

ROSEHILL HOUSING CO-OPERATIVE LIMITED

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY
24TH FEBRUARY 2021 AT 6:30PM WHICH WAS HELD REMOTELY
USING ZOOM**

Present: K Stevenson (Chair)
M Cameron (Vice Chair)
K Leitch
S Bannerman
N Finlayson
M Baldie
J Thomson
K Thomson

In Attendance: G Mogan (Director)
A Stewart (Finance Manager)
S Hunter (Technical Services Manager)
L Chelton (Housing Services Manager)
K McCallum (Customer Services Officer)

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.

1. Apologies

Apologies for absence were received from S Littlejohn. It was noted that E Henderson is on Special Leave.

2. Declaration of Interest

None.

3. Minutes of previous meetings held on:

3.1 Wednesday 27th January 2021

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 27th January 2021.

3.2 Matters Arising

3.2.1 RE: Item 11.3 – Review of Equality and Diversity Policy

G Mogan advised that following a request from Committee, she had looked up the definition "Mental Disorder" and confirmed that this is the language quoted in the Mental Health Act 2003.

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

4.1 23rd December 2020

The minutes were approved on a motion by M Cameron and seconded by N Finlayson.

4.2 28th January 2021

The minutes were approved on a motion by K Stevenson and seconded by M Cameron.

4.3 12th February 2021

The minutes were approved on a motion by N Finlayson and seconded by J Thomson.

5. Chair's Report

5.1 EVH – Wage Negotiations

At this point, A Stewart, L Chelton, S Hunter and K McCallum joined a breakout room to allow Committee to discuss this matter confidentially. G Mogan recapped on the process undertaken to date and the feedback that Committee had submitted. She then left the meeting.

Once staff returned to the meeting, K Stevenson advised that Committee had agreed to vote Yes to the 2 year deal and delegated authority to G Mogan to advise EVH.

6. Finance Matters

6.1 Management Accounts to 31st December 2020

A Stewart referred to the report and advised that a surplus of £237,993 is recorded which is higher than budget.

The following points were noted:

- 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 whilst in tier 4 lockdown.
- Bad Debts – under budget. This is due to rent arrears being low.

It was noted that all KPIs were met.

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 31st December 2020.

6.2 *Cash Flow to December 2020*

Committee noted the contents of the report.

7. **Technical Services Matters**

Nothing to report.

8. **Housing Services Matters**

8.1 *Potential Evictions Report*

L Chelton advised Committee that both cases in the report have now called at Court and 1 decree was awarded which will be enforced as soon as the ban on evictions is lifted. The other case was continued for another month. It was further noted that no payments were received for either case again this month.

9. **Organisational Performance Reports:**

9.1 *1st Quarter to December 2020 and Exceptions Report*

Committee noted the performance for the 1st quarter and that in general performance was good and some matters were out with Rosehill's control and had been impacted by Covid-19

9.2 *Complaints – Q1 to December 2020*

Committee noted the contents of the report and that there were no lessons to be learned from the complaints made.

10. **Business Plan Objectives:**

10.1 *Section Operational Plans 2020/21 – Progress Report Q1*

Committee noted the progress in each section and that in the majority of areas targets are being achieved. The areas which are not achieved are mainly due to Covid-19 as expected.

Committee agreed that performance is strong and staff are dealing with exceptional circumstances as best as they can.

11. **Barratt Flats: Factoring Role – Update**

G Mogan provided a recap on the progress with this matter and confirmed that the Council had now provided a formal written response to Rosehill's terms and conditions for taking on the factoring role. She advised the Council had agreed to all the conditions with the exception to the variation to the funding contribution to the Factoring Officer post, which Committee had already agreed to. She added that the letter had been considered by the Management Team and our solicitor who were satisfied with it. There were two conditions that needed further discussion to reach an agreement on the

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details. G Mogan advised that the purpose of the 2 virtual meetings held with GCC (the last one being held today) were to set out the specifics of the specification of the internal common close works and the types of services to be covered by our proposed factoring service which would be subject to the Council's 5 Year Maintenance Plan.

The first meeting about the internal common close works had concluded an agreement of the works specification to Rosehill's satisfaction. G Mogan added that she was seeking legal advice on Rosehill's involvement on certain matters in the short-term. She added that the Council had since released the notes from the first meeting and although mainly happy with them, some changes needed to reflect our understanding of certain matters discussed.

The second meeting was only held today and our solicitor was also in attendance. The Council appeared receptive to the services that we wished to include in our factoring service which would be covered by the Council's 5 year maintenance plan. Our Finance Manager had advised the Council that clarification is required on the status of any other common supplies e.g. water tanks, aerials, fans, as further services may need to be added to the factoring service. The Council had accepted this.

A possible solution to Rosehill's involvement in the short-term had been identified but would require the Council's assurance to underwrite any costs incurred by Rosehill.

Committee discussed the progress and position to date and acknowledged that subject to further assurances being obtained from the Council that matters were progressing. Committee decided, that as the Council had agreed to its conditions, to ensure progress was not unnecessarily hindered to delegate authority to G Mogan to continue to move matters on, taking legal advice where necessary and, if necessary, liaise with the Chair and Vice Chair in between Committee meetings.

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

12. ARC 2019/20 – benchmarking results

G Mogan advised that she had added another comparison category this year – RSL average which excludes Local Authorities.

The following was noted:

- Local comparison – in 17 out of 27 areas compared, Rosehill has the best performance, the other 10 are showing in amber which is still a very good result.
- Similar Sized comparison – Rosehill has the highest number of outcomes in green in this category
- Scottish Average – Rosehill performs the best in all 27 areas
- RSL Average – Rosehill performs the best in 26 of 27 areas

Committee were very happy with the results and agreed it provides extra assurance of our continued strong performance.

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G Mogan confirmed that the Landlord Report is available in the Resources section of Decision Time and also on SHR's website.

13. Governance & Corporate Services Matters

13.1 Review of Membership Policy

Committee noted the contents of the report and the revised policy which is largely taken from the Rules so not much can be altered.

Committee approved the revised Membership Policy for immediate implementation.

13.2 Business Planning – Preparations for new 5 year Plan

Committee noted the initial preparations for this year's business planning. G Mogan confirmed that the 1st business planning sessions have been scheduled for 21st April and 19th May 2021. The 3rd session will be either the 16th or 23rd June. Committee had no objection to these dates.

13.3 Secretary's Report

Committee noted the contents of the report.

13.4 Annual Inspections of Registers

Committee noted the contents of the Register of Interests/Declarations. G Mogan advised that the Disposals Register, Gifts and Hospitality Register and Frauds and attempted Frauds are all physical registers and cannot be inspected as meeting held via Zoom, she confirmed that there had been no new entries in any of these registers since the last inspection. Committee authorised K Stevenson to sign the registers when appropriate to do so.

14. Glasgow & West of Scotland Forum – Manifesto for Scottish Parliamentary Election

Committee considered the Manifesto and approved the additional points Rosehill wished to make for submission. It was further agreed that there were no other areas they wished to highlight.

G Mogan advised that she had recently received an invitation from Humza Yousaf MSP to attend a Virtual Catch Up on 4th March with some other organisations. G Mogan confirmed that she will share the comments made with the MSP for possible comment/discussion at the catch up.

15. Matters for Updating Report

Committee noted the contents of the report and after discussion agreed that it now wished Rosehill to progress the application itself. Committee asked G Mogan to convey its decision to our solicitor and instruct them to start the process.

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16. Any Other Competent Business

16.1 Gowanbank Parent Council – Donation Request

At this point, K Stevenson declared an interest in this item as she knows the person who submitted the request. It was agreed that K Stevenson would take no part in the decision on this matter.

G Mogan advised that she has received a letter requesting assistance with their project GowanbankGrub which provides families in the community with short term emergency support with food. It is unclear from the letter whether they are seeking financial support or donations. After discussion Committee it was agreed that G Mogan would contact the group for clarification. Committee further decided that if it was a funding request that G Mogan should deal with the matter. It was also suggested that the group be pointed towards G53 Together to make a funding application.

16.2 Membership Organisations

G Mogan reminded Committee that they had delegated authority to G Mogan to deal with various subscription/membership Rosehill holds with other organisation and the annual fees applicable.

The list of these organisations and the fees will be updated and brought back to Committee for information, however G Mogan confirmed that she recently renewed the annual membership to GWSF at a cost of £3799.

16.3 Hillwood Trust

G Mogan advised Committee that the Hillwood Trust has, in a recent press release, named Rosehill as a partner organisation when announcing their success in obtaining £100,000 from sportscotland's Sports Facility Fund, to spend on their projects in the local community.

16.4 Committee Training Programme

G Mogan confirmed that the annual training programme has been updated to include the date for the final session which will be held on 1st September 2021. There were no objections to this date.

17. Date of Next Meeting

The next meeting will be held on Wednesday 31st March 2021 at 6:30pm.

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

Signed: _____
(Chair)

Date: _____

