Agenda Item 3.1

ROSEHILL HOUSING ASSOCIATION LIMITED

MINUTES OF HYRBID MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY 20TH MAY 2026 AT 6:00 PM AT ROSEHILL'S OFFICES AND VIA TEAMS

Present:	J Gallen	(Vice Chair) (in person)
	N Finlayson	(in person)
	A Greene	(in person)
	S Bannerman	(in person)
	J Thomson	(in person)
	D Wilson	(in person)

In Attendance:	G Mogan	(Director) (in person)
	L Donnachie	(Finance & IT Manager) (in person)
	S Quinn	(Housing Services Manager) (in person)
	A Innes	(Corporate Services & HR Manager) (via Teams)
	K McCallum	(Customer Services Officer) (in person)

J Gallen welcomed Chris Chalk who will be taking up the post of Chief Executive from 6th July 2026.

1. Apologies

Apologies for absence were received from P McCann, H McLatchie and Z Bradley.

2. Declaration of Interest

None.

3. Minutes of previous meeting

3.1 Approval of Minutes 29th April 2026

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

3.2 Approval of Confidential Minutes 29th April 2026 re: item 4.3

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

3.3 Matters Arising

None.

3.4 Decision Tracker

Committee considered the progress with the various items listed.

G Mogan advised that in relation to the supported accommodation item, she has requested an update about filling the vacancy but not yet heard anything back. It was agreed that this should continue to be pursued periodically e.g. 3 months.

4. Chair's Report

It was agreed that this item would be taken after agenda item 11.

5. Finance Matters

5.1.1 Management Accounts to 31st March 2026

L Donnachie summarised the report as follows:

- Surplus of £1.28M, £301K higher than budget
- Staff costs – 0.5% over budget
- Estate costs, Overheads, other costs – under budget
- Reactive repairs – 53.3% more than budgeted
- Void repairs – 58.9% under budget
- Major repairs – 12.5% under budget
- Interest received – more than budgeted
- Interest payable – less than budgeted
- All KPIs have been achieved
- All loan covenants comfortably achieved

Committee considered and approved the Management Accounts to 31st March 2026.

5.1.2 Treasury Management Comparative

Committee noted the contents of the report comparing the 3 different types of deposits held and the respective interest earned. It was agreed that higher interest could be earned but this would mean locking the balance for a certain time period.

Committee noted that overall approximately £76K interest has been earned on the Cazenove investment which can be accessed same day if required, which is a very good return.

A Committee member asked if the Cazenove investment is secure with the way the market is going at the moment. L Donnachie advised that this was actually more secure, as the monies are split over various investments which are all individually protected.

Committee noted the contents of the report and that the next steps will be to move the instant access balance from BOS over the Cazenove.

5.2 SHR Return – FYFP (Five Year Financial Projections)

Committee noted the contents of the return and that the information has been extracted from the 1^{st} five years of the 30 year projections approved by Committee in January 2026.

Committee approved the return and authorised G Mogan to submit it online.

5.3 Loan Portfolio Return to 31^{st} March 2026

Committee noted and approved the contents of the return for submission by G Mogan.

5.4 Cashflow

Committee noted the contents of the report. L Donnachie advised that this was the first month of the current financial year and summarised the figures in the report, the outcome of which was that cash balances have increased by approx. £38K and Rosehill remains in a strong financial position.

6. Technical Services Matters

6.1 Quarterly Gas Audit Jan-Mar 26

Committee noted the positive outcome of the report and that the target of 10% for the year was outperformed.

6.2 Planned and Cyclical Maintenance Progress Update

Committee noted the contents of the report and that the works at 48 Linnhead Dr are progressing well however there are still issues getting the electric meters installed with only 2 out of 5 installed to date with another one scheduled for tomorrow.

A Committee member asked when it is expected that these flats would start making any profit. L Donnachie advised that even although the close works are covered by 100% grant and the internal works are 50% grant funded, it will be quite a few years before any profit is made.

6.3 SHR Publication "Advice for landlords on preparing their Annual Assurance Statement 2026" – Stock Data.

Committee noted the contents of the report and that SHR are advising that when preparing this year's annual assurance statement, landlords should have good quality data on their homes in relation to tenant and resident safety. Committee noted that Rosehill is currently in a good position to evidence this information and it is intended to either develop a dedicated assurance exercise or add an additional item to the existing tenant safety assurance exercise.

7. Housing Services Matters

7.1 Potential Evictions Report

Nothing to report.

8. Corporate Services Matters

8.1 ARC 2025/26: Pre-Submission Audit

Committee noted the contents of the report.

A Innes confirmed that the recent audit was very positive and resulted in the following:

- 25 indicators being fully validated
- 5 online for validation
- 3 partially validated
- 1 not validated – this is in relation to repair satisfaction which was not validated as the question does not exactly match the SHR wording, although it has been validated in previous years. The wording has now been updated.

A Innes further advised that all reworking has now been completed.

It was further noted that an action plan will be devised to ensure any amendments required this year are implemented for future use.

8.2 ARC 2025/26: Draft Submission for Approval

A Innes led Committee through a presentation of the return along with a comparison to previous results. It was further noted that the results are based on the reporting year of 1st April 2025 to 31st March 2026.

It was noted that the satisfaction indicators have been updated to reflect the results from the Tenant Satisfaction Survey carried out in February 2026, which have all significantly improved.

S Quinn advised that the estate management contribution is likely due to the high profile of staff members when out and about in the area.

S Quinn advised that there has been an improvement in the void relet times, which is due to continued improved team working between departments.

A Committee member asked if there were any issues with receiving homeless referrals. S Quinn confirmed that the Casework team have resource issues and referrals have not been available for multiple properties, which has impacted the achievement level.

A Committee member asked if there was any merit in providing an explanation for the number of open cases in the new damp/mould indicators. Discussion took place, and it was agreed that as this is one of the new indicators, there was no need to comment at this time but would be monitored.

Committee considered the contents of the return and approved it for submission online by G Mogan.

8.3 ARC 2025/26: Draft Housing Stock Return

Committee considered the contents of the return and approved it for submission online by G Mogan.

8.4 Health and Safety Update

Nothing to report.

9. Organisational Performance Reports

9.1 Quarterly Performance Report - to 31st March 2026 and Year End

Committee noted the contents of the report and that overall performance is strong.

9.2 Quarterly Performance (to 31st March and Year End) - Exceptions Report

Committee considered the contents of the report detailing all results in amber or red and any remedial action identified.

G Mogan advised the following:

- Adaptations – one P3 case delayed due to funding availability which has impacted the average days

- EICR – 20 fails, further to clarification 12 properties held for refurbishment now need to be included, even although there is no electric supply
- Fire safety – 12 properties held for refurbishment also need to be included in fails.
- Non emergency repairs – this also includes damp/mould cases which impacts the average days

A Committee member asked about refusals and if there were any trends. S Quinn confirmed that there is no obvious trend and generally there is nothing that Rosehill could have done to eliminate the refusal.

It was further noted that the Staffing and Health & Safety Sub-Committee have been provided with further information on the staff sickness levels.

After some discussion Committee concluded that there were no major concerns.

9.3 Quarterly Complaints Report to 31st March 2026 and Year End

Contents noted.

9.4 Tenant and Resident Safety - to 31st March 2026

Contents noted.

9.5 Factoring – Progress Report

Committee considered the report and the progress in relation to outstanding works, services provision and arrears.

9.6 Business Plan 2021-26: Section Operational Plans 2025/26 – Quarterly and Year End Results

Committee considered the Director's annual plan of priorities and each department's operational plans for Q4 and the year end position.

Director
All areas have either been achieved or being achieved with the exception of Customer Service Excellence accreditation which was postponed and will be progressed this year by A Innes.

Housing Services
All areas on track or being achieved with the exception of those tasks linked to the Scrutiny Group due to a lack of members.

Corporate Services & HR
It was noted that majority of areas are being achieved however some are ongoing including website upgrade and process mapping.

Finance
All areas on track or being achieved, with the digital strategy being 50% complete and the viability of development is ongoing.

Technical Services
All areas being achieved or on track with some resource issues.

9.7 Equalities & Human Rights Action Plan – to 31st March 2026

Committee considered the progress and that all areas are either on track or achieved.

It was noted that equality data for current tenants was collected anonymously during the Tenants Satisfaction Survey earlier this year.

10. Review of Strategic Risk Register

Committee considered the contents of the report and the recent changes made by both the Management Team and the Audit & Risk Sub-Committee,

Committee concluded its discussion, confirming that no further amendments are required at this time.

At this point L Donnachie, S Hunter and S Quinn left the meeting.

11. Director's Matters

11.1 Initial Arrangements for AGM 2026

Committee considered the contents of the report and decided the following:

- to offer a hybrid option for members to attend
- to approve the draft agenda
- to approve the prizes for the raffle and bingo

It was noted that, in accordance with our Rules, J Thomson, A Greene and J Gallen must step down at the AGM as the longest serving. However, J Thomson is subject to the 9 year rule.

J Thomson was asked to leave the meeting to enable Committee to discuss the matter.

Committee discussed J Thomson's ongoing objectivity and effectiveness as a Committee Member, taking account of the findings of the Committee Appraisals. Committee concluded that J Thomson continues to be a valued Committee member and has a wealth of knowledge and experience and as such it was satisfied of his continued effectiveness and decided to allow him to stand for election.

J Thomson, A Greene and J Gallen will all be eligible to stand for re-election without nomination.

At this point J Thomson rejoined the meeting.

Committee thanked C Chalk for attending the meeting and look forward to working with him from July. He then left the meeting.

11.2 Director's Report

Committee noted the contents of the report and that there has still been no response from Whitacre Wolves who need to provide a bank statement in order for the donation to be paid out.

4. Chair's Report

Committee noted the successful outcome of the Director's workplan for 2025/26 and to date. They confirmed that G Mogan was an asset to Rosehill and thanked her for her service over the years. They wished her well in her retirement.

12. Membership Applications

Committee noted 2 shares had been cancelled (1735 and 2046): 1 moved out the area and 1 moved to long term care.

13. Minutes of Sub-Committee meetings for information:

13.1 Audit & Risk Sub-Committee meeting held on 13th May 2026

Contents noted.

14. Any Other Competent Business

None.

15. Date of Next Meeting

The next meeting will be held on Wednesday 24th June 2026.

Minutes

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

Signed: ______________________ Date: ________________

(Chair)