

**ROSEHILL HOUSING CO-OPERATIVE LIMITED**

**MINUTES OF HYBRID MANAGEMENT COMMITTEE MEETING HELD ON  
WEDNESDAY 27<sup>TH</sup> SEPTEMBER 2023 AT 6.00PM**

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**Present:** N Finlayson (Chair)  
S Bannerman  
K Thomson  
A Greene  
P McCann (via Teams)  
J Gallen  
J Thomson

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**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)  
M McDermott (Wylie & Bisset)  
J Watson (Wylie & Bisset)

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N Finlayson advised that there would be a slight re-order of the agenda - item 6 then 8.1 would be taken after agenda item 4, then resume the agenda as normal.

**1. Apologies**

Apologies for absence were received from H McLatchie, K Devaney and K Stevenson. It was noted that K Leitch has been granted special leave.

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**2. Declaration of Interest**

None.

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**3. Minutes of previous meetings for approval:**

**3.1 Wednesday 30<sup>th</sup> August 2023**

It was noted that J Gallen had submitted her apologies for the last meeting.

Subject to the above amendment, the minutes were approved as a true and accurate record and were signed by N Finlayson.

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**3.2 Matters Arising**

None.

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

**4.1 16<sup>th</sup> June 2023**

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

## 4.2 26<sup>th</sup> July 2023

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

## 6. Finance Services Matters

### 6.1 Annual Budget 2022/23 Extended to 31<sup>st</sup> March 2024

M McDermott led Committee through the report which follows the same format as the Management Accounts. It was noted that it was easier to budget for the period to 31<sup>st</sup> March 2024 as most increases are implemented in April.

Committee noted that the following assumptions have been made:

- £577 per unit for reactive and void repairs (same as last year)
- Staff costs at current levels
- Bad debts set at 2% of income
- Interest payable set at current bank base rate of 5.75%
- Interest receivable set at 2%

It was further noted that value of assets increase as a result of capital expenditure.

Committee considered and approved the recommendations within the budget.

### 6.2 30 Year Projections Extended to 31<sup>st</sup> March 2024

M McDermott advised that the current projections have been updated in line with the proposed extended budget figures and assumed inflation rates applied for the remaining term along with stress testing and viability. It was noted that a full exercise will be carried out by March 24 for the start of the new financial year.

Committee considered the sensitivity analysis which included testing the impact of various rent increases. This led to a brief discussion on the Committee's annual rent review processes which are likely to begin in November. M McDermott advised caution when considering future rent increases as the impact on continued below inflation increases can have a detrimental impact on the financial projections. G Mogan advised that Committee will have a dedicated meeting to consider the rent increase and will request some more testing on various options from Wylie + Bisset.

Committee considered and approved the extended projections.

Committee thanked M McDermott and K Watson for attending and at this point they left the meeting.

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## **8. Housing Services Matters**

### **8.1 Scrutiny Panel Report – Lettable Standards Document**

Committee welcomed Marie Godfrey and Pauline Douglas from Rosehill Tenant's Voice to join the meeting to present their report.

Marie & Pauline advised that the group had updated the content to reflect current practices, updated the photos to more current photos and generally revised the document to be easier to read. The group also designed their own logo, and this has been added to the document as an endorsement which will also promote the group to other members. The group has also added in that in circumstances where the outgoing and new tenant agree, then certain items could be left i.e. floor coverings, window coverings. However, it was accepted that white goods could not be left, as these would need to be serviced/checked for safety reasons. The group also removed the word "good" from the statement throughout the document "in good working order" as one person's idea of this is different from others. The group are also requesting that new tenant's are asked to sign to confirm that they have read and understood the information contained in the document.

Committee thanked Marie & Pauline for attending and at this point they left the meeting.

Committee considered the recommendation and approved it for immediate implementation.

N Finlayson advised that the normal agenda would now resume.

## **5. Chair's Report**

All staff members were asked to leave the meeting for this item only.

## **7. Technical Services Matters**

### **7.1 Policy Review – Right to Repair Policy and Right to Compensation for Improvements Policy**

Committee noted the contents of the report and that the review of both policies were deemed routine with no material changes.

Hunter confirmed that they try but unfortunately good weather is not guaranteed even earlier in the year.

## **8. Housing Services Matters**

### **8.2 Equalities Report**

Committee noted the contents of the report, and that training will be organised for all Committee members and Staff.

S Quinn advised that she has been working with consultant Stuart Eglinton, who has confirmed that only minor amendments to the

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Policy and strategy are required and has recommended that it incorporates Human Rights rather than having a separate Policy.

It was noted that in order to develop an action plan on what to do with the information, which is collected, a working group will be required and S Quinn asked if any Committee members would be interested in joining. It is hoped that a maximum of 2 sessions will be required. P McCann and K Thomson both expressed interest and requested evening sessions.

### 8.3 *Potential Evictions Report*

Contents noted.

## 9. **Corporate Services**

### 9.1 *Selection and Recruitment Policy*

Committee noted the contents of the report and that the review of this policy is classed as routine with no material changes.

### 9.2 *Anti-Harassment & Bullying Policy*

Committee noted the contents of the report and that the review of this policy is classed as routine with no material changes.

### 9.3 *Presentation on Annual Performance Report*

A Innes presented Committee with the draft report in the form of a short video which will be put on the website and the link circulated to all members.

Committee agreed that this format was very good and noted that a paper version will also be circulated to those members who do not have access to the website.

It was agreed that an action area should be added to the video for those areas where the targets have not been met.

Committee approved the publication of the Annual Performance Report video which will be circulated in October 23.

### 9.4 *Health & Safety Update*

Committee noted the content of the report.

## 10. **BP 2021-26: Annual Plan 2022/23 – Extended to 31<sup>st</sup> March 2024 (and appendices)**

Committee noted that the extended plan was revised taking into account discussions during the session with Linda Ewart in July. Considerations for the next 6 months are detailed at point 2.3, which include Economy; EESSH2; SHR Regulatory Framework and Pensions. The priorities are detailed at point 2.12. Committee

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considered and concluded the revised plan reflects discussions and decided that no further amendments/additions are required.

Committee further considered the section plans, both the projected year end results and the extended plans to 31<sup>st</sup> March 2024. In general, the majority of areas have been achieved, with narrative provided for those areas not achieved and these then carrying forward into the extended plans.

After consideration, Committee approved the extended Annual Business Plan and the extended Section Operational Plans.

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

## **11. Director's Matters**

### **11.1 Insurance – Renewal Terms**

Committee considered the report and acknowledged the reasons for the significant increase in premiums, which in part were impacted by sector wide factors and also Rosehill's claims history over the last year.

A Committee Member asked if this will have an effect on the budgets. G Mogan confirmed that the revised figures have been used for the budget and projections considered earlier in the meeting.

After further discussion Committee approved the insurance renewal terms.

### **11.2 SHR: Preparing Annual Assurance Statements (AAS) – a Thematic Review**

Committee noted the contents of the report and that the Management Team has already considered the document and their comments are attached. It was agreed to use the document as a health check and it would also be added to the Assurance exercise as additional evidence. It was further noted that Linda Ewart would also touch on the document at the upcoming Assurance session.

Committee considered the 4 questions aimed at Chairperson/Board Members, the responses were recorded separately.

A Committee Member commented that taking part in exercises like these also provides further assurance.

### **11.3 Director's Report**

Committee noted the contents of the report and agreed that a dedicated meeting will be held early/mid November to consider the annual rent review. It was further noted that it may be necessary to also consider the SHR Framework Consultation at this meeting. Dates will be circulated to Committee.

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Committee further noted that due to the extended financial year the Committee annual assessments will be postponed until January, with the final report being presented to Committee in February and the training plan in place in March.

G Mogan reminded Committee that the Annual Assurance session is scheduled for 12<sup>th</sup> October 2023 and ahead of the session, Committee should be looking through the assurance exercises, with a particular focus on the tenant and resident safety assurance exercise. Part of reviewing the exercises is to test the various links in the evidence bank to verify they are working and are linked to the expected document(s).

It was further noted that the information for the Pension financial assessment has now been prepared by Wylie + Bisset and will be submitted shortly.

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

None.

**13. Any Other Competent Business**

**13.1 EVH Consultation**

Following Committee consideration of the consultation at agenda item 5 – the outcome was advised as follows:

Committee recognised that as always it needs to strike the right balance between meeting our business needs, doing the right thing for our tenants and offering a fair wage deal to our staff and acknowledged that this can be a challenge, particularly in the current economic climate. After further discussion, Committee decided that as the structure of previous negotiations seemed to work well, they are happy for it to remain as it is. With reference to the anticipated increase, Committee felt that they could not put a figure to it at this time and are happy that previous increases have struck the right balance.

A Committee Member asked if any current employees are on Grade 1 or 2. G Mogan confirmed that these grades are usually assigned to Modern Apprentice posts, which Rosehill does not have at the moment. There are a range of grades across the staff team, starting from Grade 4.

The Chair instructed the Director to submit Committee's feedback to EVH.

**13.2 Scottish Government**

Committee noted the contents of the letter from Scottish Government detailing their programme for the coming year and further noted that their plans in relation to rent control seem to be applicable to private landlords only.

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**14. Date of Next Meeting**

The next meeting of the Management Committee will be held on Wednesday 25<sup>th</sup> October 2023 at 6:00pm.

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

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

(Chair)

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