

**ROSEHILL HOUSING CO-OPERATIVE LIMITED**

**MINUTES OF HYBRID MANAGEMENT COMMITTEE MEETING HELD ON  
WEDNESDAY 25<sup>TH</sup> OCTOBER 2023 AT 6.00PM**

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**Present:** N Finlayson (Chair)  
K Stevenson (Vice Chair)  
S Bannerman  
K Thomson  
A Greene  
P McCann  
J Gallen  
K Devaney (via Teams)  
H McLatchie

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**In Attendance:** G Mogan (Director)  
S Hunter (Technical Services Manager)  
S Quinn (Housing Services Manager)  
A Innes (Corporate Services & HR Manager –  
via Teams)  
K McCallum (Customer Services Officer)

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**1. Apologies**

Apologies for absence were received from J Thomson. Apologies for late arrival were received from J Gallen. It was noted that K Leitch has been granted special leave.

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**2. Declaration of Interest**

None.

**3. Minutes of previous meetings for approval:**

**3.1 Wednesday 27<sup>th</sup> September 2023**

The minutes were approved as a true and accurate record and were signed by N Finlayson.

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**3.2 Matters Arising**

**3.2.1 RE: Item 8.1 – Lettable Standards**

S Quinn confirmed that she advised the Scrutiny Panel that Committee had approved their recommendation for the revised document, and it is now in use.

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**3.2.2 RE: Item 9.3 – Annual Performance Report**

A Innes confirmed that the video report is now available on the website and the link has been sent to members via email and text. The paper version of the report will be posted out shortly.

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

##### **4.1 30<sup>th</sup> August 2023**

The minutes were approved as true and accurate on a motion by P McCann and seconded by S Bannerman.

J Gallen joined the meeting.

##### **4.2 18<sup>th</sup> September 2023**

The minutes were approved as true and accurate on a motion by S Bannerman and seconded by J Gallen.

##### **4.3 4<sup>th</sup> October 2023**

The minutes were approved as true and accurate on a motion by S Bannerman and seconded by H McLatchie.

##### **4.4 9<sup>th</sup> October 2023**

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

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

N Finlayson advised that there was a confidential item which would be discussed after agenda item 11.

N Finlayson further advised that G Mogan had submitted the EVH consultation document discussed last month about the Pay Award 2024, with Committee's comments.

#### **6. Finance Services Matters**

##### **6.1 SHAPS Financial Assessment Results**

Committee noted the contents of the report and that Rosehill has been rated as "low" risk following submission of the relevant information.

#### **7. Technical Services Matters**

##### **7.1 Glenmuir Estate – Flat Refurbishments Tender Acceptance (for approval)**

Committee noted the contents of the report with the outcome of the tender for refurbishment of 6 flats in the Glenmuir Estate development. It was noted that some of these flats have sitting tenants who will be decanted into a completed flat when works being undertaken.

S Hunter confirmed that the tenders were analysed on a quality/price basis and the lowest tender did not win. It was also confirmed that GCC will provide 50% grant for the works.

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Committee considered the report and approved the appointment of MP Group in the amount of £319,621.72 including VAT.

## **8. Housing Services Matters**

### **8.1 Assignment Policy Review**

Committee noted the routine review of the policy which had no material changes and that it will be implemented immediately.

### **8.2 Joint Tenancy Policy Review**

Committee noted the routine review of the policy which had no material changes and that it will be implemented immediately.

### **8.3 Tenancy Sustainment Policy Review**

Committee noted that this policy had been overlooked earlier in the year and has now been reviewed. It was noted that this was a routine review with no material changes, and the policy will be implemented immediately.

### **8.4 Potential Evictions Report**

Committee were pleased to note that there were no cases on the report for the second month in succession.

## **9. Corporate Services Matters**

### **9.1 Draft Customer Service Charter**

Committee considered the document which has been drafted taking into consideration the results of the customer service survey undertaken with members and staff.

A Committee Member suggested that the headings for each section should be made to stand out more.

Committee agreed that the content of the document was good and approved it for publication.

### **9.2 Health & Safety Update**

A Innes advised that the Staffing and Health & Safety Sub-Committee was advised at its recent meeting of the sickness levels and the actions being taken to ensure that essential services are not affected. It was further noted that the flu vaccine has been offered to staff as a tool to help prevent further sickness absences.

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

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## 10. Director's Matters

### 10.1 Annual Assurance Statement

Committee considered the draft statement and confirmed that it reflects the discussions during the session with Linda Ewart with an explicit statement regarding tenant and resident safety and an acknowledgement of the ongoing work in relation to equalities, human rights and the current economic and operating environment.

Committee approved the statement and authorised N Finlayson to sign it and further authorised G Mogan to submit a signed and unsigned copy to The Regulator's Portal and publish the unsigned version on our website on the same day.

### 10.2 Director's Report

Committee noted the contents of the report.

G Mogan advised that the additional Management Committee meeting scheduled for 14<sup>th</sup> November 2023 to discuss the annual rent review may need to be postponed if Wylie + Bisset need more time to complete the report. It was agreed that G Mogan would notify the Committee once she had confirmed matters with Wylie + Bisset.

Committee noted the progress with the confidential matter.

G Mogan reminded Committee that SHARE will be attending the November meeting to start the annual assessment process, with 1-2-1 interviews being scheduled for early January. A list of the available timeslots will be circulated shortly in order for appointments to be made.

Committee acknowledged that our IT Provider is still testing software to enhance current cyber security. Once this is complete and in place, the review of the ICT – Acceptable Use Policy will be completed. It was noted that all staff have undertaken basic cyber security training and the Management Team have also completed further training with more due to take place in November.

Committee noted that a copy of the Report to the Scottish Parliament on the Cost of Living (Tenant Protection) (Scotland) Act 2023 is available on the Board Portal. Committee further noted that there will be a further and final extension of the legal provisions for 6 months, which means the pause on evictions will remain in place until the end of March 2024, with the rent cap remaining in place for the private rented sector until then as well.

Committee noted that The Regulator is looking for some initial information on the presence of RAAC in properties and has issued a short survey to be completed by 31<sup>st</sup> October. Committee had anticipated that SHR would request information about RAAC and acknowledged the steps being taken by staff to confirm our position in relation to our stock.

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G Mogan confirmed that she will discuss the survey with the Technical Services Manager and ensure the survey is completed by the deadline.

**10.3 SHR: Rosehill Landlord Report 2022/23**

Contents noted. Committee further noted that the Report had been published on our website at the end of August.

**11. Minutes of Sub-Committee meetings for information:**

**11.1 Audit Sub-Committee meeting held on Tuesday 19<sup>th</sup> September 2023**

Contents noted.

**11.2 Staffing and Health & Safety Sub-Committee meeting held on Tuesday 19<sup>th</sup> September 2023**

Contents noted.

**Re: Agenda Item 5 – Chair’s Report – Confidential Report**

The Chair advised the confidential report would now be discussed.

G Mogan and K McCallum left the meeting for this item.

Committee considered the report and acknowledged that due to the extension of the current financial year to 31<sup>st</sup> March 2024, the Director’s usual year-end Appraisal carried out in October had been replaced with an interim review. The formal year-end appraisal will now take place in April 2024. Committee acknowledged the positive outcome of the interim review which also involved the Chair and Vice Chair approving an extended Work Plan to cover the period 1<sup>st</sup> October 2023 to 31<sup>st</sup> March 2024.

G Mogan and K McCallum then rejoined the meeting.

**12. Any Other Competent Business**

**12.1 SHR Framework Consultation**

G Mogan advised that the consultation document had been received by email on 20<sup>th</sup> October and has now been put on the Board Portal for Committee to review. Committee noted that the deadline for responding was 15<sup>th</sup> December and decided that it would be put on the agenda for the meeting on 29<sup>th</sup> November and to assist the discussion at the meeting, all Committee Members would consider the consultation document and provide comments/feedback in advance of the meeting. G Mogan advised the Management Team will also consider the document at its meeting on 10<sup>th</sup> November and its feedback will be presented to the Management Committee for consideration.

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**13. Date of Next Meeting**

The next meeting of the Management Committee will be held on Wednesday 14<sup>th</sup> November 2023 at 6:00pm.

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

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

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

(Chair)

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