

ROSEHILL HOUSING CO-OPERATIVE LIMITED

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON
WEDNESDAY 25TH SEPTEMBER 2024 AT 6.00PM**

Present: N Finlayson
K Stevenson
J Gallen
A Greene
J Thomson
H McLatchie
K Devaney
P McCann
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)

It was noted that G Mogan would Chair the meeting until the Chair is elected at agenda item 4.1.

1. Apologies

Apologies for absence were received from K Thomson.

2. Declaration of Interest

None.

3. Annual Signing of Committee Documents:

3.1 Committee Members' Code of Conduct

It was confirmed that the Code of Conduct had been signed by all members. The signed copies will be added to Committee's individual folders on DecisionTime.

3.2 Declaration of Interests

It was confirmed that the Annual Declaration of Interests had also been completed by all members. The completed forms will be held in Committee Members individual folders on DecisionTime.

3.3 Eligibility for the Committee

It was confirmed that the Eligibility forms had also been completed by all members. The completed forms will be held in Committee Members individual folders on DecisionTime.



3.4 *Committee Equalities Form*

It was confirmed that the Equalities forms had also been completed by all members.

4. ***Election of Office Bearers***

4.1 *Chairperson*

Paula McCann was nominated by A Greene and seconded by K Stevenson.

There being no other nominations, P McCann accepted and was duly elected as Chairperson.

At this point, P McCann took over the Chairing of the meeting.

4.2 *Vice Chairperson*

Kerry Stevenson was nominated by P McCann and seconded by J Gallen.

K Stevenson advised that she has held an office bearer position for over 6 years now (5 years as Chair and 1 year as Vice Chair) and advised that she was willing to be the Vice Chair for another year but intended to step down as an office bearer from next year. It was agreed that K Devanney would shadow K Stevenson to be in a better position to consider the post next year.

There being no other nominations, K Stevenson accepted and was duly elected as Vice Chairperson.

4.3 *Secretary*

Committee agreed that this position should be filled by G Mogan.

There being no other nominations, G Mogan accepted and was duly elected as Secretary.

5. ***Formation of Sub-Committees:***

5.1 *Staffing and Health & Safety*

H McLatchie, K Stevenson, A Greene and J Gallen indicated they would be willing to serve on this sub-committee again. There were no objections and no other Committee Member expressed an interest in joining, as such it was agreed that these would be the members of the Sub-Committee.

5.2 *Audit & Risk*

J Thomson, K Devaney and S Bannerman indicated they would be willing to serve on this sub-committee. There were no objections and no other Committee Member expressed an interest in joining, as such it was agreed that these would be the members of the Sub-

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Committee. It was acknowledged that K Thomson, who wasn't at tonight's meeting would be given the opportunity to join the Audit & Risk Sub-Committee.

6. Minutes of previous meeting:

6.1 Wednesday 28th August 2024

The minutes were approved as a true and accurate record and were signed by P McCann.

6.2 Matters Arising

None.

6.3 Decision/Actions Tracker

Committee noted the progress with the various items listed and noted that evidence will be provided where relevant.

A Innes confirmed that the action allocated to herself in connection with Staff Equalities had now been completed.

A Committee Member asked if there were any issues when the contract with Wylie & Bisset was terminated. G Mogan confirmed that there were no issues, they have to return any documents they hold and then their electronic access to various files will be closed.

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

7.1 5th September 2024

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

7.2 11th September 2024

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

8. Chair's Report

Nothing to report.

9. Finance Matters

9.1 SHR Return – AFS

Committee noted the contents of the return prepared by A Stewart with information extracted from the financial statements previously approved by Committee in August. It was noted that formal approval is not required and the return will be submitted online within the deadline.

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9.2 *Financial Conduct Authority - Annual Return*

Committee noted the contents of the return, confirmed that the personal information was correct and approved the return for submission online within the deadline.

9.3 *SHAPS Financial Assessment Results*

Committee noted the results of the assessment and was pleased to note that Rosehill has again been categorised as “low risk”.

9.4 *Cashflow to 31st August 2024*

Committee noted the contents of the report.

10. **Technical Services Matters**

10.1 *Purchasing, Procurement & Tenders Policy Review*

Committee noted the routine review of the policy and that only minor changes have been made including updating the threshold levels.

10.2 *Rechargeable Repairs Policy Review*

Committee noted the contents of the report and draft policy.

S Hunter advised that substantial changes have been made to the policy which involved looking at other organisations policies, financial analysis and current procedures. Committee were advised that the main changes are in section 6 and also the reference to accidental damage has been removed. Committee noted that some damages to components such as baths, wash hand basins etc would mean that the property would fail SHQS and as such Rosehill would need to repair/replace these items as soon as possible. It was also noted that a threshold has been made of £100 for items which would be classed as uneconomical to pursue. It was further noted that the policy is being recommended for tenant consultation.

After consideration, Committee approved the policy for tenant consultation.

10.3 *Damp and Mould Policy – Tenant Consultation*

Committee noted that no members responded to the consultation by completing the questionnaire and as such there are no further changes required to the policy previously approved by Committee and has now been implemented.

11. **Housing Services Matters**

11.1 *Potential Evictions Report*

Committee noted the contents of the report and that there were no cases to report.

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11.2 *Void Management Policy Routine Review*

Committee noted the routine review and that there is no need for tenant consultation.

12. **Corporate Services Matters**

12.1 *Data Protection Policy Routine Review*

Committee noted the routine review and that the DPO is satisfied with policy. A Innes advised that there may be upcoming legislation changes which may require another review of the policy.

12.2 *Data Retention Policy Routine Review*

Committee noted the routine review and that the DPO is satisfied with policy.

12.3 *Data Breach Management Procedure Routine Review*

Committee noted the routine review and that the DPO is satisfied with policy.

12.4 *Response Procedure for Data Subject Requests Routine Review*

Committee noted the routine review and that the DPO is satisfied with policy.

12.5 *Annual Performance Report to 31st March 2024*

Committee viewed the draft video annual performance report. It was noted that there are a few minor amendments to be made and the new Finance Manager will be given the opportunity to contribute.

Committee approved the draft report and noted that a paper version will be available for those members who prefer that method.

12.6 *2025 Calendar Competition winners selection*

Committee noted the entries from the Fun Day and that staff also reached out to a local Nursery for drawings for Apr/Mar as there were no entries for that period from the Fun Day.

Committee went through all entries and selected the winners.

13. **Review of Strategic Risks**

Committee noted the contents of the report and the changes made by the Audit & Risk Sub-Committee and the Management Team at their respective meetings in August. After consideration it was agreed that no further changes are required at this time.

S Hunter, S Quinn and A Innes then left the meeting.

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14. Director's Matters

14.1 *Principal Officer's Remuneration Policy – Review*

Committee noted that although there were no significant material changes to the policy, due to the topic it was still appropriate that the revised policy be approved by Committee.

G Mogan advised that EVH no longer have a model document to base this policy on but did review it and had no issues with the contents.

Committee considered the revised document and approved it for immediate implementation. Committee also agreed that the Equalities statement should be the 2nd option as it applies equally to all groups and agreed that an Equalities Impact Assessment is not required.

14.2 *Business Plan 2021-26: Annual Planning Session – Annual Rent Review*

Committee noted the contents of the report and approved the recommendation to incorporate a session into the business planning event scheduled for 23rd November to focus on the annual rent review. The session will cover affordability assessments, comparisons and impact on financial projections for various options. This will then allow Committee to make their recommendation at the Management Committee meeting on 27th November 2024.

14.3 *Annual Committee Appraisals*

Committee noted the contents of the report and after discussion, agreed that the appraisal process scheduled for early 2025 should be a light review with a full review being carried out in 2026.

A Committee Member asked about the training needs for the coming year. It was acknowledged that there was training to be undertaken in the current year based on the outcome of the committee appraisals carried out earlier in the year and required refresher training. The training for the coming year would, in part, be influenced by the outcome of the committee appraisals due to be carried out early next year. However, in addition to any identified training or any refresher training required, the training programme will be flexible and responsive to any topics that arise during the year. Committee acknowledged that it receives regular information on upcoming training sessions and if interested they can request to participate.

G Mogan advised that she has very recently received good feedback on finance training delivered for another RSL which she intends to investigate further.

14.4 *Constitutional Change – Next Stages*

Committee noted the contents of the report and that the paperwork has now been submitted to FCA and it is anticipated that the change may be approved in 15 working days. Following this our solicitor will

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submit a Notifiable Event to SHR and then the final stage will be to submit the application to OSCR.

Committee considered the proposal and approved the amendment to the current logo from Co-operative to Association and agreed that they may consider a full rebrand in due course. It was noted that letterheads, tenancy agreements and office signage will need to be updated immediately after the change but once the OSCR application has been approved further changes will need to be made to the letterhead and tenancy agreement. Staff are currently compiling a list of all documents which require the logo updated and to establish if our charity number will need to be included once approved by OSCR.

A Committee Member asked whether it is intended to have any publicity around the name change. G Mogan confirmed that there is a list of individuals and organisations where it would be necessary/appropriate to inform them of the change and it was agreed that Committee can make a decision once the OSCR application is complete if they want any further publicity e.g. an article in Scottish Housing News.

14.5 Director's Report

Committee noted the contents of the report.

It was noted that the Management Team will consider the consultation on proposed changes to the ARC and the draft response will be presented to the October Committee meeting for approval.

Committee further noted that the Annual Assurance Session is scheduled for 15th October 2024.

At this point K McCallum left the meeting.

14.6 Confidential Report

This is the subject of a confidential report.

15. Minutes of Sub-Committee meetings for information:

15.1 Audit & Risk Sub-Committee meeting held on 29th August 2024

Contents noted.

16. Any Other Competent Business

None.

17. Date of Next Meeting

The date of the next meeting of the Management Committee will be held on Wednesday 30th October 2024 at 6:00pm.

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

Signed: _____

Date: _____

(Chair)

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