

ROSEHILL HOUSING CO-OPERATIVE LIMITED

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY
31ST MARCH 2021 AT 6:30PM WHICH WAS HELD REMOTELY
USING ZOOM**

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

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

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

1. Apologies

None.

K Stevenson reminded Committee that Ellen Henderson has been on Special Leave for a while now, and she contacted Ellen to discuss her position. E Henderson advised that she has decided to resign from the Management Committee for personal reasons and would like to thank all Committee Members for their assistance during her time and wished everyone luck for the future.

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.

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

None.

4. Election of Office Bearers

4.1 Chairperson

Kerry Stevenson was nominated by N Finlayson and seconded by S Bannerman.

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

4.2 Vice Chairperson

S Bannerman was nominated by J Thomson. S Bannerman declined the nomination.

K Leitch was nominated by K Stevenson and seconded by S Bannerman.

There being no other nominations, K Leitch accepted and was duly elected as Vice-Chair.

4.3 Secretary

Geri Mogan was nominated by K Stevenson and seconded by S Bannerman.

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

S Bannerman, J Thomson, M Cameron and M Baldie 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.

5.2 Audit

K Leitch, N Finlayson, J Thomson and M Cameron 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.

M
i
n
u
t
e
s

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

6.1 *17th February 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 17th February 2021.

Matters Arising

G Mogan thanked all Committee who attended the SGM & AGM and confirmed that it had been successful, with no drop offs/technical issues. It is her intention to survey everyone who attended this year with a view to having a combination of virtual/actual meeting next year. Committee agreed that this would be a good idea and may encourage more members to attend.

6.2 *24th February 2021*

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 24th February 2021.

6.2.1 RE: Item 13.2 – Business Planning

G Mogan reminded Committee that the 1st session will take place on 21st April, a reminder will be issued nearer the time.

6.2.2 RE: Item 14 – Glasgow & West of Scotland Forum – Manifesto for Scottish Parliamentary Election

G Mogan confirmed she had submitted a copy of the manifesto and Rosehill's additional comments to Humza Yousaf MSP, in advance of the virtual round table meeting he had organised for RSLs in Greater Pollok and the surrounding areas. Committee noted that G Mogan had been invited to raise some of the key points in the documents sent, at the meeting. It was further noted that the other RSLs present raised various issues

6.2.3 RE: Item 16.1 - Gowanbank Parent Council – Donation Request

As requested by Committee at the previous meeting, G Mogan had made further enquiries with the organisation and had got them to complete an application form/submit relevant information and documents. G Mogan then agreed to make a donation of £350 which the organisation was delighted with.

M
i
n
u
t
e
s

6.2.4 RE: Item 16.4 – Committee Training Programme

G Mogan reminded Committee that the next training session is scheduled for 14th April 2021 and the topic is “What’s on the Horizon”. It was requested that as many Committee as possible attends as this would be especially beneficial for the Business Planning sessions. A reminder will be issued nearer the time.

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

7.1 *2nd March 2021*

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

7.2 *16th March 2021*

The minutes were approved on a motion by K Leitch and seconded by K Thomson.

7.3 *19th March 2021*

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

8. **Chair’s Report**

8.1 *EVH – Wage Negotiations*

K Stevenson advised that the outcome of the vote was that the majority were in favour of the 2 year deal and as such this year’s increase will be 0.8%.

8.2 *CIH – Level 3 Certificate in Housing Practice*

K Stevenson confirmed that she has decided not to undertake the further training at this time.

9. **Finance Matters**

9.1 *Cashflow Report (January 2021)*

Committee noted the contents of the report.

9.2 *Response to Audit Summary Report*

A Stewart referred to the draft response to the Audit Summary Report, which was presented to Committee on 17th February 2021, in which one low priority recommendation was made. The response confirms that Rosehill has considered the recommendation and has agreed to implement it with immediate effect.

Committee authorised K Stevenson to sign the response for submission to the Auditors.

M
i
n
u
t
e
s

10. **Technical Services Matters**

S Hunter confirmed that there was nothing to report this month and hopefully various projects/contracts can be re-started from 26th April once restrictions are eased.

11. **Housing Services Matters**

11.1 *Potential Evictions Report*

Committee noted the contents of the report and L Chelton confirmed that in relation to case 433, the agreement is being adhered to.

12. **Barratt Flats – Factoring Role: Progress Report**

Committee considered the contents of the report and the attachments and noted that the further assurances required from the Council had been received.

G Mogan advised that it is anticipated that the ballot will take place in October 2021 with a campaign beforehand in an effort to encourage the owners to vote in favour of Rosehill becoming factor.

Committee considered the situation of what was to happen if Rosehill was not voted in as Factor and it was agreed that this matter needed to be considered further, with G Mogan to obtain legal advice, where necessary, and hold further discussions with the Council.

Committee acknowledged the progress with Rosehill's ongoing involvement before being appointed as Factor and that satisfactory arrangements have been put in place, with the intention of mitigating risks to Rosehill, where possible.

It was noted that there has been a slight delay in the date to start the close works being undertaken by GCC

A Committee member asked why the common supplies cannot be registered in the name of GCC. S Hunter advised that it was due to a conflict of interest as GCC would need to approve the adoption of the common supplies.

A Committee member asked how many votes would Rosehill require to be appointed as factor. A Stewart confirmed that at least 25 owners would need to be in attendance or represented at the meeting, of which the majority would need to vote in favour of Rosehill.

Committee will be kept up to date with any progress.

13. **Governance & Corporate Services Matters**

13.1 *Policy Review – Flexible Working*

Committee noted the contents of the reviewed policy and approved it for immediate implementation. It was further noted that a new policy is being developed for blended office/home working once current restrictions ease.

M
i
n
u
t
e
s

13.2 *Cyber Essentials Accreditation – Renewal application*

Committee noted that the Chair and Vice Chair used their delegated authority to approve the submission due to time constraints and that the application was subsequently approved.

G Mogan confirmed that it was a good health check to make sure there are no issues in relation to cyber security and that Rosehill could possibly look at achieving the higher level next year.

13.3 *Virtual SGM - Revised Rules*

G Mogan reminded Committee that the Members had voted in favour of the revised rules at the recent virtual SGM. The next stage was to now submit the Rules to the Financial Conduct Authority (FCA), a process which our solicitor will undertake on our behalf. G Mogan advised that the rules needed to be signed by 3 Committee Members and the Secretary before they could be passed to our solicitor. Committee authorised K Stevenson, K Leitch and M Baldie to sign on behalf of Rosehill along with G Mogan as Secretary. The Committee members will attend the office at appropriate appointment times to sign the Rules.

G Mogan added that there was an accompanying form to be submitted to FCA. Committee considered the information provided at A3.6 and confirmed this was correct. Committee then authorised G Mogan, as Secretary, to sign the form.

13.4 *Rosehill's Engagement Plan – Confidential*

Committee noted that last year's engagement plan did not provide a status and were delighted that this year's Engagement Plan issued by SHR now details that Rosehill is Compliant, which is the best status achievable. It was further noted that once SHR publishes the plans, it will be subsequently published on Rosehill's website.

14. ***Matters for Updating***

Committee noted the contents of the report and that another solicitor is being sought to make the guardianship application as it would be inappropriate/conflict of interest for T C Young to do so.

15. ***Any Other Competent Business***

15.1 *ARC*

G Mogan advised that the annual audit of the ARC results was carried out recently by an independent consultant ahead of the formal submission of our ARC return. She was pleased to report that the majority of indicators were fully validated during the audit and the remaining indicators were on track for validation subject to some minor amendments. Committee will see the full report at the next meeting before considering and approving the ARC return for submission to SHR.

M
i
n
u
t
e
s

15.2 *Former Committee Member*

A Committee Member advised of the recent death of a former Committee Member who was one of the earliest members to serve on the Management Committee and had done so for a number of years. It was asked if an acknowledgement article could be put in the next newsletter. G Mogan confirmed that she would look at this however, the Spring newsletter has already been printed but it could possibly be accommodated in the Summer newsletter. She also confirmed, as requested by the Committee Member, that a bouquet of flowers was sent to the deceased's family expressing condolences from Rosehill's Management Committee.

16. ***Date of Next Meeting***

The next meeting will be held on Wednesday 28th April 2021.

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

Signed: _____

Date: _____

(Chair)

M
i
n
u
t
e
s