

ROSEHILL HOUSING ASSOCIATION LIMITED

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON
WEDNESDAY 27TH AUGUST 2025 AT 6:00 PM AT ROSEHILL'S
OFFICES**

Present: P McCann (Chair)
N Finlayson
H McLatchie
J Gallen
K Devaney
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)

1. *Apologies*

Apologies for absence were received from K Stevenson and A Greene.

P McCann reminded Committee that K Thomson is currently on a leave of absence, which had been initially granted for 3 months. She advised that G Mogan had reviewed the LOA with K Thomson, who advised that she was still experiencing work pressures and was requesting an extension for another 3 months. Committee approved the extension. G Mogan advised she will review the LOA with K Thomson before the October Committee meeting.

P McCann further advised that J Thomson has requested a leave of absence for a period of 3 months and explained the personal reasons for this. Committee considered the request and approved it. G Mogan will review the LOA with J Thomson prior to the 3 months expiring.

2. *Declaration of Interest*

None.

3. *Minutes of previous meeting*

3.1 *Approval of Minutes 25th June 2025*

The minutes were approved, on a motion, as a true record of the meeting by S Bannerman and seconded by P McCann and were signed by P McCann.

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3.2 *Approval of Confidential Minutes 25th June 2025 re: item 6*

The minutes were approved, on a motion, as a true record of the meeting by K Devaney and seconded by N Finlayson and were signed by P McCann.

3.3 *Matters Arising*

None.

3.4 *Decision Tracker*

Committee noted the progress with the various items listed.

G Mogan advised that the model Payments Entitlements & Benefits Policy is still not available. However, she hopes it will be available in time for the revised document to be considered by Management Committee at the September meeting.

4. **Chair's Report**

Nothing to report.

5. **Finance Matters**

5.1 *Management Accounts to 30th June 2025*

G Mogan summarised the report as follows:

- Higher surplus achieved than projected
- Interest received – more than budgeted
- Interest payable – less than budgeted
- Void repairs – under budget
- Reactive repairs – higher than budgeted – no analysis has yet been carried out but suspect this is due to high volume of storm damage
- Major repairs – more items have now been capitalised and is under budget
- All KPIs have been achieved
- All loan covenants comfortably achieved

A Committee Member asked what is included in estate costs, G Mogan advised it covered various costs, some of the main relating to repairs and maintenance e.g. reactive repairs, void repairs, cyclical maintenance and major repairs.

A Committee Member asked for clarification on loan covenants. G Mogan advised that these are set by the Lender in loan agreements. She added that we only have loans with one lender and there are two covenants relating to these loans that we need to comply with and referred Committee to page 14 of the Management Accounts.

A Committee Member asked what activities are covered by Wider Action. It was noted that it was activities such as our community fun day.

Committee considered and approved the Management Accounts to 30th June 2025.

5.2 *Proposed Housing Management System (HMS) Upgrade*

Committee considered the contents of the report detailing a proposal to replace the current housing management system and the appendices which included the business case for replacing our system, a cost summary and market research summary.

G Mogan advised that the Finance & IT Manager following extensive research and due diligence (including arranging demos for the Management Team and staff team from 3 companies) identified the preferred system. G Mogan referred Committee to the attached cost summary, which showed that the preferred company had the lowest costs. It was also recognised that there would not be a huge upfront capital cost but that the cost of buying the new system would be spread over the duration of the 5 year contract.

Committee in considering the proposal, acknowledged the recent survey carried out by GWSF on housing management systems used by RSLs.

Committee concluded its discussions and decided to approve the direct appointment of the implementation of HomeMaster, and transitioning from our current system at a target date of 01/04/2026 on the following conditions:

- Costs do not change materially between now and appointment.
- Procurement for direct appointment is approved by the Management Team as compliant with public procurement legislation.

5.3 *Cashflow to 31st July 2025*

Committee noted the contents of the cover report and the cash flow.

6. ***Technical Services Matters***

6.1 *Confidential Report*

This is subject to a confidential minute.

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6.2 *Glenmuir Estate – Flat Refurbishment Works Tender Acceptance*

Committee noted the contents of the report and that the original contractor MP Group have advised that they no longer wish to continue with these works due to increased costs and other commitments.

A Committee Member asked if they could legally do this. S Hunter confirmed that there are clauses in contracts which will allow either party to terminate and to pursue them for breach of contract would not be worth pursuing.

Committee considered the report and approved the appointment of Moogal Contracts in the sum of £408,858.92 including VAT, after a quick quote process via Public Procurement Scotland.

6.3 *Quarterly Gas Audit*

Committee noted the contents of the report and agreed that it was another clean audit and the target no. of audits are being achieved.

6.4 *Planned and Cyclical Maintenance Progress Update*

Committee noted the contents of the report.

It was further noted that a Notice of Delay has been submitted for the works at 48 Linnhead Dr and the painterwork will hopefully re-start next week following an issue on site which has now been resolved.

7. ***Housing Services Matters***

7.1 *Letter from HSCP – Ending Homelessness Together – Implementation of the Local Letting Plan (LLP) 2025/26*

Committee noted the contents of the report and that no formal response is required.

During discussion, the following was noted:

- Rosehill achieved 46% of lets to Homeless cases last year
- We have had a verbal indication that if 67% is not achieved we will not be removed from the matching process
- 25% of lets are still committed to internal transfers
- The impact will be felt on the external waiting list which also includes some hidden homeless cases
- We will still allocate properties in a way that balances the community

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- We currently have a good relationship with the Homeless Casework Team
- 45% seems to be average for RSL

After discussion, Committee agreed that Rosehill should continue to provide a minimum of 45% of lets to homeless cases.

7.2 *Community Fun Day Update*

Committee noted the contents of the report and that although formal approval for the entertainment licence has not yet been received, we have been given verbal approval and as such the rescheduled date of Saturday 6th September 2025 has now been advertised. S Quinn further confirmed that all costs have been honoured where there would usually be an increase for a weekend.

G Mogan advised that Humaz Yousaf MSP cannot attend, and invitations will be sent to the MP and local Councillors.

7.3 *Potential Evictions Report*

Nothing to report.

8. **Corporate Services Matters**

8.1 *Health and Safety Update*

A Innes confirmed that the Health and Safety Audit has been scheduled for 16th December 2025.

A Innes requested and was given permission to raise another item.

8.2 *Website Working Group*

A Innes advised that she is putting together a working group to look at developing Rosehill's website, looking at the current site to see what works and looking at other to see what would be good to incorporate and then seeing through the tender process and implementation.

We currently have one tenant volunteer and several staff volunteers and asked if any Committee Members would be interested in joining. N Finlayson and H McLatchie intimated interest subject to their availability for the meetings.

Minutes

9. Organisational Performance Reports

9.1 Quarterly Performance Report - to 30th June 2025

Committee noted the outcomes for the 1st quarter. S Hunter advised that there are 3 new Technical Services indicators and the target set for the Damp/Mould indicator is just a guideline at the moment as clarification is being sought on whether this year should be year zero with no cases brought forward.

Discussion took place on the target for resolving cases, the target listed is based purely on Rosehill's experience of dealing with these types of cases which may need monitoring for a period to determine if they have been fully resolved. It is unknown what other organisations are doing in this area. S Hunter is aware that SHN have been working with their members in this area but as we are not members would not have access to this information. G Mogan confirmed that we would be open to joining them if it was beneficial.

Committee agreed that overall, the performance has been good.

9.2 Quarterly Performance (to 30th June) - Exceptions Report

Committee noted the contents of the report.

A Committee Member asked for clarification on the benefit application successes. S Quinn confirmed that the HB application process is taking significantly longer than normal which is out with our control

A Committee Member asked whether the target for non emergency repairs needs to be revised to take account of complex repairs. S Hunter advised that it may be beneficial to submit a query via GWSF on how other RSLs deal with complex repairs. It may be that an amendment to the Policy may be required to exclude certain repairs from this category e.g. involving decanting.

9.3 Quarterly Complaints Report to 30th June 2025

Committee noted the contents of the report and that the headings have been revised slightly in order to make them more meaningful for analysis. A Innes advised that this area will continue to be developed.

9.4 Tenant and Resident Safety - to 30th June 2025

Committee noted the performance to date and agreed that the detail provided in the Mould/Damp category provides an extra level of assurance.

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A Committee Member asked about the Fire Detection and how this is dealt with now that it has been several years since the systems were all upgraded. S Hunter advised that the alarms are checked during the annual gas service visits, but when the alarms are due to be replaced we will look to combine the alarm replacement with the EICR visits where practical.

9.5 *Factoring – Progress Report*

Committee noted the contents of the report and that the Factoring Co-ordinator is working on a process for claiming back the debt which GCC have agreed to cover.

9.6 *Business Plan 2021-26: Section Operational Plans 2025/26 – Quarterly Results*

Director

All areas on track or being achieved

Housing Services

All areas on track or being achieved.

A Committee Member asked about the pilot initiative for estate clean up. S Quinn confirmed that this is starting in Nitshill and working alongside Wheatley and GCC to plan a series of clean up events in the area and work to get the buy-in of residents along the way. It is intended that, if the pilot is successful, it will be rolled out to other areas of the neighbourhood.

Corporate Services & HR

All areas on track or being achieved with the exception of the Customer Service Charter survey which was issued in Q1 but the closing date was 22/8 and the results will be analysed in Q2

Finance

All areas on track or being achieved.

Technical Services

All areas on track or being achieved with the exception of refurb works on the individual acquisitions due to the contractor terminating the contract as discussed earlier at item 6.2.

9.7 *Equalities & Human Rights Action Plan – to 30th June 2025*

Committee noted the progress with the plan and that it is the 2nd year in a 3 year plan.

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10. Review of Strategic Risk Register

Committee noted the contents of the report detailing changes made by the Management Team in June and the Audit & Risk Sub-Committee in August.

After discussion, Committee agreed the Register continues to reflect the current strategic risks facing Rosehill and that no further changes are needed at this time.

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

11. Director's Matters

11.1 DB Pensions Review – Proposal for Independent Pensions Advice

Committee considered the contents of the report and the results of the actuarial valuation which showed that the funding position has reduced from 98% to 90% and also the overall size of the Scheme, both assets and liabilities, has also reduced.

Committee approved the appointment of Spence and Partners in the sum of £5000 plus VAT to provide Committee with independent pensions advice and agreed the session should be arranged for Thursday 2nd October 2025.

11.2 Life Assurance Cover

Committee considered the contents of the report and discussed the various options.

After some discussion Committee concluded that all employees should be offered life assurance cover even if they are not in any of the Pension Schemes, which rules out option 1.

After some further discussion Committee decided to go with Option 3. This involves continuing with life cover of 4 x salary as part of DC pension (for 11 employees in this scheme) but also purchasing own life insurance to provide life cover of 4 x salary for 4 employees not in either pension and 1 x salary cover for 6 employees in DB pension, which provides 3 x cover. This will ensure equalisation of life cover across all employees. The total cost of Option 3 is £4,601.

Committee acknowledged that as it is not increasing the life cover for the DC pension, there was no need to notify the Pension Scheme.

G Mogan will advise the Finance & IT Manager to proceed with purchasing the necessary life insurance.

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11.3 *Changes in Charity Law – Expansion of Disqualification Criteria*

Committee considered the contents of the report and appendices which set out the latest changes to Charity Law effective from 31st August 2025. Committee recognised as trustees that there was existing disqualification criteria under the Charities and Trustee Investment (Scotland) Act 2005 (2005 Act). However, with the introduction of the Charities (Regulation and Administration) (Scotland) Act 2023 (the 2023 Act) has amended the 2005 Act and as part of this has amended the disqualification criteria to include criteria such as convictions for terrorism, money laundering, bribery and perverting the course of justice.

Committee also recognised that the extension of the disqualification criteria now applied to those people undertaking a senior management function for a charity. Following the guidance on OSCR's website including the short questionnaire, it was established that the disqualification criteria would apply to the Director, Finance & IT Manager and Technical Services Manager

Committee acknowledged that the Eligibility Declaration (based on our rules and includes being disqualified under the 2005 Act) is re-signed by all Committee on an annual basis. Committee re-signed the eligibility declarations and noted that a declaration will be devised for the applicable staff to sign. G Mogan will arrange for those Committee Members not present to re-sign the eligibility declaration by the next Committee meeting.

11.4 *Outcome 2024/25 Year-end PTRs All Staff*

Committee considered the outcome of the year end performance and training reviews and agreed that overall it was a positive picture. It acknowledged that there had been some issues across the different teams, which had impacted on some tasks being delivered but concluded there were good reasons for these.

G Mogan and K McCallum left the meeting for the next item only.

11.5 *Outcome of Director's 2024/25 Year-end PTR – Confidential Report by Chair*

The Chair took Committee through her report. Committee considered the findings of the Year-end PTR and acknowledged the positive outcome with the Director delivering in the main the tasks/objectives of her work plan and recognised the completion of various key areas of work and, in particular, the successful delivery of the constitutional change. Committee noted that the Chair and Vice Chair had not identified any specific recommendations or particular action points that needed addressing by the Director.

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11.6 *Annual Inspection of Registers*

Committee inspected and authorised P McCann to sign the following registers:

- Disposals – no new entries
- Frauds – no entries
- Gifts & Hospitality – Committee inspected the entries
- Interests – Committee inspected the entries

G Mogan advised that the Gifts and Hospitality Register will be electronic from now on. Any gifts that need to be refused such as cash/gift vouchers are still recorded in the register.

11.7 *AGM 2025 Arrangements – Update*

Committee noted the contents of the report.

11.8 *Secretary's Report*

Committee noted the contents of the report.

11.9 *Supported Accommodation Unit – Update*

Committee considered the contents of the report and noted that it is the intention to use an Occupancy Agreement once a suitable resident has been identified. If the resident doesn't have capacity to sign the agreement, then we will require evidence of the legal authority for someone else to act on the resident's behalf and sign the occupancy agreement.

Committee received a further update, since the report was issued, that G Mogan has a meeting on 3rd September with the Care Provider. The staff member from GCC is unable to attend but had provided information on most of the points the Director had raised. The meeting is to go through the allocation process, likely timescales and Rosehill's requirements such as requiring evidence of legal authority to act on resident's behalf. It is her understanding that it would be the care provider who would complete a vacancy form which would then be circulated via GCC to various care providers.

11.10 *Director's Report*

Committee noted the contents of the report and, in particular:

The 2 prospective committee members have submitted membership applications and paid the £1 fee. Both applications will be considered under agenda item 13.

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The Regulator's Annual Report on Notifiable Events and its Thematic Review on Annual Assurance Statements. Both of which are also available on the Resources Section of the Board Portal

11.11 Use of Delegated Authority Report

Committee considered the contents of the report.

G Mogan advised that there has since been an update on this matter. As we have been recipients of funding already this year (for our community fun day) there is a strong chance this funding application will not be successful. We are aware that if a funding application is rejected we cannot submit a future application for the same project. Therefore, we are running the risk of proceeding with our application and if it is refused, we can't apply again at a later date.

Committee discussed the matter and decided that Rosehill should withdraw its application at this time. It was further decided that Rosehill would cover the full cost of £5000 p for the research project about dementia, as this is a project which we are keen to undertake and we will be working in partnership with the Village Storytelling Centre. , The decision was made on the basis that this would allow us to submit a future application to GPAP for any future dementia projects that are identified following conclusion of the research project. However, it was recognised that there are no guarantees that any future funding applications will be successful.

At this point K McCallum left the meeting.

12. Confidential Minutes of Management Committee Meeting held on 25th June 2025 re: Agenda Item 3

The confidential minutes were approved as a true record of the meeting, on a motion by P McCann and seconded by N Finlayson and were signed by P McCann.

G Mogan advised Committee that the matter had been successfully concluded. The detail of which is the subject of a separate confidential minute.

13. Membership Applications

Committee considered 2 membership applications received from non tenants who had been identified following the recent recruitment exercise. After further consideration, Committee approved the applications. The share certificate numbers 2424 and 2425 were signed by P McCann and S Bannerman. G Mogan, as Secretary, was authorised to sign the certificates.

Committee were also advised of 7 cancellations:

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364, 1240, 1529, 1808 & 2265 – deceased
1250 – moved to long term care
2172 – moved outwith area

14. Minutes of Sub-Committee meetings for information:

None.

15. Any Other Competent Business

15.1 Development

G Mogan advised Committee that the Wheatley Group had been in touch to discuss both organisations development plans in the local area. There is nothing else to report at this time but G Mogan will keep Committee informed of anything of significance.

15.2 Committee Member of another Housing Association

G Mogan that she has now stepped down from the Management Committee of Calvay Housing Association, having served on it for 3 years.

16. Date of Next Meeting

The next meeting will be held on Wednesday 24th September 2025.

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

Signed: _____

Date: _____

(Chair)

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