

ROSEHILL HOUSING CO-OPERATIVE LIMITED

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY
30TH SEPTEMBER 2020 AT 6:30PM WHICH WAS HELD REMOTELY
USING ZOOM**



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

In Attendance: G Mogan (Director)
A Stewart (Finance Manager)
S Hunter (Technical 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 Stevenson advised that she had received a request from K Thomson for a period of special leave due to personal reasons. K Thomson fully intends to return to Committee and as such K Stevenson granted the request.

1. *Apologies*

Apologies for absence were received from N Finlayson. It was further noted that E Henderson is on Special Leave.

2. *Declaration of Interest*

None.

3. *Minutes of previous meeting held on Thursday 26th August 2020 and Matters Arising*

3.1 *Minutes*

The minutes were approved as true and accurate.

It was approved that K Stevenson would sign the pdf version of the minutes using her digital signature, meantime. The original paper copy will be signed once things return to normal.

3.2 *Matters Arising*

3.2.1 Annual Committee Assessments

G Mogan advised that following Committee's session with Olwyn Gaffney from SHARE and her subsequent observation of the Committee meeting, the questionnaire has been

finalised. It has been set up through surveymonkey and Committee will be emailed a link to it. In addition a paper copy will be hand delivered, in the event that some Committee Members wish to complete it that way.

4. Minutes of Membership Sub-Committee meetings

G Mogan advised that although the following membership applications had been approved remotely, the certificates have yet to be signed and sealed and this will be done once things return to normal.

4.1 16th September 2020

The minute was approved as true and accurate on a motion by K Leitch and seconded by J Thomson.

5. Chair's Report

K Stevenson confirmed that she had completed G Mogan's mid-year Performance and Training Review in July but there wasn't anything that needed to be brought to Committee. She confirmed that a formal report will be brought to Committee after the year- end review in October.

K Stevenson advised Committee that she had now completed and passed her CIH SCQF Level 5 Certificate in Housing Practice (formerly CIH Level 2) training. Committee congratulated her and noted that N Finlayson will be starting the same course shortly.

6. Finance Matters

6.1 2020/2021 Annual Budget

A Stewart led Committee through the report highlighting the main areas of income and expenditure and the assumptions used.

Committee noted that the budget includes over £3m of expenditure on component replacements across the stock.

Committee considered and approved the proposed budget for 2020/2021.

6.2 SHR Five Year Financial Projections

A Stewart advised Committee that the figures in this return are extracted from the 30 year financial projections. SHR uses the information included within this return as part of its financial assessment of RSLs.

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Committee considered and approved the return for submission online by the deadline of 30th September 2020 and noted that G Mogan would submit the return once this meeting is over.

6.3 *Insurance Tender*

Committee recalled that authority to accept the winning tender was delegated to G Mogan and K Stevenson.

Committee noted the outcome of the tenders submitted and that Zurich Municipal were awarded the contract from 1st October 2020. A Stewart confirmed that Zurich are our current insurers and that we have been very happy with their service to date.

6.4 *Cash flow to July 2020*

Committee noted the contents of the report.

7. **Technical Services Matters**

7.1 *Planned & Cyclical Works Progress Report*

Committee noted the contents of the report and that good progress is being made with the smoke alarm upgrade programme with 84% of properties now complete.

8. **Housing Services Matters**

8.1 *Potential Eviction Cases Report*

Committee noted the contents of the report.

G Mogan advised that in connection with one of the cases, an error has come to light. The report details that an eviction decree was granted when the case called on 9th September 2020, however our solicitors were advised of a recall of the case today, which they were not notified of beforehand. The tenant has now sought legal advice and recalled the case, however during the recall hearing the Sheriff advised that the outcome for 9th September 2020 has been recorded incorrectly and case dismissed instead of decree granted. As such the Sheriff now wants to hear the case again on 14th October and the decree will not be granted until the outcome of the further calling is known.

Committee agreed that this was disappointing, however accepted that there is not much else that can be done.

8.2 *Proposed write offs (FTA, FT credits, Recharge Write offs)*

8.2.1 Former Tenant Arrears

Committee considered the report and approved the write off of £9601.32, noting that these balances can be reinstated in future if circumstances change.

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8.2.2 Former Tenant Credit Balances

Committee considered the report and approved the write off of £3566.37. However, should a former tenant come back requesting a refund, the balance would need to be re-instated.

8.2.3 Former Tenant Rechargeable Repairs

Committee noted that these balances were all uneconomical to pursue, Committee approved the write off of £823.31.

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

9. Governance and Corporate Services Matters

9.1 *Dignity at Work – Policy Review*

Committee noted that this policy has now been re-written, based on a template provided by our solicitors, and re-named as Anti-Harassment and Bullying Policy. G Mogan advised that this is a guide for Managers on how to deal with any issues that arise.

Committee considered and approved the policy for immediate implementation, noting that tenant consultation is not required.

9.2 *Digital Inclusion: Supporting our Committee Members – New Policy*

Committee noted the contents of the report and that COVID-19 has highlighted the need for digital inclusion as we do not want it to be a barrier for new Committee Members joining if they do not have the means or skills to participate digitally.

Committee considered the new policy and approved it for immediate implementation. It was noted that tenant consultation is not required.

9.3 *Annual Risk Strategy Statement*

Committee considered the draft annual risk strategy statement and agreed that the only risk to crystallise in the past year is COVID-19 and that this has been added to the risk register.

After discussion, Committee agreed that there were no further additions required and approved the statement.

9.4 *Business Plan Annual Review – Outcome of tenant consultation*

Committee noted that 22 responses had been received with three of them providing commentary. All comments received were anonymous and therefore we are unable to seek clarification or feedback. It was agreed that an article should be put in the Winter Newsletter summarising the outcome of the consultation and this may encourage those who contributed to provide further information on their suggestions.

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Committee considered the feedback and acknowledged that there was generally support for our activities/priorities for 2020/21.

Taking the responses into consideration, Committee approved the proposed activities/priorities for 2020/21, previously identified and approved in August 2020.

9.5 *SHR Consultation Outcome (Annual Assurance Statements)*

Committee noted the contents of the report detailing the outcome of the consultation in which SHR has now extended the deadline for submission to the end of November 2020.

Committee agreed the dates of the sessions with Linda Ewart will be 27th October and 18th November 2020 and that the Management Team will consider the additional guidance issued by SHR and review the assurance exercises accordingly in preparation for Committee's approval and submission of the statement.

9.6 *Confidential Staffing Matter – report from Chair of Staffing and Health & Safety Sub-Committee*

The Management Committee noted the matter considered by the Staffing and Health & Safety Sub-Committee and its decision and the reasons for it.

10. ***Scottish Parliament – Social Security Committee: The role of Scottish Social Security in Covid-19 Recovery Consultation – Our proposed response***

Committee considered the draft consultation document and Rosehill's proposed response to it, which had been drafted by L Chelton, Housing Manager. Committee acknowledged that L Chelton had covered all the key points and confirmed it was more than happy with the response and approved it for submission by the deadline.

11. ***SHR: Covid Monthly Report – August 2020***

Committee considered the monthly report from SHR and the analysis report by the Director to provide some indication as to Rosehill's position/performance in the wider sector during these challenging times. Committee particularly acknowledged that whilst rent arrears were going up each month in the RSL sector and L.A. sector as a whole, Rosehill's arrears have been reducing over the last 3 months and that our rent arrears at August were less than our year-end position last September.

12. ***Matters for Updating***

12.1 *Supported Accommodation*

G Mogan advised that she is still waiting on a response from our solicitor despite multiple attempts to contact, she will continue to pursue.

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12.2 *Barratt Flats*

Committee noted and agreed to a special meeting being held on 21st October 2020 to discuss Rosehill's future role with these flats. G Mogan requested full attendance from Committee due to the importance of the decision required.

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

13.1 *Greater Pollok Volunteers*

Committee noted that a donation request was received today, requesting financial support from Rosehill to help with volunteer expenses and food supplies for vulnerable people in the area.

G Mogan advised that she has requested further information from the group To assist with making a decision. Committee agreed in principle that they would like to support the group and delegated authority to K Stevenson and G Mogan once information requested is provided on whether to provide financial support and to determine the amount.

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

The next meeting will be held on Wednesday 28th October 2020 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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