

ROSEHILL HOUSING CO-OPERATIVE LIMITED

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON
WEDNESDAY 28TH AUGUST 2024 AT 6.00PM**

- Present:** N Finlayson (Chair)
K Stevenson (Vice Chair)
J Gallen
A Greene
J Thomson
K Thomson
H McLatchie
K Devaney
P McCann
S Bannerman
- 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)

1. Apologies

Apologies for late arrival were received from K Devaney and A Innes.

2. Declaration of Interest

None.

3. Minutes of previous meetings:

3.1 Wednesday 3rd July 2024

The minutes were approved as a true and accurate record and were signed by N Finlayson.

3.2 Matters Arising

None.

3.3 Decision/Actions Tracker

Committee noted the progress with the various items listed and noted that evidence will be provided where relevant.

3.4 Wednesday 7th August 2024

The minutes were approved as a true and accurate record and were signed by N Finlayson.

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3.5 *Matters Arising*

None.

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

4.1 *21st June 2024*

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

4.2 *11th July 2024*

The minutes were approved as true and accurate on a motion by K Thomson and seconded by A Greene.

5. **Chair's Report**

Nothing to report.

6. **Finance Matters**

6.1 *Quarterly Management Accounts to 30th June 2024*

G Mogan advised that the accounts have been prepared by A Stewart (Temp Finance Manager) and the variances to the budget are shown in section 2 with a revised budgeted surplus figure of £674,946.

G Mogan also advised that the account currently show a 70% overspend in legal & professional fees, however this is a timing issue and will even out over the course of the year.

It was also noted that should the members vote in favour of the constitution change at the upcoming SGM, it is anticipated that savings could be made, as we would be exempt from Corporation Tax. The money could then be put to better use in terms of services to tenants.

Committee noted and approved the contents of the accounts to 30th June 2024.

K Devaney joined the meeting at this point.

6.2 *Management Response to External Auditor Management Letter*

Committee approved the response to the external audit and authorised N Finlayson to sign it. G Mogan will send this to our auditors.

6.3 *Cashflow to 31st July 2024*

Committee noted the contents of the report which shows that in May £3M of funds had come off deposit but have since been put back on deposit in July.

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7. Technical Services Matters

7.1 Quarterly Gas Audit

Committee noted the contents of another positive audit.

A Committee Member asked what the target was audits. S Hunter confirmed that 10% is the target throughout the year but does not indicate a target per quarter due to the timing of anniversaries. It was agreed that a progress against target section will be added for the next report due in November.

7.2 Planned & Cyclical Maintenance Progress Update

Committee noted the contents of report.

S Hunter further advised that the building warrant has now been granted for the ramp and office alterations.

Committee also noted that following the decision at the last meeting to bring forward the gutter cleaning in the original stock, this work will commence end August 2024.

8. Housing Services Matters

8.1 Potential Evictions Report

Committee noted that there were no cases to report this month.

Committee noted that A Innes was on route and it was agreed to move onto the next item in her absence.

10. Organisational Performance Reports:

10.1 Quarterly Performance Report – Q1 to 30th June 2024

Committee noted the results for the first quarter with the vast majority of targets being achieved.

10.2 Quarterly Performance (to 30th June 2024) - Exceptions Report

Committee noted the contents of the report detailing the reason why any targets had not been achieved.

A Committee Member asked about the anti social result. S Quinn confirmed that depending on the date the complaint is received it may not be resolved before the end of the quarter but is still within the target timescale.

It was further noted that the right first time target had been impacted by the severe storm weather.

At this point A Innes joined the meeting and it was agreed that the next item would be taken whilst she got ready.

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10.4 *Tenant and Resident Safety - to 30th June 2024*

Committee noted the contents of the report and S Hunter confirmed that the fails re: EICR's will remain fails until the next check is due in 5 years unless it is done sooner during a void period.

9. **Corporate Services Matters**

9.1 *ARC Pre-Submission Actions – Update*

Committee noted the contents of the action plan produced following recommendations made during the last audit and the progress made in the 1st quarter. It was agreed that the RAG system be implemented for the next report due in November.

9.2 *Health and Safety Report*

A Innes advised that flu vaccinations are again being offered to all staff.

It was further noted that the cleaner has now been issued with additional keys to unlock/lock fire doors when working in the office, and a combination lock has now been installed in the door which was previously the cause of the lock in. The company has confirmed that the cleaner has received fire safety training and a lone worker risk assessment has been issued to them to complete.

10. **Organisational Performance Reports:**

10.3 *Quarterly Complaints Report to 30th June 2024*

Committee noted the contents of the report and that direct comparison for same time period shows a 50% drop in the number of complaints.

10.5 *Factoring – Progress Report*

Committee noted the contents of the report and that several issues are out with Rosehill's control but we will assist where possible.

S Hunter advised that there should be an improvement in the arrears level in the 2nd quarter as several payments now made. It was noted that 20% of the arrears are owed by 3 landlords with multiple properties, 2 of which are now engaging.

10.6 *Equalities & Human Rights Action Plan – to 30th June 2024*

Committee noted the contents of the action plan and progress made with all but one area either on track or achieved. S Quinn advised that the one area not achieved related to staff equalities information which will be gathered at end of August/early September.

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10.7 *Business Plan 2021- 26: Annual Plan 2024/25 – Director’s Plan and Section Operational Plans Q1 Outcomes*

G Mogan advised that the Finance Section Operational Plan will be added for the next meeting due in November but that all key deadlines have been met.

Director’s Plan

All areas being achieved or on track. One item, was now on hold following previous discussions with Committee.

Technical Services Plan

All areas on track/achieved.

Housing Services Plan

All areas on track/achieved.

Corporate Services Plan

It was noted that 3 areas have not been achieved:

Late night opening – due to insufficient staff to participate

Invoicing – due to staffing shortage but can now be progressed

Staff suggestion box – on hold pending the outcome of staff consultation re: additional benefits.

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

11. *Director’s Matters*

11.1 Proposed Constitutional Change – Update Report

Committee considered the current position with the door knocking exercise and was pleased to note that the vast majority of members spoken to, were in support of the constitutional change. Many of those who advised they were unable to attend the SGM/AGM completed proxy forms.

All Committee Members confirmed that they would be in attendance at the SGM/AGM. It was noted that all proxy forms for both the SGM and AGM must be submitted no later than 5pm on Wed 11th September.

11.2 Annual Inspection of Registers

Committee inspected and authorised N Finlayson to sign the following registers:

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

11.3 Secretary’s Report

Committee noted the contents of the report.

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11.4 *SGM/AGM 2024 Arrangements – Update Report*

G Mogan confirmed that all papers have now been issued to members a week ahead of the deadline of 29th August.

It was noted that our Solicitor will do a brief overview of the new rules before members are asked to vote. It was further noted that ballot papers will be issued to members as they arrive for the SGM. Anyone holding proxy forms for other members will be given the corresponding number of forms.

G Mogan further advised that the member who expressed interest in joining the Management Committee has since changed their mind.

11.5 *Overview of Charity Law Changes Report*

G Mogan referred to the report and the various appendices and advised that our solicitor has confirmed that there is nothing of concern in the proposed changes but the matter will be kept under review.

11.6 *Defined Contribution Pension – Renewal of Life Assurance Cover*

Committee noted that the current life assurance cover is 3 times an employees salary, which is the equivalent cover for the defined benefit pension, but the industry average is 4 times for the defined contribution pension.

After discussion, Committee agreed to increase the life assurance cover in line with the industry average to 4 times an employee's salary for the defined contribution pension.

11.7 *Director's Report*

Committee noted the contents of the report regarding the progress with the National Fraud Initiative. G Mogan confirmed that the issue has not yet been resolved but, on the advice of our Data Protection Officer, if the secondary processing is removed participation in the initiative could proceed. However, the timescale to collect and report the required information may now be challenging.

A Committee Member asked what information is required. G Mogan gave some examples of the information that would need to be provided.

G Mogan will provide a further update after the next session with Audit Scotland, which is yet to be confirmed.

12. ***Minutes of Sub-Committee Meetings***

12.1 *Staffing and Health & Safety Sub-committee meeting held on Tuesday 2nd July 2024*

Contents noted.

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13. Any Other Competent Business

13.1 Finance Manager

G Mogan confirmed that the post has been filled and Liam Donnachie will join Rosehill on 7th October 2024. A Stewart has agreed to stay on until then to provide training to the Finance Officer and Finance Admin Assistant and a handover to the Manager.

G Mogan also confirmed that she intends to terminate the contract with Wylie & Bisset for their services next week.

13.2 Fun Day

A Committee Member asked if it was known how many people attended the fun day. G Mogan advised that exact numbers are not yet known but for approx. 2.5 hrs we were at maximum capacity of 500.

14. Date of Next Meeting

The date of the next meeting of the Management Committee will be held on Wednesday 25th September 2024 at 6:00pm.

The meeting closed at 7:30 pm

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

Signed: _____

(Chair)

Date: _____

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