

ROSEHILL HOUSING ASSOCIATION LIMITED

**MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 21ST
MAY 2025 AT 6:00 PM AT ROSEHILL'S OFFICES**



Present: P McCann (Chair)
K Stevenson (Vice Chair)
N Finlayson
H McLatchie
J Thomson
J Gallen
K Devaney
S Bannerman

In Attendance: G Mogan (Director)
L Donnachie (Finance Manager)
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 A Greene.

It was noted that K Thomson has been granted special leave.

2. Declaration of Interest

None.

3. Minutes of previous meeting:

3.1 Wednesday 30th April 2025

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

3.2 Confidential Minutes 30th April 2025 re: item 8.1

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

3.3 Matters Arising

None.

3.4 *Decision/Actions Tracker*

Committee noted the progress with the various items listed and noted that evidence will be provided where relevant. It was acknowledged that all decisions/actions were complete or on track.

G Mogan advised that the model Entitlements, Payments & Benefits Policy is still not available in order to carry out the review.

L Donnachie advised that the Asset Management software was installed on 16/05/2025.

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

Nothing to report.

5. ***Finance Matters***

5.1 *Management Accounts to 31st March 2025*

Committee noted the contents of the report and that final year end adjustments are still being made but the operating surplus is still fairly accurate.

L Donnachie pointed out the following:

- Turnover - £5K more than budget
- Staff costs - £12K over budget
- Estate costs - £135K over budget
- Other costs - £13K under budget
- Overheads - £82K under budget
- Interest receivable - £248K more than budget

Committee noted that all covenants and KPI's have been comfortably met.

A Committee Member asked for clarification on the surplus for the quarter noted in the narrative report. L Donnachie confirmed that the figures in the actual accounts are correct but that there was a typing error in the cover report.

Committee considered and approved the management accounts to 31st March 2025.

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 1st five years of the 30 year projections approved by Committee in March 2025.

A Committee member asked why there was such a big jump from year 1 to year 2 in the bad debts. L Donnachie confirmed that the figures in year 1 are the actual figures whereas the figures in year 2 are the budgeted figures. It was further noted that the budgeted figure has been reduced to £60K from £99K previously.

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

5.3 *Loan Portfolio Return to 31st March 2025*

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

L Donnachie further advised that one the loans matured on 2/4/25.

5.4 *Cashflow to 30th April 2025*

Committee noted the contents of the report. L Donnachie advised that all entries are in line with expectations and the increase in salary costs are related to the increase in NI contributions.

6. *Technical Services Matters*

6.1 *Confidential Report*

This is the subject of a separate confidential minute.

6.2 *Quarterly Gas Audit*

Committee noted the contents of the positive report and that the year end target for the number of audits to be carried out has been met.

6.3 *Planned and Cyclical Maintenance Progress Update*

Committee noted the progress with the various new projects which have started.

7. *Housing Services Matters*

7.1 *Potential Evictions Report*

Committee noted the contents of the report and that again there were no cases to report.

7.2 *Community Fun Day*

Committee noted the contents of the report and that we have not yet received the outcome of the grant application to the National Lottery. S Quinn advised that she is not confident that we will receive any funding this year as after the application was submitted she received a telephone call to discuss it, as in previous years, but this year the conversation was not very positive, with them looking for the community to be involved in the organisation of the event, which would be too short notice for this year. She did advise the staff member that we seek feedback from those attending the fun day and, where possible and feasible, incorporate suggestions for the next event. However, this did not appear to be sufficient for the Lottery funding needs.

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Committee noted that the initial quote from the event company came in at £40K but with the only guaranteed funding at this time is £5K from Area Housing Partnership, the quote was scaled back considerably, whilst ensuring it was still a worthwhile event, which comes in at £24K. This would leave a shortfall of £19K and last year Rosehill contributed £13K.

Committee asked whether contractors/consultants could be approached to donate. It was noted that several contractors already contribute e.g. fencing.

Committee asked if there were any other avenues for funding available. S Quinn advised that she has reached out to other charitable organisations to ascertain if there are any other funding options, but she has not had a lot back yet.

Committee discussed the options and agreed that cancelling is not an option as the community have high expectations based on previous years and it is seen as a very worthwhile event for the whole community. It was agreed that should the grant application to National Lottery be unsuccessful, the event should still go ahead based on the scaled back quote.

8. Corporate Services Matters

8.1 ARC 2024/25: Pre-Submission Audit

Committee noted the contents of the report.

A Innes confirmed that the recent audit was very positive and resulted in 29 indicators being fully validated and 6 online for validation subject to a bit of reworking.

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

8.2 ARC 2024/25: 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 2024 to 31st March 2025.

It was noted that there are no changes in the satisfaction indicators, with the exception of repairs where an in-house survey is conducted, as these are all based on the results from the last Tenant Satisfaction Survey carried out in August 2022.

S Hunter advised that there is a drop in performance in relation to non emergency repairs and right first time, this is due to clarification during the audit which concluded that complex repairs such as damp/mould, and decant cases should also be included in the figures.

S Quinn advised that there has been an improvement in the void relet times, which is due to continued improved team working between departments, she acknowledged however that we are still not meeting our internal target.

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

8.3 *ARC 2024/25: 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 2025 and Year End*

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

It was further noted that the welfare rights service is seeing a positive impact and the arrears figures in particular is an excellent result.

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

9.3 *Quarterly Complaints Report to 31st March 2025 and Year End*

Committee considered the contents of the report.

A Innes advised that one complaint in Q4 took 33 days to resolve due to the investigator having to take some unexpected time off and it was felt that it was reasonable to extend the deadline rather than pass it onto another member of the management team to investigate.

A Committee member asked about the classifications of complaints, and it was agreed that further work was required in this area to expand on the topics without going into too much detail.

9.4 *Tenant and Resident Safety - to 31st March 2025*

Committee considered the contents of the report, acknowledging that we continue to have no gas safety checks carried out, out with their anniversary dates.

S Hunter confirmed that EICR's remain the main cause for failure and are normally out with Rosehill's control, however staff continue to actively pursue any cases until resolution.

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9.5 *Factoring – Progress Report*

Committee considered the contents of the report and the positions with arrears. It acknowledged that the Factoring Co-ordinator is preparing the information to submit to GCC who will underwrite any arrears as per the agreement in place.

9.6 *Business Plan 2021-26: Section Operational Plans 2024/25 – Quarterly and Year End Results*

Director's Annual Plan of Priorities

Committee considered the Director's Plan and acknowledged that all but two of the objectives had been achieved. There were two objectives partially achieved, one related to Committee training, as one training session had to be cancelled due to the unavailability of a number of committee members. The second related to Policy Reviews with 2 policy reviews being postponed from March 2025 to April 2025, to enable our governance consultant to provide some feedback.

Housing Services Operational Plan

Committee considered the Operational Plan and acknowledged that a number of the objectives had been achieved with the exception of a few items including increasing membership of Scrutiny Panel due to inability to source specialist advice but this has now been completed in April 2025. The Tenant's Hub has been put on hold due to investigation into other options and the launching of the NearMe has been postponed until early in the current year.

Technical Services Operational Plan

Committee considered the Operational Plan and acknowledged that the majority of areas have been met or are on track as they are ongoing contracts.

Corporate Services Operational Plan

Committee considered the Operational Plan and acknowledged that the majority of objectives have been achieved with the exception of a few items including developing a new invoicing system which has been delayed due to investigations into other options by the Finance Manager, and the development of a new website.

Finance Services Operational Plan

Committee considered the Operational Plan and acknowledged that all objectives had been achieved.

Committee concluded that overall the vast majority of Business Plan objectives for 2024/25 had been delivered which demonstrated strong performance. It also concluded that in relation to any objectives partially achieved or not achieved, there were sound reasons for this and in some cases the objective had subsequently been completed early in the new financial year.

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9.7 *Equalities & Human Rights Action Plan – to 31st March 2025*

Committee considered the progress with the implementation of the action plan and acknowledged that the majority of targets have been met with some being slightly over the deadline.

10. **Review of Strategic Risk Register**

Committee considered the contents of the report and after reviewing the risk register decided that no further changes are required at this time.

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

11. **Director's Matters**

11.1 *Charity Law – Upcoming changes*

Committee noted the contents of the report and the upcoming changes.

G Mogan advised that she will devise a form to gather the required information from Committee members and she will also need to investigate further the disqualification clauses and which senior staff will need to be included.

11.2 *Director's Report*

Committee noted the contents of the report and that G Mogan will provide a more detailed report on the options for the supported accommodation unit at next month's meeting. It was also noted that the advert for Management Committee recruitment went live today.

G Mogan also advised that in relation to the 2 returns to the Scottish Government about Cladding Data Collection they will both be nil returns.

11.3 *Pensions Update*

Committee noted the contents of the report and that it's likely that deficit payments will be re-introduced in 2026. Once the full results of the triennial valuation are shared later this summer, independent advice will be sought for Committee to be able to make a decision about its future involvement in the DB scheme. It was recognised that depending on the proposed decision, staff consultation may need to be undertaken before a final decision is made.

12. **Membership Applications**

None

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

None.

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K Devaney advised Committee that the Audit & Risk Sub-Committee has agreed to reduce the schedule of meetings from 4 to 3 times per year, on a trial basis and on the basis that if anything requires addressing in between scheduled meetings, an additional meeting can be convened.

14. Confidential Minutes 30th April 2025 re: Item 3

The confidential minutes were approved, on a motion, as a true record of the meeting by K Stevenson and seconded by H McLatchie and were signed by P McCann.

Committee received a brief update on the matter from G Mogan.

15. Any Other Competent Business

15.1 EVH Conference

N Finlayson advised Committee she had attended the EVH Conference and provided some feedback on the workshops and sessions she had attended, which included a session from West of Scotland H.A. on its use of A.I.

16. Date of Next Meeting

The date of the next meeting of the Management Committee will be held on Wednesday 25th June 2025 at 6:00pm.

K Stevenson submitted her apologies for the June meeting.

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

Signed: _____

Date: _____

(Chair)

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