

ROSEHILL HOUSING CO-OPERATIVE LIMITED

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY
26TH MAY 2021 AT 6.30PM WHICH WAS HELD REMOTELY USING
ZOOM**

Present: K Leitch (Vice Chair)
N Finlayson
M Cameron
S Bannerman
J Thomson
K 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)

K Leitch 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 Stevenson.

K Leitch advised that M Baldie has applied for and been granted Special Leave.

2. Declaration of Interest

None.

3. Minutes of previous meeting held on 28th April 2021 and Matters Arising

3.1 Minutes

The minutes were approved as true and accurate and signed by K Leitch.

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 Leitch was authorised to sign the Management Committee Minutes of 28th April 2021.

3.2 Matters Arising

3.2.1 RE: Item 3.2.2 – Virtual SGM – Revised Rules

G Mogan confirmed that the new rules have now been formally registered with the FCA. A notifiable event was required to be



logged with SHR which included providing the necessary documentation. This event has since been closed as no further action required.

The new rules have also been posted on Rosehill's website.

3.2.2 RE: Item 10.2 - Draft ARC 2020/21

G Mogan confirmed that the ARC was submitted online on 5th May 2021.

3.2.3 RE: Item 13.1 – IT Upgrade

G Mogan advised she intends to bring a report on the proposal to the June meeting.

3.2.4 RE: Item 13.2 – Management Committee Members

It was noted that staff are trying to identify 3 members who would be willing to join the Management Committee, to be invited to observe 2 meetings, hopefully with the first being the June meeting.

3.2.5 RE: Item 6.2 – FCA Return

A Stewart confirmed that N Finlayson's involvement with the Greater Pollok Barratt Community Development Trust was disclosed in the return.

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

4.1 5th May 2021

The minutes were approved on a motion by N Finlayson and seconded by J Thomson.

4.2 15th May 2021

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

5. Chair's Report

Nothing to report.

6. Finance Matters

6.1 Management Accounts to 31st March 2021

A Stewart referred to the report and advised that a surplus of £586,760 is recorded which is £370,977 higher than budget.

The following points were noted:

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- Income – Rents and Services Charges are on budget. Grant Income for Stage 3 Adaptations is below budget. There was no wider role income in the period.
- Employee costs were below budget.
- Reactive and void repair costs – are 31% under budget mainly due to operating emergency only repairs during lockdown.
- Cyclical Maintenance – this is 34% under budget again mainly due to works being suspended due to lockdown.
- Major Repairs – this is 47% under budget again due to works being suspended due to lockdown.
- Tenant Participation and Wider Role costs are under budget. There has been very little spend in these areas due to covid restrictions.

It was noted that all KPIs were met.

A Stewart confirmed that all loan covenants were comfortably met.

Committee considered and approved the Management Accounts to 31st March 2021.

6.2 *Summary Cashflow - March 2021*

Contents noted.

7. **Technical Services Matters**

7.1 *Potential Development Update*

Committee noted the contents of the report and the recommendation not to pursue the Craighbank Nursery Site, due to it being not economical as only 6 units could be accommodated on the site.

It was also noted that in order to meet the constraints of Scottish Water the number of units which can be accommodated on the Gowanbank School site has substantially decreased from 70 units to 44 units. GCC are fully aware of the issues surrounding Brexit, increased build costs and also Scottish Water, however are still keen for Rosehill to acquire the site before March 2022 to be developed at a later date.

A Committee Member asked whether the Scottish Government should be getting involved due to the requirements of Scottish Water. Staff confirmed that the Scottish Government is fully aware of the constraints however have not been very vocal about the situation to date. It was further noted that Scottish Water are not interested in waivering, it is a nationwide problem, and the current water systems cannot cope with the additional supplies as more and more houses are built

A Committee Member asked if this development went ahead how long before the properties would become profitable. A Stewart advised that a financial appraisal is still to be carried out.

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After discussion, Committee approved the following:

- Not to progress with the former Craighbank Nursery site;
- To progress with assessing the proposal to purchase the former Gowanbank Primary School site with the potential for future development with a report to be brought back to Committee.

7.2 *Planned and Cyclical Works Update*

Committee noted the contents of the report and S Hunter confirmed that the fire detection contract is now approximately 94% complete.

8. **Housing Services Matters**

8.1 *Potential Evictions Report*

Committee noted the contents of the report.

L Chelton confirmed that in the case where a decree has been granted, our solicitors applied for an eviction date on 17th May, however this was rejected as long as Glasgow remains in level 3 lockdown.

9. **Barratt Flats – General Update**

Committee noted the contents of the report and that GCC do not have the powers to appoint Rosehill as Factor in the event the owners do not appoint a Factor, if this is the case Rosehill would be appointed as Managing Agent by GCC to provide the same level of service as a Factor.

Committee approved this approach in the event the owners do not appoint a Factor.

10. **Organisational Performance Reports:**

10.1 *2nd Quarter to March 2021 & YTD and Exceptions Report*

Committee noted the results and the reason for the failures and agreed performance is still strong.

10.2 *Complaints – Q2 to March 2021 & YTD*

Committee noted the contents of the report.

11. **Business Plan 2016-2021: Section Operational Plans 2020/21– Quarterly and Mid-Year Review**

11.1 *Governance & Corporate Services*

Committee noted the progress to date and that the areas not fully achieved are mainly due to Covid-19 restrictions.

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11.2 *Housing Services*

Committee noted the progress to date and that the areas not achieved are all due to Covid-19.

11.3 *Technical Services*

Committee noted the progress to date and that the areas not achieved are mainly due to Covid-19 or delays outwith our control e.g., Scottish Water, GCC.

11.4 *Finance Services*

Committee noted the progress to date and that the majority of the areas not fully achieved are outwith our control.

Overall, Committee were happy with the progress made across the board.

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

12. *Governance & Corporate Services Matters*

12.1 Postponement of Policy Reviews – Privacy Policy and Subject Access Request Policy

Committee noted the contents of the report and approved the postponement of the two policies until Sept 21 to enable an external Data Protection Officer to be appointed.

12.1.1 Data Protection Officer Service

Committee noted the contents of the report and the intention to appoint Information Law Solutions to provide a DPO Essential Services at a cost of £495 plus VAT per month for an initial period of 6 months to see how things go. Therefore the total cost will be £3,564.

Committee noted that as this is a specialised service there are not many options out there for providing such a service, and are happy to accept our solicitor's suggested company.

It was further noted that as this is a specialist service, in accordance with our Purchase, Procurement and Tender Policy, we are able to set aside the requirement to obtain 2-3 quotes for works. The Policy stipulates that in the case of services of a value of over £750 but less than £15,000 that the Director has the authority to approve works/services up to £15,000.

Committee noted that G Mogan would be contacting Information Law Solutions before the end of the week to set up the contract for the DPO service.

12.2 Investors in People Review – Silver Accreditation

Committee noted the contents of the report and that we have been awarded Silver Accreditation for IIP following the recent review. The

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implementation of the 5 recommendations noted in the report will be overseen by the Staffing and Health & Safety Sub-Committee.

13. Matters for Updating

13.1 Supported Accommodation

G Mogan provided an update on the guardianship matter with Committee noting that our solicitor had arranged for another solicitor to act as Intervener in the matter. It is anticipated that a draft application would be ready for G Mogan to review on 1st of June. Thereafter, subject to necessary social work reports being obtained, the application could be ready for submitting by the end of June.

14. Minutes for Noting:

14.1 Annual General Meeting held on Tuesday 16th March 2021 - Updated

Contents noted.

14.2 Audit Sub-Committee meeting held on Wednesday 28th April 2021

Contents noted.

15. Any Other Competent Business

15.1 Board Membership

G Mogan advised that L Chleton had requested approval to become a Board Member of Thenue Housing Association. She had seen a recruitment advert online.

G Mogan confirmed she had approved the request following L Chelton signing a declaration with relevant conditions. Committee noted that this will be entered into the Register of Interests.

16. Date of Next Meeting

The next meeting will be held on Wednesday 30th June 2021 at 6:30 pm.

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

Signed: _____

Date: _____

(Chair)

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