

**ROSEHILL HOUSING CO-OPERATIVE LIMITED**

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY  
28<sup>TH</sup> OCTOBER 2020 AT 6:30PM WHICH WAS HELD REMOTELY  
USING ZOOM**

<b>Present:</b>	K Stevenson	(Chair)
	M Cameron	
	S Bannerman	
	M Baldie	
	J Thomson	
<b>In Attendance:</b>	G Mogan	(Director)
	A Stewart	(Finance Manager)
	S Hunter	(Technical Services Manager)
	L Chelton	(Housing Services Manager)
	K McCallum	(Customer Services Officer)
	A Cowan	(Wyllie & Bisset)

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 introduced Audrey Cowan from Wyllie & Bisset who is attending the meeting for the Audit Sub-Committee business.

K Stevenson advised that she had received a request from K Leitch for a period of special leave due to personal reasons. K Leitch fully intends to return to Committee and as such K Stevenson granted the request.

**1. Apologies**

It was noted that E Henderson, K Thomson & K Leitch are on Special Leave.

**2. Declaration of Interest**

None.

**3. Audit Sub-Committee Business**

**3.1 Minutes of Meeting on 24<sup>th</sup> June 2020 and Matters Arising**

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 N Finlayson was authorised to sign the Audit Sub-Committee minutes for 24<sup>th</sup> June.

There were no matters arising.

**3.2 Internal Audit Programme 2020/21 – Audrey Cowan, Wyllie & Bisset**

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Audrey presented the programme for the extended year of the contract. Committee noted that the areas to be covered are Gas Safety; Business Continuity and Arrears Management. The audits will be carried out in March & April 2021.

Committee approved the programme for 2020/21.

### 3.3 *Internal Audit – Engagement Letter*

Committee noted & approved the standard engagement letter appointing Wyllie & Bisset for the year 2020/21. It was noted that the Chair was unable to physically sign the letter at the moment but a copy of the minutes of this meeting would be forwarded in the meantime.

### 3.4 *Review of Risk Registers*

Committee considered the updated risk registers which have been updated by the Management Team following the annual review by the Management Committee. The following changes were highlighted:

Committee recruitment – additional mitigation added following approval of Digital Inclusion policy.

SHR Expectations – this section has been merged with Framework

Electrical Testing – section added as this is now a requirement in order to meet SHQS

Data Protection – it was noted that A Stewart had been appointed as Compliance Manager, however there could be a potential conflict and an external source may be required after legal consultation.

Committee approved the updated registers and confirmed that no further changes are required at this time.

### 3.5 *Review of Disaster Recovery and Business Continuity Plan*

Committee noted that as part of the annual review of the plan, testing should be carried out in the form of a disaster scenario. However, the plan was tested in the wake of real life global disaster in the form of COVID-19. As such, the plan has been updated to reflect any changes made during the pandemic and any lessons learned.

Committee agreed that overall, the plan worked and Rosehill fared well during the pandemic, with the exception of some things which were outwith our control e.g. suspension of repairs service during lockdown.

Committee approved the updated plan.

Committee thanked Audrey Cowan for attending and she then left the meeting.

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#### **4. Minutes of previous meeting held on Wednesday 30<sup>th</sup> September 2020 and Matters Arising**

##### **4.1 Minutes**

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 30<sup>th</sup> September 2020.

##### **4.2 Matters Arising**

###### **4.2.1 RE: Item 11 – SHR COVID Monthly Report**

G Mogan advised that the September report has just been released and is available in the Document Library for Committee to read at their leisure.

###### **4.2.2 RE: Item 13.1 – Greater Pollok Volunteers**

It was noted that G Mogan had sourced a suitable template application form which had been slightly adapted for Rosehill's purposes. The form had been sent to the organisation for completion, however to date the application has not yet been returned.

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

##### **5.1 *Timetable of Management Committee and Sub-Committee Meetings 2020/21 – Update***

Committee noted 3 matters which were originally scheduled for October were now being rescheduled for November. Committee further noted the reasons for this.

##### **5.2 *Pay Award 2021 – Employer Discussion***

Committee formed a breakout session to discuss this item confidentially.

On return from the session K Stevenson advised that Committee had discussed and agreed its position on the 3 scenarios presented by EVH. It was agreed that a minute of the discussion would be produced and that K Stevenson was authorised to submit Committee's views to EVH. K Stevenson confirmed Committee agreed that staff should receive some level of increase but the actual amount would be determined by what CPI was sitting at in October 2020.

At this point, A Stewart, S Hunter and L Chelton were invited to join the meeting.

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## **6. Finance Matters**

### **6.1 Cashflow to August 2020**

Committee noted the contents of the report.

### **6.2 Expenses Report**

Committee noted the contents of the report and that the report will be made available on our website.

### **6.3 Personal Data Security Breaches**

Committee noted the contents of the report detailing 3 minor breaches none of which are not reportable to the ICO.

### **6.4 Freedom of Information**

Committee noted the contents of the report detailing 7 requests 6 of which were from one source. The requests appear to have been sent to all Scottish RSLs. Some of the requests were very detailed and time consuming to respond to. The requests and responses have been made available on our website.

### **6.5 Factoring Policy Review**

A Stewart apologised for missing the original review date for this policy.

Committee noted the contents of the revised policy and that different fee levels have been introduced for different property types.

Committee approved the policy for immediate implementation.

## **7. Technical Services Matters**

### **7.1 Planned & Cyclical Works Progress Report**

Committee noted the progress noted in the report.

S Hunter advised that there is a possibility that the deadline for meeting the new regulations for smoke alarms may be extended, however until such times as this is confirmed, Rosehill is on target for meeting the original deadline.

## **8. Housing Services Matters**

### **8.1 Potential Eviction Cases Report**

Committee noted the contents of the report.

L Chelton advised that two of the cases listed will be recalled at the earliest opportunity as the tenants concerned are not adhering to payment plans.

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## **9. Business Planning**

### *9.1 Section Operational Plans 2019/20 – Final Results*

It was noted that the year-end results do not differ much from the projected results reported in August.

Committee noted that the majority of tasks not achieved are a direct result of COVID-19.

Committee agreed that, under the circumstances, performance has still generally been good and that there are no serious failures which Committee should be unduly concerned about.

### *9.2 Section Operational Plans 2020/21 – For Approval*

Committee considered the section operational plans recognising that these flow from the Annual Programme of Priorities and Activities 2020/21 approved by Committee in September as part of its annual business planning processes.

Committee approved the plans.

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

## **10. Governance and Corporate Matters**

### *10.1 Preparations for Annual Assurance Statement*

Committee acknowledged that some of the information in the report had been superseded as the first Assurance Session with Linda Ewart had taken place last night. Committee reviewed how the session went which covered Covid-19 including The Regulator's temporary additional guidance and the matter of Tenant and Resident Safety. Committee was satisfied that Linda had covered all the key points in detail and concluded the level of assurance it had in these areas was strong.

It was noted that the 2<sup>nd</sup> session is scheduled for 18<sup>th</sup> November.

### *10.2 Recruitment to Management Committee*

Committee considered the report and was pleased to note that 3 members/tenants had agreed to join the Management Committee at this time to fill the current casual vacancies.

Committee further noted that the application forms and eligibility forms had been completed and returned by 2 of the members, with the 3<sup>rd</sup> one pending. Committee considered the forms, after which it approved the appointment of S Littlejohn and A Cleary to the Management Committee. However, it was acknowledged that the appointments would not come into effect until both had agreed and signed the Code of Conduct.

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It was noted that the third member, L Convery, had only been issued the forms that day. Committee agreed to approve the appointment of L Convery, subject to satisfactory completion of the forms and that K Stevenson was delegated authority to determine this.

Again as with the other 2 members, the appointment won't come into effect until the Code of Conduct was agreed and signed.

It was noted that G Mogan was putting the necessary arrangements in place including the signing of the conduct, to enable the appointments to come into effect from the November meeting.

**11. Letter from Kevin Stewart MSP, Minister for Local Government, Housing and Planning**

Committee noted the contents of the letter requesting a significant or sustained increase in allocations to homeless referrals until March 2021 and also to consider underoccupying 3 apartment properties to single applicants.

Committee discussed the matter and acknowledged that Rosehill has already given nearly 90% of allocations since the start of the pandemic to homeless referrals. However, this had been at the expense of applicants, with high levels of need, on our waiting lists. Committee agreed it wished to continue to play its part in tackling the homelessness challenges during Covid-19 but concluded that it could not sustain such high levels of lets to homeless cases until March 2021. As such it was agreed that Rosehill would increase its normal minimum quota of 30% to 50%. In terms of allowing under-occupation, Committee acknowledged that we had a relatively high number of people on our waiting lists who actually required 3 apts. At this time Committee agreed not to allow under-occupation of 3 apartment properties. However, Committee further agreed that it did not wish to be inflexible and that if anything were to change or other factors came into play, it would be willing to review its decisions.

**12. Matters for Updating**

Committee noted the contents of the report.

G Mogan confirmed that Rosehill's solicitor is now keeping in regular contact with her in connection with the supported accommodation matter, however GCC's solicitor dealing with this matter is currently on leave.

**13. Any Other Competent Business**

**13.1 Sub-Committee Membership**

K Stevenson advised that now that 3 members are on special leave it is necessary to recruit additional members to the Sub-Committees as they will currently be inquorate.

M Baldie expressed interest in joining the Staffing and Health & Safety Sub-Committee. There were no other nominations and as such M Baldie was duly elected to the Sub-Committee.

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J Thomson expressed interest in joining the Audit Sub-Committee. There were no other nominations and as such J Thomson was duly elected to the Sub-Committee.

### 13.2 *Vice Chairperson*

K Stevenson advised that it is also necessary to temporarily fill the position of Vice Chairperson due to special leave. M Cameron expressed interest in filling the position on a temporary basis only.

### 13.3 *SHIP Consultation*

Committee noted that a consultation document from Glasgow City Council has been received on the Strategic Housing Investment Plan 2021-26. As the deadline for responses to be submitted is 2<sup>nd</sup> November, the Management Team has compiled a response for Committee consideration.

Committee noted and agreed the proposed response. G Mogan advised Committee that if they have anything further they would like to add to the response they could submit this to S Hunter by lunchtime on Monday 2<sup>nd</sup> November.

### 13.4 *Remembrance Day*

S Bannerman asked if there was any update on the arrangements for this year's Remembrance Day ceremony and the wreath laying. G Mogan confirmed that she had not received any further details but will chase it up.

### 13.5 *CIH SCQF Level 5 Certificate in Housing Practice*

N Finlayson advised that she has recently started the above course online, which K Stevenson has recently completed.

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

The next meeting will be held on Wednesday 25<sup>th</sup> November 2020 at 6:30pm, however it was further noted that a Special meeting will be held on Tuesday 24<sup>th</sup> November 2020 to consider the future of Rosehill's involvement with the Barratt Flats.

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

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

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

(Chair)

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