

ROSEHILL HOUSING CO-OPERATIVE LIMITED

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON
WEDNESDAY 24TH APRIL 2024 AT 6.00PM**

- Present:** K Stevenson (Vice Chair)
J Gallen
A Greene
P McCann
K Devanney
K Thomson
J Thomson
S Bannerman
- In Attendance:** G Mogan (Director)
S Hunter (Technical Services Manager)
S Quinn (Housing Services Manager)
A Innes (Corporate Services & HR Manager)
K McCallum (Customer Services Officer)

The Vice Chair advised that it was hoped that there would be 2 observers at tonight's meeting, but unfortunately they were unable to attend.

1. Apologies

Apologies for absence were received from N Finlayson.

2. Declaration of Interest

None.

3. Minutes of previous meetings for approval:

3.1 Wednesday 27th March 2024

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

3.2 Matters Arising

3.2.1 RE: Item 3.2.2 – Committee Training

G Mogan reminded Committee that the Data Protection Refresher training is scheduled for tomorrow night at 6:15pm. K Devanney submitted his apologies due to work commitments.

3.2.2 RE: Item 13.2 – Cyber Essential Renewal Application

G Mogan confirmed that the application was successful and we are now working towards achieving Cyber Essentials Plus.

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3.2.3 RE: Item 13.3 – Director’s Report

G Mogan confirmed that she has recently attended another session with Audit Scotland about the National Fraud Initiative which was about the next steps. Based on some of the discussion that took place, she had sent information including the presentation slides to our DPO. She will provide an update at the next meeting.

3.2.4 RE: Item 10.6 – Entitlements, Payments and Benefits Report

Committee noted that the offer of rehousing had been refused.

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

6.1 *9th February 2024*

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

6.2 *7th March 2024*

It was noted that there was an error in the minute and so it is deferred.

6.3 *4th April 2024*

This item is deferred.

5. **Chair’s Report**

K Stevenson confirmed that the annual wage negotiations have now concluded and an increase of 6% has been agreed from 1st April 2024.

6. **Finance Matters**

6.1 *Updated Annual Budget Report*

Committee considered the contents of the report and the corrections made following consideration at the last Management Committee meeting, in relation to depreciation and reactive repairs and approved the updated annual budget.

6.2 *Cashflow*

Contents noted.

7. **Technical Services Matters**

7.1 *New Policy - Dampness and Mould Policy*

Committee noted the contents of the report and the draft policy which has been introduced as the issue is currently a hot topic and it was a recommendation from the recent internal audit.

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A Committee Member advised that they had considered the internal audit report at the Audit & Risk Sub-Committee meeting earlier this evening and asked if the missing form noted in the report was ever located. S Hunter advised that the form was not located however the follow up work identified was carried out.

Committee considered and approved the draft policy and agreed to circulate for tenant consultation.

7.2 *Policy Review - Electrical Inspections Policy*

Committee noted the contents of the report and the routine review of the Electrical Inspections Policy.

It was further noted that it is hoped that the 2 outstanding EICR's may be completed in the next week.

8. **Housing Services Matters**

8.1 *Potential Evictions Report – Rent*

Committee noted the contents of the report and that the extract decree has not yet been received.

8.2 *Potential Evictions Report – ASB*

Committee noted the contents of the report and S Quinn confirmed that the extract decree has now been received and the eviction is scheduled for 14th May 2024.

A Committee Member asked if there had been any contact from the tenant, S Quinn confirmed that there had not. It was further asked how long the tenant had to contest the eviction. S Quinn confirmed that a Minute of Recall can be made right up until the time set for the eviction.

8.3 *Ending Homelessness Together – S5 Referral Quota*

Committee noted the contents of the report and that HSCP are requesting that all RSL's increase the number of lets made available for Section 5 referrals to 67% in an effort to reduce the number of families facing homelessness and tackle the housing and homelessness emergency declared in Glasgow.

Committee noted that they had requested 60% last year which was declined, and it was agreed to increase it to 40%. This resulted in Rosehill being removed from the official matching process which in turn has resulted in many unsuitable referrals being made. S Quinn confirmed that the official matching process is better for organisations as there is more communication prior to referrals being made, resulting in more suitable referrals which in turn reduces the number of refusals received. It was further noted that in the previous financial year, which will be recorded in the upcoming ARC, there will be a high number of referrals received but a low number of offers, which will need to be explained.

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Committee noted that if the number is increased the other targets for internal and external lets will also need to be altered.

It was noted that SHR are currently engaging with HSCP regarding their failure to meet the required targets, with only 49% being achieved across Glasgow last year.

Committee discussed the matter and asked if a trial was possible. It was confirmed that there is no trial being offered. It was further noted that HSCP has intimated that they will take organisations to arbitration if they fail to deliver the agreed quota.

After discussion, Committee agreed to invite the Head of Homelessness Services to meet with the Management Committee in order for them to submit their concerns. It was also agreed that S Quinn should reach out to GWSF to get their views on a possible review period and other organisations views on the request. It was agreed that no decision would be made until after these items have been addressed.

9. Corporate Services

9.1 Policy Reviews

9.1.1 Flexible Working Policy

Committee noted the contents of the report and the review of the policy required following an update in legislation:

- From 6th April 2024, employees can apply immediately for flexible working, previously there was an exclusion period of 26 weeks service
- They can now submit 2 x requests within a 12 month period, previously they could only submit 1
- Requirement to meet with employee to discuss request – Rosehill already do this
- Must respond to requests within 2 months of receipt
- No requirement for employee to explain effect on workload and how this could be mitigated.

Committee noted the revised policy and approved it for immediate implementation.

9.1.2 Special Leave

A Innes advised Committee that this policy also requires to be updated following a legislation update, including:

- Employees are now entitled to one working week per year unpaid for significant caring responsibilities. This does not include childcare.
- Employees are no longer required to take the 2 weeks paternity leave immediately following the birth and can also split it into 2 separate weeks.

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Committee noted that the revised policy will be brought to the June meeting for consideration and approval.

9.2 *Report on further analysis of ARC Benchmarking: Actions to Improve Performance*

A Innes advised that following the benchmarking exercise considered at the January meeting, an action plan has been produced for areas where improvements could be made.

Committee agreed that this was a good process to carry out and noted the contents of the action plan and that updates will be provided on progress quarterly.

10. *Annual Reports*

10.1 *Notifiable Events*

Committee considered the contents of the annual report and that all Notifiable Events are reported to Management Committee at the earliest available date following the reporting of the event to SHR.

10.2 *Freedom of Information, & Personal Data Breaches (Oct 22 – Mar 24)*

Contents noted.

10.3 *Committee and Management Team Expenses*

Contents noted. Committee also noted that this will be added to the GTI.

11. *Business Plan 2021-26: Annual Plan 2024/25 – Finance Chapter*

Committee considered the narrative for the financial chapter of the Annual Plan and concluded it reflected the information presented in the 30 Years Projections report to Committee in March.

Committee approved the chapter to be inserted into the annual plan.

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

12. *Director's Matters*

12.1 *Draft Management Committee Training & Development Programme 2024*

Committee noted that the draft plan has been compiled following the annual appraisal process and includes some mandatory refresher training, the first of which is scheduled for tomorrow night.

Committee agreed that the area on vision and values would be carried out in-house by G Mogan and after discussion it was agreed, due to Committee availability, to postpone the June meeting until 3rd July and the session will be held after the meeting.

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It was further agreed that G Mogan would re-circulate the links for various online publications which may be useful and she will also explore online training for other areas.

12.2 *Proposed Constitutional Change – Update Report*

Committee noted the contents of the report, the various communications with solicitors and that our lender has given its consent to the new rules and the proposed name change.

G Mogan further advised that our solicitors had asked the FCA for its non-binding indicative view as to whether the variations in the rules would be acceptable. This has resulted in the FCA requiring further clarity on the variation to Rule 36.1. As recommended by our solicitor, it is proposed that the wording is changed to factored owners. If this is acceptable to the FCA, we will then require updated consent from our lender. It was also noted that until this is resolved the OSCR application will not be submitted.

Depending on how quickly the FCA respond and if its response is positive, it is intended to bring the updated revised rules back to Committee in May for approval.

Committee noted that following the first information leaflet being shared with members earlier in the month, only one tenant had responded and emailed some questions, which have been answered.

Committee then discussed the next stage of communication which involves holding a series of drop-in sessions for our members/tenants to attend. At the moment 8 sessions are proposed at a variety of different times i.e. morning, afternoon, evening between late May and June and a rota will be devised for Committee Members who are available to participate. If the sessions are not well attended, other options will be explored including the potential to attend the local Breakfast Club to try and engage with members there.

12.3 *Annual Assurance Statement 2023 – Visit by SHR*

Committee noted the contents of the report and that the areas The Regulator will primarily focus on are tenant safety and financial planning. The Committee further noted that the information requested by SHR prior to the visit was submitted last week, along with dates of the Chair, Vice Chair and Director's availability during the period 8th to 23rd of May. It is hoped The Regulator will confirm the date of the visit shortly and provide more information about what is to be covered at the visit. An update will be provided at next month's meeting.

12.4 *SHR – Rosehill Engagement Plan 2024/25*

Committee noted the engagement plan in which Rosehill has retained "compliant" status.

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12.5 *Review of Taxis Policy – Routine Review*

Committee noted the routine review of the policy and that no material changes were made.

13. Minutes of Sub-Committee meetings for information:

None.

14. Any Other Competent Business

14.1 *Vacancies*

G Mogan advised Committee that 4 candidates were shortlisted for interview for the Finance Manager post but 2 have since pulled out. The interviews are scheduled for 25th April 2024. It was also confirmed that 7 candidates were shortlisted for interview for the Finance Officer post, but 1 has pulled out, these interviews will be held on 30th April 2024.

Committee noted that if the Manager interviews are unsuccessful, it is intended to contact more specialised recruitment agencies for assistance with recruiting for the post.

15. Date of Next Meeting

The next meeting of the Management Committee will be held on Wednesday 22nd May 2024 at 6:00pm. K Devanney submitted his apologies.

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

Signed: _____

Date: _____

(Chair)

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