

ROSEHILL HOUSING CO-OPERATIVE LIMITED

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY
27TH NOVEMBER 2019 AT 6:30PM**

Present: K Stevenson (Chair)
E Henderson (Vice Chair)
N Finlayson
S Bannerman
M Baldie
K Leitch
J Thomson
W Anderson

In Attendance: G Mogan (Director)
K McCallum (Customer Services Officer)
A Stewart (Finance Manager)
S Hunter (Technical Services Manager)
L Chelton (Housing Services Manager)

1. *Apologies*

Apologies for absence were received from K Thomson.

2. *Declaration of Interest*

N Finlayson and G Mogan both declared an interest in agenda item 16.

3. *Minutes of previous meetings and Matters Arising:*

3.1 *Wednesday 23rd October 2019 - Special*

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

3.2 *Wednesday 30th October 2019*

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

3.2.1 RE: Item 12.2 – Pensions

G Mogan advised that the staff consultation period is ongoing and Committee will be required to make its final decision in January.

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

4.1 *Friday 25th October 2019*

The minutes were approved as true and accurate on a motion by E Henderson and seconded by M Baldie.

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4.2 *Thursday 7th November 2019*

The minutes were approved as true and accurate on a motion by E Henderson and seconded by J Thomson.

5. **Finance Matters**

5.1 *Management Accounts to 30th September 2019*

A Stewart referred to the report and pointed out that a £1.2m surplus is being reported. The following points were noted:

- Employee costs came in below budget following changes to the staff structure
- Cyclical maintenance and major repairs costs came in below budget as several contracts were carried forward to the next financial year.
- Office overheads came in below budget

Committee noted that the management accounts contained several estimates, including estimates for property depreciation and grants transferred from deferred income.

It was noted that all KPIs were met with the exception of voids which were very slightly above target but below the national average.

A Stewart confirmed that all loan covenants were met.

5.2 *Summary Cashflow to September 2019*

Committee noted the contents of the report.

5.3 *30 Year Financial Projections*

A Stewart led Committee through the report and it was noted that cash balances will fall to their lowest level when the next new build project is underway, should it go ahead.

A Committee member asked if the new build was financially viable. A Stewart advised that a full financial appraisal will be completed once the site investigations are complete and the proposed housing mix is known. It is unlikely that the new build will breakeven for many years but this is normal.

Committee noted that there were sufficient funds available to be able to deliver all projects/activities noted in the Business Plan including the proposed new build.

It was further noted that all loans will be paid off by year 15, however if the new build project does not go ahead, Committee may wish to consider paying one or more loans off early.

A Stewart confirmed that a surplus will be achieved each year which is in line with the loan covenants.

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Committee considered and agreed to adopt the 30 year financial projections.

5.4 *2018/19 Expenses Report*

Committee noted the contents of the report detailing all expenses paid to Committee and the Management Team. It was noted that this will now be an annual report produced and the information will also be posted on the website.

5.5 *2018/19 Data Breaches*

Committee noted the contents of the report which detailed 2 data breaches in the year, both caused by human error. After seeking legal advice the breaches were not reported, but have been recorded in the relevant register. Systems have also been put in place to prevent similar breaches.

It was noted that this will also become an annual report.

With the agreement of the Chair, an additional item was tabled.

5.6 *Bank Authorisation*

Committee approved the addition of a further signatory for online banking.

6. ***Technical Services Matters***

6.1 *Control of Variations in Traditional Contracts Policy Review*

S Hunter advised that this policy has been re-written entirely however the fundamentals remain the same.

Committee considered the proposed policy and approved it for immediate implementation. Committee also agreed that the policy should not be subject to tenant consultation as it is not a service policy.

It was further noted that the Equality Impact Assessment was not applicable.

6.2 *Medical Adaptation Contractor Replacement*

Committee noted that the current contractor, Rodgers & Johnson have tendered their notice to withdraw their services, as such S Hunter has approached the 2nd lowest tenderer who have confirmed that they would be willing and able to take over and honour their tender prices. Rosehill has also worked with them in the past.

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Committee considered the proposal and approved the appointment of Everwarm.

6.3 *Planned & Cyclical Works Progress Report*

Committee noted the current position with the various contracts.

7. **Housing Services Matters**

7.1 *Potential Eviction Cases Report*

L Chelton advised Committee it is anticipated that hopefully there will be no cases to report next month.

Committee noted the positions with the three cases.

8. **Organisational Performance Report:**

8.1 *Q4 and Year End Results*

G Mogan advised Committee that the current framework changed in April and some of the indicators changed slightly, however due to our reporting year (October to September) the report is still based on the former indicators. This will be revised and the results based on the new indicators will be brought to Committee in December.

Committee noted and agreed that the majority of indicators showed either sustained or improved performance.

8.2 *Exceptions Report*

Committee noted the contents of the report explaining the results for any indicators in amber or red.

Committee agreed that these were no cause for concern and that staff were doing everything possible to mitigate these.

8.3 *Complaints Q4 & Year-End Report*

As previously advised, Committee noted the increased number of complaints received in the last quarter and that these were the result of issues with the window/door replacement contract.

Committee noted the performance and background information.

9. **Section Plans 2018/19 – Final Year-End Results**

G Mogan reminded Committee that the projected results were seen by Committee in August and that the final results have not largely varied from then.

Committee noted the year end results and agreed that it had been a successful year.

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

10. Business Plan – Annual Plan 2019/20 and Appendices

Committee discussed the contents of the report and the various appendices.

Committee approved the following:

- annual plan – which reviews the previous year's performance and sets the plans for the coming year
- appendix 10 – operational targets for 2019/2020
- appendix 11 – section operational plans for 2019/2020

11. Benchmarking – ARC 2018/19 Results

Committee noted the contents of the report and agreed that Rosehill's performance is strong in comparison to local and similar sized RSLs. It was further noted that in general, performance has improved from the previous year. It also noted that Rosehill's average rents are the lowest locally and amongst the lowest in Scotland.

12. Draft Disaster Recovery Plan for our Properties

Committee noted that the Business Continuity and Disaster Recovery Plan for the office was approved last month, and this plan deals solely with any disasters in relation to the properties owned by Rosehill. It was further noted that this plan was also produced by M Clarke.

G Mogan advised that the plan will be reviewed annually by the Management Team and various tests will be put into practice.

After some discussion Committee approved the Disaster Recovery Plan for our Properties.

13. Scottish Government and SHR Communication about Brexit and other matters - Update

Committee noted the contents of the report following review of the communications by the Management Team.

It was noted that Brexit remains the highest risk on the register and that due to the unknown nature of the situation, will be constantly monitored.

Committee further noted that a tenant/resident safety framework will be finalised by March 2020 and that G Mogan has started the process to get cyber security accreditation for Rosehill.

14. Audit Sub-Committee Notes of 30/10/19 – Matters for Management Committee Approval

Committee noted that as the last Audit Sub-Committee was inquorate the Management Committee were required to approve any proposals.

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After consideration, Committee approved K Leitch's appointment to the Sub-Committee and further approved the process for the re-tendering of the external audit services.

15. Committee Annual Assessments – finalising dates

K Stevenson advised that she intends to conduct the annual assessments during week beginning 9th December 2019, and further requested that the assessment forms be completed a few days prior to the appointment to enable her to prepare.

It was further noted that N Finlayson, K Stevenson, M Baldie and M Cameron are all subject to the 9 year rule and should complete the additional questions at 18 and 19 of the assessment form.

Committee then made individual appointments as required. Reminders will be issued a few days before.

16. Matters for Updating

Committee noted the contents of the report.

The first item is confidential due to its commercially sensitive nature.

Committee noted the update on the Barratt Flats and, in particular, that 36 Linnhead Drive has been subject to some vandalism recently in terms of broken windows in flats and the close doors. It was also noted that the purchase of the 5th flat has been postponed until January 2020.

17. Any Other Competent Business

17.1 EVH Conference

N Finlayson reported back on her attendance at the recent conference.

18. Date of Next Meeting

The next meeting will be held on Wednesday 18th December 2019 at 7:00pm with a Staffing and Health & Safety Sub-Committee meeting being held before hand at 6:30pm.

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

Signed: _____ Date: _____

(Chair)

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