if a staff member was to cover both the first aid and mental health first aid role, then two separate allowances should be awarded.

**If an eligible parent chooses to use Shared Parental Leave should they receive the enhanced pay as outlined in the Terms and Conditions?**

Committee discussed the matter and decided that the enhanced pay should be given.

G Mogan was instructed to submit Committee's response to the consultation.

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

*13.1 Staffing and Health & Safety Sub-Committee meeting held on 15<sup>th</sup> December 2022*

Contents noted.

At this point K McCallum left the meeting.

**14. Any Other Competent Business**

*14. Any Other Business*

**14.1 Finance Manager Post – Alternative Arrangements**

Committee considered the report and noted that the second recruitment process for the post had been unsuccessful. It discussed the options for alternative arrangements for the provision of financial services which involved seeking a level of external support and restructuring the Finance Team. A further option was discussed in respect of the external support element of the proposal.

After further discussion Committee decided that the further option for external support should be looked into first and if this wasn't possible to proceed with the other options as set out in the report. Committee approved the proposal for the restructuring of the Finance Team subject to suitable external financial support being put in place within financial limits as per the report.

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## 14.2 Acquisition

Committee noted that a property had been recently acquired in line with our Acquisition Strategy. Our reasons for buying the property was that we owned the other 3 properties in the block and this would give us 100% ownership. In addition we had established that we would attract funding in relation to the acquisition costs.

## 14.3 Committee Training

Committee was reminded that the training on “Knowing the Codes” would be held on 23<sup>rd</sup> March 2023. A further reminder will be issued nearer the time.

## 15. ***Date of Next Meeting***

The next meeting of the Management Committee will be held on Wednesday 29th March 2023 at 6:00pm.

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

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

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

(Chair)

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