

**ROSEHILL HOUSING ASSOCIATION LIMITED**

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON  
WEDNESDAY 21<sup>ST</sup> JANUARY 2026 AT 6:00 PM AT ROSEHILL'S  
OFFICES**

<b>Present:</b>	J Gallen	(Vice Chair)
	N Finlayson	
	A Greene	
	S Bannerman	
	Z Bradley	
<b>In Attendance:</b>	G Mogan	(Director)
	L Donnachie	(Finance & IT Manager)
	S Hunter	(Technical Services Manager)
	S Quinn	(Housing Services Manager)
	A Innes	(Corporate Services & HR Manager)
	K McCallum	(Customer Services Officer)

In the absence of the Chair, J Gallen as Vice Chair, will chair tonight's meeting.

**1. Apologies**

Apologies for absence were received from P McCann, H McLatchie, D Wilson and J Thomson.

G Mogan advised that K Devanney has submitted his resignation with effect from 9<sup>th</sup> January 2026. She also advised that she has spoken with K Stevenson regarding her leave of absence who has requested a 3 month extension. K Stevenson wanted Committee to know that she does intend to return to the Committee but is unable to do so at this time. The extension was approved.

**2. Declaration of Interest**

A Greene declared an interest in agenda item 7.1

**3. Minutes of previous meeting**

**3.1 Approval of Minutes 26<sup>th</sup> November 2025**

The minutes were approved as a true record of the meeting on a motion by S Bannerman and seconded by Z Bradley and were signed by J Gallen.

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### 3.2 *Approval of Confidential Minutes 26<sup>th</sup> November 2025 re: item 7.3*

The minutes were approved as a true record of the meeting on a motion by A Greene and seconded by N Finlayson and were signed by J Gallen.

### 3.3 *Approval of Confidential Minutes 26<sup>th</sup> November 2025 re: item 13*

The minutes were approved as a true record of the meeting on a motion by S Bannerman and seconded by Z Bradley and were signed by J Gallen.

### 3.4 *Matters Arising*

This is subject to a confidential minute.

### 3.5 *Decision Tracker*

Committee noted the progress with the various items listed.

## 4. ***Chair's Report***

Nothing to report.

## 5. ***Finance Matters***

### 5.1 *Service Charge Review*

Committee noted the contents of the report and that there are very little changes proposed and that overall the supported accommodation charges have reduced and only a very slight increase in the general service charges in terms of electricity costs.

A Committee Member asked how the proposed charges are calculated. L Donnachie advised that they are based on actual costs from the previous year and allowing for inflation, if no actual costs are available, e.g. estimated energy costs, an average is taken over the past 5 years.

A Committee Member asked if there are any proposed changes to make the electricity costs more energy efficient. S Hunter confirmed that low energy light bulbs are used where possible.

Committee considered the report and approved the revised charges.

### 5.2 *Draft Annual Budget*

L Donnachie led Committee through the draft budget and the following was noted:

- Surplus of £890K anticipated

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- Bad debt maintained at current level
- Reactive repairs budget has been increased
- Capital maintenance budget has been increased. Highlighted the increase spending on refurbishments and net Zero pilot becoming very significant and that committee consider value for money.
- Rent increase has been assumed at 4.2%, in line with Committees discussion on allowing for reduction in proposed rents pending consultation.
- No covenant issues
- Cash balances are expected to stay strong

Committee noted the draft budget and had no amendments to make. The final budget will be brought to the March meeting for approval.

### 5.3 *Draft 30 Year Projections*

L Donnachie led Committee through the draft projections and the following was noted:

- Life cycle costings have yet to be updated
- Standard assumptions re: inflation
- Assumed loan taken out for new build
- Assumed budget for Net Zero at £16M
- Assumed no grant funding

It was further noted that these projections produce a strong outcome and should remain strong once finalised now that there is agreement on rent increases being applied at above CPI. L Donnachie advised that the December CPI had increased.

Committee discussed Net Zero and noted that S Hunter would be reporting on this tonight which may result in a change of direction in this area.

Committee were asked if they would like to see any specific scenarios in the sensitivity analysis. It was agreed that the usual scenarios would be sufficient.

A Committee Member asked if there was any possibility of looking at mid market rental properties as a way of generating more income. G Mogan advised that we had looked at this a few years ago but it was determined that a subsidiary would need to be setup for this.

Committee noted the draft projections and that the final document would be brought to the March meeting for approval.

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#### 5.4 *Cashflow*

Committee noted the contents of the cover report and the cash flow noting that there had been an increase in expenditure due to more contractor payments and capital expenditure. It was further noted that an increase in staff costs is due to agency staff due to sickness.

### 6. **Technical Services Matters**

#### 6.1 *100 Peat Road Pilot Net Zero Project Update*

Committee noted the contents of the report and that the tender figures have come back at a staggering figure of just under £500K which is uneconomical. It was noted that S Hunter will re-think the project and bring back some options for Committee to consider in either February or March.

### 7. **Housing Services Matters**

#### 7.1 *Entitlement, Payments & Benefits Report*

A Greene left the meeting for this item.

Committee considered the contents of the report that provided information on a potential let to someone who is connected to a Committee Member. Committee concluded that it was satisfied that the offer would be made in accordance with the Allocations Policy and that all audit checks have been carried out. It was noted that the applicant has not yet been notified of the potential offer and may refuse it.

Committee approved the offering of the let to an applicant who is closely related to a Committee member.

A Greene re-joined the meeting.

#### 7.2 *Potential Evictions Report*

Nothing to report.

#### 7.3 *Neighbourhood Management Policy Review*

Committee noted the contents of the report and revised policy noting that only minor changes have been made, including the updated corporate statement on equalities and human rights.

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## **8. Corporate Services Matters**

### **8.1 Appointment of New Website Developer**

Committee noted the contents of the report and the outcome of the presentations from the 3 suppliers, including the current supplier. It was noted that the currently supplier has been ruled out due to poor presentation, high running costs and past performance.

Committee approved the proposed costs of a website re-design at approx. £10,000 + VAT and delegated authority to G Mogan and A Innes to appoint the preferred supplier, upon recommendation from the Website Working Group, as both suppliers quotes are on par.

### **8.2 Report on Analysis of ARC Benchmarking Results & Identified Improvements**

Committee noted the contents of the report detailing an action plan following November's report on benchmarking. Committee noted the progress to date and that quarterly updates will be provided.

### **8.3 New Policy – Stress at Work Policy**

Committee noted the contents of the report and draft policy. A Innes advised that although Rosehill already has a stress risk assessment tool, it is recommended that a policy also be in place. It was further noted that consultation on this policy is not required.

Committee considered and approved the Stress at Work Policy for immediate implementation.

### **8.4 New Policy – Domestic Abuse Policy**

Committee noted the contents of the report and draft policy. A Innes advised that this policy is aimed at staff and works side by side with the Domestic Abuse Policy for Tenants. There is no legal requirement for this Policy but recommended as Rosehill has a duty of care to its employees.

A Innes further advised that Domestic Abuse Awareness training will be scheduled for all staff.

A Committee member asked about the availability of trauma counselling for staff who experience this. A Innes confirmed that counselling is available via EVH and Perkbox and we have also worked alongside the Union and agencies such as ASSIST.

Committee considered and approved the Domestic Abuse Policy for immediate implementation.

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## 8.5 *Health and Safety Update*

A Innes confirmed that the audit took place in December, however the final report is not yet available as some additional evidence/documents had been requested. Overall, verbal feedback from the audit was very positive and the full report will be taken to the Staffing and Health & Safety Sub-Committee once available.

## 9. ***Proposed Rent Increase 2026/27 – Outcome of Tenant Consultation Report***

Committee considered the contents of the report and the outcome of the consultation. It was acknowledged that the number of online responses had dropped from last year and no paper surveys had been received and, no tenants had attended the drop in sessions. The number of responses had been boosted with the phone round of a random selection of tenants. The aim was to speak to approximately 10% of tenants and the outcome was 77 tenants (74%) took part in the phone survey. Following discussion of the results, Committee concluded that the responses were very mixed but felt that they did swing in favour of the proposal, with several tenants accepting/understanding that the rent had to be increased and some others referring to the fact that Rosehill's rents are more affordable than other RSLs and substantially less than the private sector.

Committee, taking the consultation results into account, decided to proceed with the proposed rent increase of 4.8% for 2026/27 which will be effective from 1<sup>st</sup> April 2026.

## 10. ***Business Plan 2026-31 – first draft of sections of BP***

Committee considered the contents of the report and the draft section of the Plan relating to our operating environment. Also being presented was the proposed strategic priorities for each of the 5 new strategic objectives.

Committee acknowledged that further drafts of other sections of the plan will be presented at the February meeting for its consideration. G Mogan reminded Committee of the approach being undertaken to develop the new 5 Year Plan, which will see a series of Data books being produced which will provide more detailed information to support the more streamlined Business Plan.

Following discussion of the draft section on the Operating Environment, Committee concluded this captured the key issues the Sector face.

Committee then reviewed the draft strategic priorities for each of the Strategic Objectives and concluded these reflected the discussion at the business planning day in November about what Rosehill should be doing over the next 5 years. Committee approved the Strategic Objectives and Priorities to be put out for tenant and stakeholder consultation.

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At this point L Donnachie, S Hunter, S Quinn & A Innes left the meeting.

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

### *11.1 Proposed changes to DB Pension – Outcome of Staff Consultation*

Committee considered the contents of the report and the outcome of the staff consultation in relation to the following proposals:

- To close the DB pension scheme to new entrants from 1<sup>st</sup> May 2026
- To split the future service contribution rate of 21% for the DB pension scheme between employer and employee of 12% and 9% respectively

Committee recognised that staff, affected by the proposed closure of the DB pension to new entrants, had been given various opportunities to provide their feedback including attending a consultation session with a Committee Member and a survey to submit their comments and questions.

Committee acknowledged that by the consultation closing date of 9<sup>th</sup> January, only a total of 4 questions had been asked which had been answered and shared with all staff in the form of a Q&A sheet. Those who responded to the survey advised they had no further questions or comments to make.

Committee further acknowledged that staff, not currently in the DB scheme, had been made aware that they could still join the scheme before it closes and currently 3 staff had expressed interest in doing so.

Taking account of the feedback, Committee decided to proceed with the closure of the DB scheme to new entrants effective from 1<sup>st</sup> May 2026.

In terms of the proposed split of the future service contribution rate, all but one of the staff currently in the DB scheme, advised they had no comments or questions about the proposed split. One staff member had submitted a question which had been addressed but made it clear in their survey response that they supported the split.

Taking this feedback into account, Committee decided to proceed with the proposed split of the future service contribution rate of 21% - employer 12% and employee 9%.

The decision to be notified to the Pension Scheme by the deadline of 30<sup>th</sup> January.

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### 11.2 *Review of Model Entitlements, Payments & Benefits Policy*

Committee considered the report and the model E,P,B Policy which had only been received in January. Committee acknowledged that only minor changes are being proposed to the model policy provided by SFHA. The changes related to updating the relevant rule references and changing the reference from Board members to Committee members.

In terms of the appendix to the Policy, Committee acknowledged that the new Policy removes the need to seek Committee's prior approval before offering a tenancy to one of its people or someone closely connected to them. However, if a tenancy is subsequently granted, then this must be reported to the next meeting of the Management Committee.

Committee approved the revised Policy for immediate adoption.

Committee noted that following the approval of the EPB Policy, the Gifts & Hospitality and Declaration of Interest Policies will be reviewed in March. This is in addition to the review of the Risk Management Policy.

### 11.3 *Draft Management Committee and Sub-Committee Meetings Timetable 2026/27*

Committee approved the timetable for 2026/27.

At this point K McCallum left the meeting.

### 11.4 *Confidential Minutes of Management Committee Meeting on 26/11/25 re: Item 14.4*

The minutes were approved on a motion, as a true record of the meeting by A Greene and seconded by N Finlayson.

G Mogan provided an update which is the subject of a separate confidential minute.

### 11.5 *Confidential Report*

This is the subject of a separate confidential minute.

### 11.6 *Director's Report*

Committee noted the update on the Management Recruitment Drive which is underway.

Committee noted 3 communications had been received from SHR as follows:

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- Updated Serious Concerns factsheet for tenants – Committee noted this has been published on our website and was displayed in our reception and interview rooms and G Mogan intends to put an article in the Spring Newsletter;
- Letter to Charitable RSLs - submission of annual accounts – Committee noted but acknowledged it was aware of the charity law changes which include a requirement for RSLs to submit their annual accounts to OSCR.
- Scottish Housing Regulator - volunteer Tenant Advisors – Committee noted the recruitment campaign launched by SHR and that we had posted the info on our website and had text/emailed links to our tenants and posted on our FB page. The recruitment flyer has also been displayed in reception and in the interview rooms.

## **12. Membership Applications**

Committee considered 1 membership application received from a tenant who had previously held joint membership under our former constitution. After further consideration, Committee approved the application. The share certificate number 2532 was signed by S Bannerman and N Finlayson. G Mogan, as Secretary, was authorised to sign the certificate.

Committee noted 10 shares had been cancelled (405, 1458, 1499, 1914, 2074, 2129, 2146, 2351, 2356 and 2369): 2 members deceased, 5 moving out of the area, 2 moving back with family and 1 related to an external mutual exchange.

## **13. Minutes of Sub-Committee meetings for information:**

### **13.1 Staffing and Health & Safety Sub-Committee meeting held on 11th November 2025**

Noted.

### **13.2 Audit and Risk Sub-Committee meeting held on 18<sup>th</sup> November 2025**

Committee acknowledged the positive IA report on our Annual Assurance Statement, which had been given a strong rating, which is the highest rating and that there were no recommendations identified.

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

None

## **15. Date of Next Meeting**

The next meeting will be held on Wednesday 25<sup>th</sup> February 2026.

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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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