

ROSEHILL HOUSING CO-OPERATIVE LIMITED

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY
22ND JANUARY 2020 AT 7:00PM**

- Present:** K Stevenson (Chair)
E Henderson (Vice Chair)
N Finlayson
M Baldie
K Leitch
S Bannerman
- 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. Committee noted that M Cameron has been granted special leave of absence.

2. Declaration of Interest

None.

3. Minutes of previous meetings and Matters Arising:

3.1 Wednesday 18th December 2019

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

3.2 Matters Arising

3.2.1 RE: Item 10 – Management Committee Recruitment

Committee were advised that 6 members had been identified as a potential and G Mogan had visited them all, of which 3 were interested in meeting current Committee members to consider the matter further. These meetings have been setup for next week.

3.2.2 RE: Item 12.2 – Donation Request

G Mogan advised that the group had provided a copy of their constitution in which it details that audit accounts were prepared. A copy of these were requested and we have had no further contact from the group since.

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

4.1 Wednesday 11th December 2019

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

4.2 Wednesday 18th December 2019

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

5. Chair's Report

K Stevenson reported on the outcome of the annual appraisals which she had conducted. The following was noted:

- 8 appraisals completed with 2 outstanding
- All Committee agreed it had been a challenging and successful year
- All Committee felt that the review form was difficult for them to complete, despite having their say when it was reviewed, and would like to explore a different way of conducting the reviews
- Continue with programme of in house training and various areas were identified as being required

G Mogan confirmed that she will get SHARE to refresh all login details to enable Committee to complete any of the available online training. It was also agreed that SHARE would carry out a training needs analysis prior to putting together a new programme of training. G Mogan also confirmed that SHARE offer an appraisal service which can be investigated further.

6. Finance Matters

6.1 Financial Statements to 30th September 2019

A Stewart advised that the statements are presented in a statutory format and comply with current legislation. It was further noted that more detailed information is contained in the Management Accounts which Committee see on a quarterly basis.

Committee noted the change in the way the final salary scheme is accounted for, the statements now show Rosehill's liability which currently stands at £515,000.

Committee noted the surplus of £1,181,170 and several variations to the statements from the Management Accounts.

After consideration Committee approved the financial statements and authorised for them to be signed by K Stevenson, E Henderson and G Mogan.

Committee considered the contents of the Management Letter from the auditor confirmed that no areas of concern were found during the course of their audit.

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Committee further approved the contents of the Letter of Representation confirming that all information was disclosed during the audit process, and authorised K Stevenson to sign the letter to be sent to the auditor.

Committee also authorised K Stevenson to sign and send the Letter of Ethical Standards confirming that they considered the independence of the auditor prior to appointment.

6.2 *Cash Flow to November 2019*

Committee noted the contents of the report.

6.3 *Service Charge Review*

Committee considered the contents of the report and approved the following:

- Communal stair lighting – charged reduced to £1.79 to cover costs only
- Communal stair cleaning – charge maintained
- Supported Accommodation Heat & Light – charge maintained
- Supported Accommodation Redecoration – charge maintained
- Supported Accommodation Laundry Equipment – charge maintained
- Supported Accommodation Equipment Servicing – charge maintained
- Supported Accommodation Communal Furniture – charge maintained
- Supported Accommodation Garden Maintenance – charge reduced to £3.13 to cover costs
- Supported Accommodation Contents Insurance – charge increased to £1.69 to cover costs
- Supported Accommodation Personal furniture – charge maintained
- Supported Accommodation Licensing Requirements – charge maintained

7. *Technical Services Matters*

7.1 *Gas Servicing and Reactive Repairs – Tender Acceptance*

Committee noted the contents of the report and that the result of the exercise results in a change of contractor which could cause a disruption to service but staff will try to mitigate this as much as possible.

Committee approved the appointment of City Technical.

S Hunter advised that the contract start date will be around March as there is a standoff period where a challenge could be made on the tender results and also a handover period.

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7.2 *Asbestos Management Policy*

S Hunter advised that the policy had been completely rewritten and now details the already robust procedures which are currently in place.

Committee noted that the only properties which are usually affected by possible asbestos is the original stock and the SST stock.

Committee agreed that there was no need for tenant consultation and approved the policy for immediate implementation.

8. ***Housing Services Matters***

8.1 *Potential Eviction Cases Report (no cases this month)*

Nothing to report.

8.2 *Rechargeable Repairs Policy – post consultation*

Committee noted that there had been no response to the consultation on this policy.

L Chelton confirmed that there had been no amendments/additions to the policy since Committee approved it for consultation in August 2019 and as such Committee approved the policy for immediate implementation.

9. ***Proposed Rent Increase 2020/21 – Outcome of Tenant Consultation***

L Chelton confirmed that in addition to the usual consultation document issued to all tenants, staff had telephoned 100 tenants and visited a further 50 tenants. As a result of this, 53 responses were collected of which 50 were positive. Committee noted a sample of the responses.

In addition, Committee noted the various increases proposed by other organisations and that Rosehill's was amongst the lowest.

Committee considered the contents of the report and approved the proposed rent increase for 2020/21 of 2.1%

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

10. ***Governance & Corporate Services Matters***

10.1 *Committee Member's Code of Conduct Review*

G Mogan advised Committee that the Code is based on a model produced by SFHA which was subsequently revised in 2017. Only minor amendments have been made to the document, however this may be subject to a further review later this year.

Committee considered the document and approved the revised Code of Conduct.

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10.2 *Data and ICT Recovery Plan for Approval*

G Mogan advised that this document will form part of the Disaster Recovery Plan approved by Committee last year and will be tested annually by our IT company.

Committee considered and approved the plan.

10.3 *Pensions Review*

Committee noted the financial projections associated with Committee's initial decision to split the increase 60/40 and that this proposal remains affordable to Rosehill. On that basis Committee decided to apply the 60/40 split to the increase in contribution rates and instructed G Mogan to submit the necessary notification to the Pensions Scheme before 31st January 2020.

10.4 *AGM Arrangements*

Committee noted that the AGM will be held on Tuesday 18th February 2020 and that all arrangements were in place.

It was noted that K Stevenson, M Cameron and M Baldie were all due to stand down at the AGM and will be eligible to be re-elected. However, K Stevenson is also subject to the 9 year rule.

At this point, K Stevenson left the meeting temporarily to enable Committee to discuss this point.

Committee all agreed that K Stevenson continues to be an effective Committee member and is continually committed to the business of Rosehill. As such, they were happy to recommend her for re-election at the AGM.

K Stevenson was invited back into the meeting and advised of their decision.

It was further noted that Committee is unable to make a recommendation for the appointment of an auditor due to the tender exercise currently being carried out. Committee agreed to delegate authority to the Audit Sub-Committee to make the recommendation on completion of the tender exercise.

Committee also approved the prizes available at the AGM.

At this point, K Stevenson left the meeting and E Henderson took over the Chair.

10.5 *Secretary's Report*

Committee noted the contents of the report and were satisfied that the requirements of rules 58 to 63 are being followed.

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10.6 *Annual Inspections of Registers*

Committee inspected the undernoted registers and authorised E Henderson to sign where necessary.

- Gifts & Hospitality
- Disposals
- Frauds & Attempted Frauds

In terms of the Register of Interests, it was acknowledged that this was now held in excel. A copy will be printed off and presented at the next Committee meeting for inspection and signing by the Chair.

11. ***Matters for Updating Report***

Committee noted the contents of the report.

G Mogan advised that since this report was written the owner who wanted to sell to Rosehill and become a tenant has now decided to put the property on the open market.

It was also further noted that there has been no contact from the solicitor in terms of the supported accommodation matter.

12. ***Any Other Competent Business***

12.1 *SHARE – Governance Masterclass*

G Mogan advised that SHARE can deliver a Governance Masterclass in house over 4 sessions. Committee agreed that this would be beneficial and should be mandatory for all Committee to attend. G Mogan will confirm whether the sessions should be held fortnightly or monthly and report back on availability.

12.2 *Positive Action in Housing*

G Mogan advised that an invitation to a fundraising event has been received however, the event clashes with one of Rosehill's monthly Management Committee meetings. It was noted that G Mogan had agreed to make a donation to their prize raffle.

12.3 *Health & Safety*

G Mogan advised Committee that following a recent audit carried out by ACS it is intended to work through the manual provided by EVH and develop it to meet Rosehill's requirements. An action plan has been issued which will be worked through and brought back to the Staffing and Health & Safety Sub-Committee to look at in more detail.

As part of this, a level of reporting will be developed from the Sub-Committee to the Management Committee, as well as training.

Committee also noted that a fire risk assessment has also recently been carried out and an action plan issued for this, and some of the items have already been implemented. Again this matter will be dealt

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with in more detail by the Staffing and Health & Safety Sub-Committee, who in turn will report back to the Management Committee.

13. Date of Next Meeting

The next meeting will be held on Wednesday 26 February 2020 at 6:30pm followed by a Staffing and Health & Safety Sub-Committee meeting.

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

Signed: _____

Date: _____

(Chair)

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