

ROSEHILL HOUSING CO-OPERATIVE LIMITED

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY
27TH APRIL 2022 AT 7.00PM WHICH WAS HELD AS A HYBRID
MEETING**

Present:	K Stevenson	(Chair) (in person)
	P McCann	(Vice Chair) (in person)
	N Finlayson	(in person)
	J Thomson	(in person)
	S Bannerman	(in person)
	H McLatchie	(in person)
	K Devanney	(in person)
	A Claffey	(in person)
In Attendance:	G Mogan	(Director) (in person)
	K McCallum	(Customer Services Officer) (in person)
	A Stewart	(Finance Manager) (via Zoom)
	S Hunter	(Technical Services Manager) (via Zoom)
	S Buchanan	(Housing Services Manager) (via Zoom)
	A Innes	(Corporate Services & HR Manager) (via Zoom)

K Stevenson advised that Marie Baldie has decided to resign from the Management Committee with immediate effect, after being on Special Leave for a prolonged period due to personal reasons.

1. Apologies

Apologies for absence were received from M Cameron and K Leitch.

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

2. Declaration of Interest

None.

3. Minutes of previous meetings and Matters Arising:

3.1 Wednesday 30th March 2022

The minutes were approved as true and accurate and signed by K Stevenson.

3.2 Matters Arising

None.

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

4.1 21st March 2022



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

4.2 *31st March 2022*

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

5. Chair's Report

5.1 *Pay Award*

K Stevenson advised she had received notification from EVH that after negotiation, the pay award has been agreed at 4.1% for this year only. Staff have been notified and this will be applied from 1st April 2022.

5.2 *Chair's Retreat*

K Stevenson advised that P McCann and herself will be attending SHARE's Chair's Retreat on 9-10th May 2022. They will provide feedback at the next meeting.

6. Finance Matters

6.1 *Cash Flow to 31st March 2022*

Committee noted the contents of the report.

6.2 *Policy Review – Financial Regulations*

A Stewart led Committee through the proposed changes to the policy and the simplified authorisation limits, which were draw up with input from the Internal Auditor.

The proposed levels are now:

Up to £5000	Manager
£5000 to £10000	Manager plus Director
Over £10000	Committee approval required

It was also noted that when making any payments, 2 signatories are required.

A discussion took place about the limits and whether these levels would be an issue for Technical Services in particular. A Stewart confirmed that the Management Team have also discussed the new levels and have agreed that these would not be prohibitive.

Committee approved the revised policy and authorisation limits for immediate implementation.

A Stewart advised that in light of the resignation of Marie Baldie, a replacement Committee signatory would be required. Committee agreed that Paula McCann should be added for this purpose.

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6.3 *FCA Return*

Committee noted the contents of the return and subject to the following amendments, approved the return for submission:

K Stevenson is no longer a Board Member of Glasgow Area Partnership

N Finlayson is a Board Member of Barratt Trust & EVH

7. ***Technical Services Matters***

7.1 *Policy Review – Adaptations Policy*

Committee noted the contents of the report and the proposal to self fund adaptations matching the grant made available by GCC annually. This would enable tenants to get adaptations done quicker and help achieve the business plan objective to enable tenants to remain in their own home.

A Committee Member asked if a plan will be draw up to determine which adaptations will be claimed for grant and which will be self funded. S Hunter advised that it is intended to claim grant for as many adaptations as possible, and frequently additional grant is made available at the end of GCC's financial year, so it may not be necessary to self fund but will allow for flexibility.

A Committee Member asked about financial risk. S Hunter confirmed that the self funding would be capped at £50,000 which is financial viable for Rosehill. It was further noted that GCC may withdraw grant funding in the future.

After discussion, Committee approved the policy and further agreed that it should be put out for tenant consultation.

S Hunter asked for and was granted permission to add an additional item.

7.2 *Radiator Replacement Contract*

S Hunter advised Committee that she had received an email late this afternoon from the contractor, City Technical Services advising that they are experiencing severe financial issues and are unable to continue with he contract at the current costs. They are willing to negotiate but if no agreement can be made they reserve the right to terminate the contract.

A Committee Member asked if there was any indication of the increase in costs and if these could be accommodated in the budget. S Hunter advised that the contractor has not made any suggestions at this stage but she anticipates it could be a 20-40% increase. It was also noted that the original tender amount was substantially under budget so this increase could be accommodated.

A Committee Member asked if this could be sign of things to come with other contracts. S Hunter advised that it is a possibility as it has

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proven difficult to get a contractor to tender for the window replacement contract.

Committee noted this information and that S Hunter will make contact in an attempt to negotiate.

8. Housing Services Matters

8.1 Potential Evictions Report

Committee noted the contents of the report.

S Buchanan advised that the notice period has now reverted back to one month, which should speed up the time taken to present a case at court.

8.2 Policy Review – Allocations

Committee noted the proposed revisions and that there are no major changes and that this policy is legislation led. S Buchanan advised that she had attempted a consultation exercise for this policy but it was unsuccessful.

After discussion Committee approved the revised policy for immediate implementation.

8.3 Policy Review – Suspensions

Committee noted the contents of the report and the revised policy which contains no major changes.

After discussion, Committee approved the revised policy for immediate implementation.

8.4 Equalities Strategy Update

S Buchanan advised that the updated Human Rights guidance has now been received and the final version of the strategy will be brought to Committee for approval next month. It was further noted that the data collections forms are almost complete and will be anonymous.

A Committee Member asked if it is known how other organisations are collecting the information. S Buchanan advised she has recently attended an event about the subject and it is a very mixed response on how others are carrying out this exercise.

9. Corporate Services

9.1 Health & Safety Update

Committee noted the contents of the report and that the Health & Safety Audit report has not yet been received.

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10. **Glenmuir Estate – Update**

Committee noted the contents of the report and that there are still works outstanding including close lighting. GCC have now instructed new lighting to be installed in the accessible common areas and are working on a plan for the common areas which are locked by owners.

It was further noted that the common electric meter installations are still ongoing with on 2 out of 27 being completed so far.

Committee noted that a vote for Rosehill to become factor will not be called for until these works have been completed.

It was also noted that 3 acquisitions are in progress but settlement dates have not been agreed, and a further 2 verbal offers have been made.

A Committee Member asked about plans for bulk uplifts if Rosehill becomes factor. It was noted that a fortnightly uplift service is included in the factoring fee.

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

11. **Governance Matters**

11.1 *Pre-Submission of ARC Audit Report 2021/22*

Committee noted the contents of the audit report and that the majority of indicators had been fully validated or on track for full validation with the exception of one indicator which was only partially validated.

It was noted that the ARC will be presented to Committee next month for approval before submission to SHR.

11.2 *Policy Review – Whistleblowing Policy*

G Mogan advised that this policy is based on a model published by EVH and that no major changes are proposed just tidying up and clarification on several areas.

Committee approved the revised policy for immediate implementation.

11.3 *Analysis of SHR Report on Thistle HA – Final Report*

Committee noted the contents of the final report and agreed that overall Rosehill fairs well against the SHR report with some areas marked for minor improvements.

Committee agreed it was a worthwhile exercise to carry out and provides extra assurance and is a good health check.

Committee also agreed that a session would be useful on “Are we asking the right questions?” G Mogan was asked to set something up within the next couple of months.

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11.4 *Proposal for Governance Review – Update (verbal)*

G Mogan advised that she had received the quote from Linda Ewart, however a further 2 or 3 quotes will be required to comply with the Procurement Strategy. The quotes will be analysed for quality and price.

It was noted that it is hoped that these can be sourced and brought back to Committee in June for consideration and approval of the “winning” quote.

11.5 *Use of Delegated Authority – Individual Acquisition*

Committee noted that G Mogan had consulted with the Chair and Vice Chair about this acquisition as the price was in excess of the 5% above market value stated in the acquisition strategy, and approval was given and a formal offer has been made.

It was noted that the property is in a prime location on Peat Road but requires extensive work.

It was further noted that 50% funding from GCC (based on market value) is available for the purchase on the condition that an extra homeless referral be made, but does not necessarily need to be for this property.

Committee retrospectively approved the offer of £82,500 which is 10% above market value, on the basis that the Council will be providing funding of £37,500.

12. ***Matters for Updating***

Committee noted that the hearing is scheduled for 10th May 2022 and no objections are expected.

13. ***Minutes for Noting:***

13.1 *Annual General Meeting held on Tuesday 15th March 2022*

Contents noted.

14. ***Any Other Competent Business***

14.1 *Engagement Plan*

G Mogan advised that SHR have issued Rosehill’s updated engagement plan which states that we are compliant. The plan is available in Decision Time and is also on our website.

14.2 *Policy Reviews*

A brief discussion took place about the approach to policy reviews and how this can be managed more effectively for Committee Members. It was recognised that the review and updating of Policies is a key element of good governance and it is the responsibility of the

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Management Committee to approve policies. G Mogan to give this some thought and come back with a proposed new approach, if possible.

15. Date of Next Meeting

The next meeting of the Management Committee will be held on Wednesday 25th May 2022 at 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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