

ROSEHILL HOUSING CO-OPERATIVE LIMITED

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY
29TH JUNE 2022 AT 6.30PM AS A HYBRID MEETING**

Present: P McCann (Vice Chair) (in-person)
N Finlayson (Via Zoom)
J Thomson (in-person)
H McLatchie (in-person)
K Devaney (in-person)

In Attendance: G Mogan (Director) (in-person)
A Stewart (Finance Manager) (in-person)
S Hunter (Technical Services Manager) (via Zoom)
S Buchanan (Housing Services Manager) (in-person)
A Innes (Corporate Services & HR Manager) (in-person)

P McCann advised Committee that in the absence of the Chair, she would be chairing tonight's meeting. She advised that N Finlayson, Committee Member, and S Hunter, Technical Services Manager were attending the meeting via Zoom.

1. Apologies

Apologies for absence were received from K Stevenson, S Bannerman, A Claffey and K Leitch

It was also noted that S Littlejohn has been granted Special Leave of absence.

2. Declaration of Interest

P McCann advised that the report being considered at agenda item 12.3 involved the Housing Services Manager, however, S Buchanan would not be present when the matter is being discussed.

3. Minutes of previous meetings and Matters Arising:

3.1 Wednesday 25th May 2022

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

3.2 Matters Arising

13.1 Draft ARC 2021/22 Submission – for approval

G Mogan advised that the ARC figures were uploaded and submitted to SHR portal following Committee approval at the May meeting.

13.3 Business Plan – Annual Planning Event

G Mogan reminded everyone that the annual planning event had been arranged for Tuesday 5th July 2022 at 9.30am. The event will be held



in the GoGlasgow Hotel and will be facilitated by Linda Ewart. G Mogan will shortly email the programme for the day to everyone.

6.3 Treasury Management Report

A Stewart has still to prepare the report relating to the pros and cons of paying off our loans. She advised that it would be prudent to wait until our long-term financial projections are updated with the new life cycle maintenance costings which are currently being prepared by external consultants. This would give a better understanding of the financial implications of redeeming our loans, especially in the current economic climate, and enable Committee to make a better-informed decision.

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

4.1 17TH May 2022

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

4.2 1st June 2022

The minutes were deferred to the next meeting due to the absence of S Bannerman.

4.3 9th June 2022

The minutes were deferred to the next meeting due to the absence of both K Stevenson & K Leitch.

4.4 14th June 2022

The minutes were deferred to the next meeting due to the absence of S Bannerman.

5. Chair's Report

P McCann advised that there was no report to present this month.

6. Finance Matters

6.1 Cashflow to 31st May 2022

Committee noted the contents of the report.

M
i
n
u
t
e
s

7. Technical Services Matters

7.1 Policy Review – Provision of Reactive Repairs Service

S Hunter advised that there were no fundamental changes to the policy. Minor changes were made to update the wording of GDPR information and the use of replacement battery operated smoke alarms as these are no longer in use in our stock.

A committee member asked if there was a separate policy to cover qualifying repairs. S Hunter advised that qualifying repairs is a government backed scheme therefore although it is referred to within this policy, there is a sperate policy to cover these. It was suggested that an appendix could be added to this policy for reference.

Committee noted the contents of the report and approved the policy.

7.2 Quarterly Gas Audit Report

Committee noted the contents of the report.

8. Housing Services Matters

8.1 Potential Evictions Report

S Buchanan confirmed that both cases 443 & 443x have maintained their agreed arrangements and if this continues, we will request that they are sisted when they call at court on 6th July.

Committee noted the contents of the report.

8.2 Tenant Satisfaction Survey 2022

S Buchanan advised that a meeting was held with Alan Kennedy from Knowledge Partnership today to discuss timescales for each step of the process. S Buchanan will speak with our DPO to prepare a data sharing agreement before any information is passed over to Knowledge Partnership.

Committee noted the contents of the report.

8.3 Digital Strategy

S Buchanan advised that this strategy is still being developed and she intends to bring the finalised document to the next meeting for committee approval.

Committee noted the contents of the report.

M
i
n
u
t
e
s

9. **Corporate Services Matters**

9.1 *Overtime Working & TOIL Policy – for approval*

AI advised that the policy review resulted in only minor changes i.e. updated job titles and the flexi end time.

A committee member asked if staff had been consulted on this policy. AI confirmed that this wasn't necessary due to there only being minor changes to the policy however had there been substantial changes to be considered then staff would have been consulted.

Committee noted the contents of the report and approved the policy review.

9.2 *Health & Safety Update – for noting*

Committee noted the contents of the report.

10. **Glenmuir Estate – Update**

AS advised that a provisional date of 19th July 2022 has been set for the owners to vote on whether they want Rosehill to be the factor of their properties. If successful, the anticipated start date would be 1st August 2022.

AS confirmed that there were still some issues to be rectified before the vote, the main one being in relation to the additional lighting that GCC are putting into the common vestibles. This work was due to be completed on 24th June. At the last check only 14 out of the 38 lights had been installed. AS will visit the properties on 30th June to further inspect and should the majority of the lights be installed we will go ahead with the vote.

The second issue is in relation to GCC's adoption of the stairlighting which was adopted on the basis that Rosehill arrange for common electricity meters to be installed. Arrangements had been made with SP Networks to install the meters on several occasions however, they had failed to turn up as agreed. She also advised that GCC will only provide the adoption certificate to the factor of these properties and there was a concern that this wouldn't be issued if the meters weren't in place.

A committee member asked if any other utility company could carry out the meter installs instead of SP Networks. SH confirmed that this wasn't an option.

A committee member suggested that as GCC are in favour of Rosehill becoming the factor so are unlikely to cause any issues with the adoption certificate.

Another committee member asked what the implications would be if the paperwork was issued to the owners regarding the vote and then the works by GCC aren't completed. AS advised that she would have concerns about holding the vote, as we wouldn't be able to proceed with the factoring until the lighting was installed due to the health & safety risk. A large delay between holding the vote and Rosehill commencing factoring services may reflect poorly on Rosehill.

M
i
n
u
t
e
s

After further discussions it was suggested that we hold off with the vote until majority of the work is complete.

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

11. *Scottish Housing Associations' Pension Scheme – Consultation on Scheme Benefits*

Committee considered the consultation document and the covering report from the Director. After some discussion Committee concluded that it hadn't had sufficient time to consider the consultation in any depth, acknowledging the deadline of 22nd July for responses. Therefore, Committee decided that G Mogan should submit a response on its behalf explaining due to the short notice of the consultation it had been unable to consider the matter fully and therefore, was not in a position to comment further.

At this point A Stewart left the meeting.

12. *Governance Matters*

12.1 *Policy Reviews*

Committee considered the cover report and the four policies due for review and made the following decisions:

Committee and Staff Expenses Policy

Committee acknowledged that the proposed revisions were not extensive and after some discussion approved the revised policy with immediate effect.

Committee Members' Handbook

Committee acknowledged that the proposed revisions were not extensive and after some discussion approved the revised policy with immediate effect.

Committee Members' Induction Policy

Committee acknowledged that due to the extent of changes being proposed that a draft new Policy was being presented. After some discussion Committee concluded that the various proposed revisions to the Policy only served to strengthen it and to reflect more realistic practice when implementing the policy. Committee approved the revised "new" policy with immediate effect.

Declaration of Interests Policy

Committee acknowledged that due to the extent of changes being proposed that a draft new Policy was being presented. After some discussion Committee concluded that the various proposed revisions to the Policy only served to strengthen it. Committee approved the revised "new" policy with immediate effect.

M

i

n

u

t

e

s

12.2 *Governance and Assurance Review – Outcome of Quotation Process*

Committee considered the report, noting the outcome of the quotation process and that only one quote had been received through Quick Quote, which resulted in Linda Ewart being appointed. Committee further noted that G Mogan would be meeting with Linda shortly to discuss the arrangements and timetable for the review.

12.3 *Entitlements, Payments and Benefits – Allocation Case*

Committee considered the case of an allocation to someone who was connected to a staff member. Taking full account of the Director's report, Committee concluded it was satisfied that the matter had been handled correctly and that everything was in order. It noted that the matter had been entered into the Register of Interests.

12.4 *Forthcoming Policy Reviews*

Committee noted the next policies due for review which will be presented at the September Committee meeting for consideration and approval. For ease of reference, G Mogan advised that she plans to pull together the policies under one folder "Policies due for review in September" in the Resource Section of the Board Portal.

13. ***Matters for Updating***

No updates at this time.

14. ***Minutes for Noting:***

14.1 *Staffing and Health & Safety Sub-Committee meeting held on 25th May 2022*

Contents noted.

15. ***Any Other Competent Business***

15.1 *Letter from Scottish Government about Net Zero Heat Fund*

Committee noted the Director's cover report and the letter from the Scottish Government about available funding. It further noted that the Technical Services Manager will present a detailed report at the September meeting, about what properties within our stock may be eligible for such funding.

15.2 *Postponement of Audit Sub-Committee*

G Mogan advised that the Sub-Committee meeting was originally scheduled for tonight but due to the unavailability of a Committee Member had to be postponed. She advised the meeting will now be rearranged for July.

15.3 *Greater Pollok Local Development Framework - Consultation*

G Mogan advised she had received an email earlier that day from GCC about a consultation for Greater Pollok. She advised she would arrange to have it added to our website and links issued to our tenants. She added that this was a good opportunity for local people to have their say about living in the area. The survey is to help the Council find out about the issues and priorities that matter most to people who live and work in Greater Pollok. She added that individual Committee Members may wish to take part in the consultation as they are local residents.

16. ***Date of Next Meeting***

The next meeting of the Management Committee will be held on Wednesday 31st August 2022 at 6:30 pm with the Staffing and Health & Safety Sub-Committee meeting following after.

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

Signed: _____

Date: _____

(Chair)

M
i
n
u
t
e
s