

ROSEHILL HOUSING CO-OPERATIVE LIMITED

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY
27TH OCTOBER 2021 AT 6.30PM WHICH WAS HELD AS A HYBRID
MEETING**

Present: K Stevenson (Chair) (in-person)
N Finlayson (via Zoom)
S Bannerman (via Zoom)
P McCann (via Zoom)

In Attendance: G Mogan (Director) (in-person)
K McCallum (Customer Services Officer) (via Zoom)
A Stewart (Finance Manager) (in-person)
S Hunter (Technical Services Manager) (via Zoom)

G Mogan advised Committee as part of the plans to purchase suitable equipment to enable hybrid meetings (mix of in-person and virtual attendance) one of the companies which was providing a quote, provided us with some equipment to trial. This has enabled us to trial a hybrid meeting tonight. However, due to the need to still observe 2 meter distancing it was only possible to enable 3 people to attend in person in the Committee room.

K Stevenson reminded Committee that as some Committee Members are attending virtually, it remained important that members do not all speak all at the one time and that everyone will be given the opportunity to speak individually.

K Stevenson reminded Committee of its decision at last month's meeting to approve the appointment of the 2 potential Committee Members to the Management Committee subject to the satisfactory completion of the required paperwork including signing the Code of Conduct, to be approved by her as Chair and G Mogan as Secretary. K Stevenson confirmed that P McCann had submitted all the required paperwork which she and G Mogan had approved.

She advised that the appointment of the other potential committee member could not proceed at this time.

Committee then welcomed P McCann to the Management Committee.

K Stevenson advised that P McCann being present caused the meeting to become quorate.

1. Apologies

Apologies for absence were received from K Leitch, J Thomson and M Cameron.

It was also noted that M Baldie and S Littlejohn have been granted Special Leave of absence.



K Stevenson also advised that K Thomson had submitted her resignation from the Management Committee due to personal reasons. Committee agreed she would be a loss and requested that thanks be passed on for her commitment and contribution during her service.

2. Declaration of Interest

None.

3. Minutes of previous meeting held on Wednesday 29th September 2021 and Matters Arising

3.1 Minutes

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

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 Stevenson was authorised to sign the Management Committee Minutes of 29th September 2021.

3.2 Matters Arising

3.2.1 RE: Item 3.2 – Rosehill Tenant's Voice

G Mogan advised that following Committee's acceptance of the group's proposal in relation to the Annual Performance Report, a condensed version of the report has now been circulated amongst members by email, text and post, with more detailed information available from our website. Links to the additional information were also shared with tenants and the option to provide all information in paper form was also provided.

3.2.2 RE: Item 14 – Staffing Matters

It was noted that EVH will assist with the recruitment process, short listing and sitting on the interview panel, for the post of Corporate Services & HR Manager and Housing Services Manager. It is intended to advertise the posts next week with interviews being held in the week beginning 6th December.

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

4.1 29th September 2021

This item was deferred to the next meeting.

4.2 14th October 2021

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

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5. **Chair's Report**

The Chair advised that she has recently received correspondence from EVH in relation to the Pay Award, which will be discussed under any other business.

Nothing further to discuss.

6. **Health & Safety Matters**

G Mogan advised that there has been no change to the way staff are working since last month, working in the office 3 days per week, the office remains closed to the public but appointments are available on request. Committee acknowledged that the plans to return to more normal working have been halted due to the rise in infection rates and Winter approaching. It is unlikely we can resume our plans until early next year.

7. **Finance Matters**

7.1 *Cashflow to August 2021*

Contents noted.

7.2 *Expenses Report*

Contents noted.

7.3 *Personal Data Breaches*

Contents noted.

7.4 *Freedom of Information Request*

Contents noted.

7.5 *30 Year Financial Projections*

A Stewart led Committee through the projections and advised that extra precautions have been taken this year in terms of assumptions made.

It was noted that the cash flow is showing healthier than reported in previous years due to a reduction in the number of units proposed for the Gowanbank site should it go ahead.

It was further noted that the projections show a deficit in year 24 due to the planned maintenance scheduled in that year. Our loan covenants require that a surplus is made each year. However this won't be an issue as all of our loans will be repaid by then.

Committee considered the contents of the projections and agreed to adopt them, noting that there is sufficient fund available to achieve all plans/objectives.

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8. Technical Services Matters

8.1 Planned & Cyclical Works Progress Report

Contents noted.

8.2 Potential Gowanbank Land Purchase

Committee noted the contents of the report and that Glasgow City Council have approached Rosehill to purchase the land at the former Gowanbank school site, despite the costs/plans not yet being finalised.

It was noted that GCC have confirmed that the development will be fully funded and should it not proceed any costs incurred will be reimbursed.

A committee member asked whether Rosehill will still have a say in the size/type of properties to be on the land. It was confirmed that as part of the planning process the waiting lists would be looked at to see the size/type of properties which are in the most demand.

Another committee member commented that if Rosehill does not purchase the land there is a possibility that Sanctuary Scotland would purchase it instead. Staff agreed this is a possibility.

After discussion, Committee agreed that the purchase of the land is a low risk to Rosehill as it has already been confirmed that all costs would be covered and approved the proposal to purchase the land.

8.3 Doors and Windows – Architect Appointment

Committee noted the proposal for the upcoming contract in several developments, and that the fee proposed is just above the threshold for staff to approve and requires Committee approval.

After discussion, Committee approved the appointment of MAST Architects for the sum of £17,280 including VAT.

9. Housing Services Matters

9.1 Potential Eviction Cases Report

Committee noted that there is no updates available since the Committee report last month.

10. Barratt Flats – Update

Committee noted the contents of the report and noted that GCC have now revised the estimated completion date for the close works to mid November 2021.

It was also noted that the Factoring Co-ordinator is now in post and that Rosehill now owns a total of 18 flats in the development which contains 197 flats in total.

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

11. Proposed new 5 Year Business Plan 2021-26 for approval

G Mogan advised that this is the end product of the sessions facilitated by Linda Ewart and the consultations carried out.

Committee noted that apart from some minor data required in terms of some of the year-end results from Technical Services, the Plan was complete. It was acknowledged that the remaining data to be added did not have a material impact on the plans and objectives set out in the Plan.

Committee agreed that the Plan reflects the outcome of the business planning events and consultations and that account had been taken of key factors both in the local and wider context that influence and impact our operating environment.

It was further agreed that risk has been sufficiently considered in the Plan in terms of external factors that could impact on our ability to deliver our plans and objectives and planned priorities

Committee also acknowledged that the financial projections were approved earlier in the meeting and are realistic and robust and demonstrate we are able to deliver our business plan objectives.

After discussion, Committee approved the Business Plan.

12. Annual Risk Strategy Statement

In accordance with the Risk Management Policy, Committee undertake an annual review of our risks as part of its business planning processes and approve its Annual Risk Strategy Statement.

Committee considered the draft annual risk strategy statement and agreed that no risks have crystallised in the past year.

A discussion took place on the material risks: Coronavirus; Economic Uncertainty, Inability to Recruit and Sustain Committee Members and Development Activities. In terms of Committee Membership it was agreed that a sustained and intense recruitment campaign would be undertaken in the coming year. Committee acknowledged that depending on the outcome of the campaign, it may need to consider the future constitution of Rosehill. It was recognised that any change to Rosehill's fully mutual status would need to be carefully considered.

After discussion, Committee agreed that there were no further changes required and approved the statement.

13. Governance and Corporate Services Matters

13.1 Annual Assurance Statement

G Mogan presented the annual assurance statement for Committee approval, which is the outcome of the Assurance Session Committee had with Linda Ewart.

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Committee agreed that they are confident that Rosehill complies with the requirements of the Regulatory Framework and are confident that the necessary evidence is in place to prove this.

It was further noted that the assurance exercises are reviewed regularly by the Management Team and the Audit Sub-Committee.

Committee approved the Annual Assurance Statement and authorised K Stevenson to sign it and upload to the SHR portal.

13.2 *Renewal of Data Protection Officer Service*

Committee noted G Mogan's intention to renew Rosehill's subscription to the service for the next year at a cost of £7128.

It was noted that the service received in the past six months has been hugely beneficial and extensive work had been undertaken by the DPO on behalf of Rosehill including: review of DP and associated policies, production of a range of new transparency statements (formerly known as privacy statements) assistance with FOI and SAR requests. Committee is aware that this is a specialised service and isn't driven by cost efficiencies but ensuring Rosehill's compliance with DP, FOI and EIR.

Committee recognised that an expert in this field is required and based on our positive experience to date, there were no objections to the proposal to renew the contract with Information Law Solutions for one year.

13.3 *Rosehill's Landlord Performance Report 2020/21*

Committee noted the contents of the report, which is information compiled by SHR from the ARC return. It recognised that Rosehill's results were better than the Scottish Average. It further recognised that as our year end is to 30th September, the impact of Covid-19 isn't captured in the ARC results for the full year. Covid-19 arose in the last 6 months of our financial year ending 30/09/20.

G Mogan advised that the report is now available on the website and thanked P McCann who had picked up on a minor error in the report which has now been corrected.

14. *Matters for Updating*

G Mogan advised that there was no update available. She is continuing to pursue the solicitor for a response and has expressed Committee's dissatisfaction with the lack of progress to date.

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

15.1 *Audit Sub-Committee meeting held on 29th September 2021*

Contents noted.

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16. **Any Other Competent Business**

16.1 *RSL Co-option*

G Mogan advised that she had been approached by a consultant who is carrying out work on behalf of another RSL and asked to join a short-term investigation sub-committee. It would appear she is being appointed as a co-optee for the duration of the task. G Mogan has accepted the invitation on the understanding that it is purely for the task specified and any work required will be undertaken out with Rosehill business hours.

16.2 *2022 Calendar*

Committee is aware that Rosehill produces a calendar every year to send to all members. The printing company has suggested a Covid/Thank NHS theme. The photos provided are of key workers and the rainbow logo etc. G Mogan advised that staff normally decide the theme of the calendar which typically has been scenic Scotland or Glasgow themes. However, due to the printer's suggestion she wanted to give the Committee the opportunity to comment.

After discussion, Committee agreed that members probably would not want to be reminded of the period for the next year and opted for more a more scenic theme instead such as Scotland or Glasgow.

At this point, K McCallum left the meeting and G Mogan was requested to leave the meeting and room for the next item only.

16.3 *EVH Annual Pay Award*

K Stevenson advised Committee that Rosehill had received a letter from the Chair of the EVH Joint Negotiating Committee about the pay award for 2022. It had been flagged that due to inflation at September 2021 sitting at 3.1% this is above the ceiling for the current pay deal. The pay deal is based on October inflation and states that if CPI is above 2.5% this will trigger a return to negotiations. Based on the September inflation rate it is anticipated that the October rate will be above 2.5%.

To ensure preparations are in place for a return to negotiations EVH employers' views were being sought on how EVH Negotiators should approach this.

EVH employers were being asked their views based on three scenarios as follows:

1. Where the October CPI rate is close between the ceiling 2.5% and 2.9%
2. Where the October CPI rate is between 3.0% and 3.5%
3. Where the October CPI rate is more than 3.5%

There was also a 4th option which was to hold back and see what the inflation figure does over the coming months and in particular as we get closer to April 2022.

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After some discussion Committee agreed to go with the 4th option and hold off to see what happens with inflation over the coming months.

At this point G Mogan rejoined the meeting.

G Mogan advised she had no other matters to raise under Any Other Competent Business.

17. Date of Next Meeting

The next meeting of the Management Committee will be held on Wednesday 24th November 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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