

ROSEHILL HOUSING CO-OPERATIVE LIMITED

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON
WEDNESDAY 25TH NOVEMBER 2020 AT 6:30PM WHICH WAS
HELD REMOTELY USING ZOOM**

Present:	K Stevenson	(Chair)
	M Cameron	(Vice Chair)
	N Finlayson	
	M Baldie	
	J Thomson	
	A Cleary	
	S Littlejohn	
In Attendance:	G Mogan	(Director)
	A Stewart	(Finance Manager)
	S Hunter	(Technical Services Manager)
	L Chelton	(Housing Services Manager)
	K McCallum	(Customer Services Officer)
	O Gaffney	(SHARE)

K Stevenson welcomed Amanda Cleary and Suzanne Littlejohn who have recently joined the Management Committee. She then asked those present to introduce themselves for the benefit of the new members and tell them a little bit about themselves.

K Stevenson reminded Committee that as the meeting is being held using video conferencing, it was essential that members do not all speak all at the one time and that everyone will be given the opportunity to speak individually.

K Stevenson introduced Olwyn Gaffney from SHARE who is attending the meeting for the Committee Annual Assessment business.

1. Apologies

Apologies for absence were received from S Bannerman. It was noted that E Henderson, K Thomson & K Leitch are on Special Leave.

2. Declaration of Interest

None.

3. Committee Members' Annual Assessments:

3.1 Report on Outcome of Assessments including Training Needs Analysis – presentation by Olwyn Gaffney, SHARE

Olwyn led Committee through her report which was produced following her observation of a Committee meeting, the

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questionnaires completed by the Management Committee members and one to one discussions with Committee.

Overall, she was impressed with the way the Committee worked well together, the meetings were well chaired, relevant questions were asked, and everyone seemed to understand and participate in the meetings.

It was confirmed that the individual assessments have been issued to Committee.

Olwyn advised that in conclusion there are five points which she recommends Committee address:

- staying up to date with the needs and priorities of the tenants;
- succession planning;
- implementation of a Severance Policy;
- keeping up to date with policy and practice; and
- plan for training and development.

It was agreed to invite Olwyn back to a future meeting to go through the plan in more detail and to provide examples on how to achieve the recommendations.

The Chair thanked Olwyn for her assistance in the annual assessment process, which had been quite a daunting task in the past and confirmed that it seems to have been a much more effective process this year.

Committee thanked Olwyn for attending and she then left the meeting.

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

4. Minutes of previous meeting held on Wednesday 28th October 2020 and Matters Arising

4.1 Minutes

N Finlayson advised that she had been in attendance at this meeting although she is not on the list of attendees. Subject to the above correction, the minutes were approved as true and accurate.

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 28th October 2020.

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4.2 *Matters Arising*

4.2.1 RE: Item 6.4 – Freedom of Information

As requested by Committee, A Stewart confirmed that 7 other RSL's had imposed a fee for the information request sent to multiple RSL's. It was noted that the fee was not paid and in that case the information provided would have been limited.

4.2.2 RE: Item 10.2 – Recruitment to Management Committee

G Mogan advised that L Convery has had a change in personal circumstances and is no longer in a position to be able to join the Management Committee at this time.

4.2.3 RE: Item 13.3 – SHIP Consultation

S Hunter confirmed that the consultation response had been submitted by the deadline.

5. **Chair's Report**

5.1 *Committee Timetable*

K Stevenson confirmed that a subsequent change has been made to the timetable in respect of the presentation of the benchmarking results. This information is taken from the dataset of all ARC returns published by SHR. However, as the deadline for submitting this year's ARC was extended by 2 months, the dataset has only recently been made available by SHR. It is anticipated that the benchmarking analysis will be available for Committee's consideration in January.

5.2 *EVH Wage Increase*

K Stevenson confirmed that she had submitted Committee's response as agreed at the last meeting. For information, G Mogan advised that the CPI figure for October 20 is 0.7% which is below the floor previously set.

6. **Finance Matters**

6.1 *Cashflow to 30th September 2020*

Contents noted.

6.2 *Management Accounts to 30th September 2020*

A Stewart referred to the report and advised that a surplus of £1.2M is recorded which is substantially higher than budget.

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The following points were noted:

- Turnover – The void rent loss is higher than budget. This is due to being unable to let properties in the normal manner due to COVID-19 and contractors needing longer to complete works due to the restrictions.
- Employee costs came in below budget, as the additional staff member budgeted for was not required, and there was no requirement for temporary or agency staff in the year.
- Estate costs – under budget. This is the biggest variance due to the repair service not being fully functional and various planned and cyclical contracts being suspended.
- Office overheads came in below budget with some areas being underspent due to the office being closed for the past few months.
- Wider Action costs – spend below budget as the annual fun day was cancelled due to COVID-19.

It was noted that all KPIs were met with the exception of the void rent loss KPI.

A Stewart confirmed that all loan covenants were comfortably met.

Committee agreed that considering the current circumstances, Rosehill has performed well financially and there is nothing of concern in the accounts.

Committee considered and approved the Management Accounts to 30th September 2020.

6.3 30 Year Financial Projections

A Stewart led Committee through the annual update of the projections. It was noted that Rosehill is always prudent when making assumptions, but has been extra prudent in light of the unknown effects of COVID-19 and the imminent end of the Brexit transition period.

It was noted that rent increases have been assumed at inflation only, while the majority of costs have been assumed to increase by inflation plus 0.5%.

Committee noted that bank balances are at the lowest in year 2 and that the loans will be repaid by year 14. It was also noted that a deficit was projected in year 25 due to major works planned for that year.

A Stewart referred to the graph which shows the negative impact on bank balances should the rent increases be below inflation.

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In summary, Rosehill is in a very good financial position and has sufficient funds in place to meet all of its business plan objectives and to complete its planned maintenance programme.

Committee approved the updated 30 year financial projections.

7. *Technical Services Matters*

7.1 *Planned & Cyclical Works Progress Report*

Committee noted the contents of the report and that all non essential works have been suspended again whilst in tier 4.

S Hunter confirmed that the deadline for compliance with the new Fire Regulations is anticipated to be extended to January 2022.

8. *Housing Services Matter*

8.1 *Potential Evictions Report*

L Chelton led Committee through the report and for the benefit of the new members explained the following:

3 cases have been sisted, which means that they have already been heard at court, a repayment arrangement has been made which is being maintained.

1 case has been dismissed as the debt has now been fully cleared.

9. *Quarterly/Nine Month Organisational Performance Report:*

9.1 *Main Organisational Performance Report and Exceptions Report*

G Mogan advised on the traffic light system used for the benefit of new members and that any outcomes in amber or red are showing on the exceptions report to detail the reason for the failure and what measures have been put in place to mitigate these.

Committee agreed that considering the challenges faced this year, performance is still very good and acknowledged that this has only been achieved due to the commitment from staff.

G Mogan confirmed that there has been no negative impact in the rent arrears figure as a result of COVID-19 and in fact the result this year is better than the target set and also the result from last year.

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9.2 Complaints

Committee noted the contents of the report for the 4th quarter and the full year. It was further noted that there has been a drop in the number of complaints received which is probably due to COVID-19.

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

10. Governance and Corporate Services Matters

10.1 Annual Business Plan 2020/21 – for approval

G Mogan advised that this is the end product of the process started in July and the 2 sessions Committee has with Linda Ewart. It was further noted that this is also the final year of the current 5 year plan and consultation/discussion for the new plan will begin around April.

Committee were unsurprised that COVID-19 has heavily influenced this year's activities.

A Committee member asked if new build will still be able to go ahead. G Mogan that are plans to develop are still incorporated in our Business Plan and financial projections. However, once a full financial appraisal of the proposed new build has been produced this will be brought to Committee for decision.

Another Committee member commented that the effect Brexit with have on supplies/construction is unknown but that Rosehill is financially sound and will monitor and adapt should it be needed.

Another committee member commented that the effect on the economy post COVID is also unknown and it is important to monitor this also.

G Mogan further advised that Rosehill's rent are still affordable and remain very favourable in comparison to other landlords.

After discussion, Committee approved the Business Plan.

At this point, S Littlejohn left the meeting.

10.2 Annual Assurance Statement – for approval

G Mogan presented the 2nd annual assurance statement for Committee approval.

Committee agreed that they are confident that Rosehill complies with the requirements of the Regulatory Framework and

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following their compliance sessions with Linda Ewart are confident that the necessary evidence is in place to prove this.

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

11. Matters for Updating

11.1 Barratt Flats

G Mogan advised that following the Special Management Committee meeting last night she had no further updates.

11.2 Supported Accommodation

There are no further updates available at this time.

12. Any Other Competent Business

12.1 Pension Review

G Mogan advised that following Committee's previous decision that the position with pensions would be reviewed on an annual basis, she had asked Gordon Birrell, Chiene & Tait to produce a report to assist with the review. It was noted this report will be presented at the December meeting, along with some financial information, for Committee to consider and make a decision.

13. Date of Next Meeting

The next meeting will be held on Wednesday 16th December 2020 at approx. 7pm following the Audit Sub-Committee meeting scheduled for 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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