

ROSEHILL HOUSING CO-OPERATIVE LIMITED

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY
28TH APRIL 2021 AT 7:00PM WHICH WAS HELD REMOTELY USING
ZOOM**

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

2. Declaration of Interest

K Stevenson declared an interest in item 7.2.

3. Minutes of previous meeting held on 31st March 2021 and Matters Arising

3.1 Minutes

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 31st March 2021.

3.2 Matters Arising

3.2.1 RE: Item 12 – Barratt Flats – Factoring Role

G Mogan advised that clarification is still being sought on whether GCC can appoint Rosehill as factor should the owners fail to appoint one.



S Hunter advised that confirmation has not yet been received that the close works being delivered by GCC have started. It is believed that Health & Safety have delayed the works to make sure that suitable Covid-19 restrictions are in place.

A Stewart advised that Rosehill will not start any canvassing until the works have started.

3.2.2 RE: Item 13.3 – Virtual SGM – Revised Rules

G Mogan confirmed that the revised rules have now been submitted to the FCA and we are awaiting confirmation that they are now registered.

3.2.3 RE: Item 13.4 – Rosehill's Engagement Plan

G Mogan confirmed that the plan is now available on Rosehill's website.

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

4.1 *26th March 2021*

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

4.2 *31st March 2021*

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

4.3 *6th April 2021*

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

5. **Chair's Report**

K Stevenson reminded Committee to be considerate of timing when sending messages in the group chat and that any contact with staff members should be directed through the office.

6. **Finance Matters**

6.1 *Cashflow Report (February 2021)*

Committee noted the contents of the report. A Stewart advised that the grant payment received is in respect of the Barratt Flats.

6.2 *FCA Return*

Committee noted the contents of the standard return.

It was noted that N Finlayson is a trustee of Greater Pollok Barratt Community Development Trust which is not listed on the return. A

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Stewart confirmed that she would seek clarification if this needs to be declared.

Subject to the above clarification, Committee approved the return for submission online.

7. Technical Services Matters

7.1 Policy Review - Electrical Inspections

Committee noted the contents of the amended policy which is mainly minor changes and approved it for immediate implementation.

7.2 Planned Maintenance – Kitchens and Boilers Tender Acceptance

Committee noted the contents of the report and the tender results for replacement kitchens and boilers at Rosehill Cottages, Turnberryhill, Darvel Street, Craigbank 1A&B, Hurllehill and Overtown Cottages. Committee approved the appointment of Novus Property Solutions Ltd.

8. Housing Services Matters

8.1 Potential Evictions Report

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

8.2 Verbal update on business effect of Universal Credit roll out

L Chelton advised that the impact of Universal Credit has not had the negative effect as anticipated and in fact the arrears level has reduced. The support and welfare advice given by Rosehill staff have been instrumental in reducing the impact and other organisations have not fared as well. In light of this, Welfare Reform has been downgraded from the Material Risk Register to the low risk.

Committee agreed that this is an excellent outcome.

8.3 Verbal update on Scrutiny Strategy

L Chelton advised that the setting up of the Scrutiny Panel has been affected by Covid-19 but we now have 6 members and 5 of them have completed the online training. They have also signed the relevant paperwork including a Code of Conduct and Terms of Reference and their first exercise is to look at the Service Standards. It is hoped that their report can be brought to Committee at the June meeting.

9. Barratt Flats – Acquisition Strategy

Committee noted the contents of the report and the proposal to change the approach to acquisitions which includes: removing the need to obtain majority ownership on a close by close basis and, removing the limit to the number of closes that can be open at any given time.

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A discussion took place, after which Committee decided to approve the change to the Acquisitions Strategy.

A Committee Member asked if there was any scope, if needed, to buy above the valuation price. After some further discussion it was agreed G Mogan would look into this matter further.

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

10. Governance & Corporate Services Matters

10.1 Pre-Submission of ARC Audit Report

Committee noted the contents of the audit report by Christine Dugan and that 42 indicators were audited, with 32 being validated at the time of the audit. The remaining 10 needed some minor reworking and would be validated as long as we used the revised figures.

Committee agreed it was another positive audit.

10.2 Draft ARC 2020/21

G Mogan led Committee through a presentation of the information contained in the return which covered: the key indicator results; a comparison with previous years' results; results impacted by Covid-19 and, any variation in results as reported at the year-end to Committee. Any variations followed on from the outcome of the pre-submission of ARC audit.

Committee recognised, notwithstanding the impact of Covid-19, that performance had been maintained or improved compared to previous years for many of the indicators.

Committee concluded that it is a strong performance and there are no particular areas of concern.

Committee considered the contents of the return and approved it for submission online by G Mogan.

10.3 Policy Review – ICT and Data Security Policy

Committee noted the contents of the revised policy which has been reviewed in conjunction with Rosehill's IT support company and noted the amendments listed in the report.

After consideration, Committee approved the revised policy for immediate implementation.

10.4 Review of Covid-19 Assurance Exercise

Committee considered the contents of the assurance exercise and concluded that there were no amendments/additions required at this time.

It was further noted that this exercise is reviewed monthly by the Management Team and quarterly by the Audit Sub-Committee.

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G Mogan advised that the Internal Auditor, during the Audit Sub-Committee earlier this evening, commented that it was good to see these assurance exercises being considered regularly by Committee.

11. Matters for Updating

G Mogan advised there were no updates available at this time, but she is in regular contact with the Solicitor and has expressed Committee's concern about the length of time taken to progress the matter.

12. Minutes for Noting:

12.1 Special General meeting held on Tuesday 16th March 2021

Contents noted.

12.2 Annual General Meeting held on Tuesday 16th March 2021

Contents noted.

13. Any Other Competent Business

13.1 IT

G Mogan advised that an upgrade to the IT systems is currently being investigated and a report will be brought to Committee in due course.

13.2 Management Committee Members

It was noted that G Mogan is looking to fill the current vacancy on the Committee, which would be done as a casual vacancy. In addition she advised there was scope to co-opt 1 or 2 members to the Management Committee. It is intended to invited prospective Committee members to observe 2 meetings before making the decision to join.

13.3 Defined Benefit Pension Scheme

G Mogan advised that as Committee decided not to close the scheme a staff member has intimated they now wish to join the scheme. The staff member would need to meet the criteria set by the Pension Scheme before being allowed to join.

13.4 Business Planning

G Mogan reminded Committee that the first Business Planning Session scheduled for last week, couldn't go ahead due to the unavailability of some Committee Members. Therefore it was necessary to reschedule. Committee decided that the session due to be held on 19th May will now be the first session and that a new date in July should be organised to ensure that all Business Planning Sessions are held by the end of August. All those present indicated that, at this time, any dates in July would be fine and, therefore, G Mogan should arrange a date with the consultant and notify Committee thereafter.

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Reminders of the sessions will be sent nearer the time.

14. Date of Next Meeting

The next meeting will be held on Wednesday 26th May 2021 at 6:30 pm and will be followed by a Staffing and Health & Safety 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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