

ROSEHILL HOUSING ASSOCIATION LIMITED

**MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 26TH
FEBRUARY 2025 AT 6:00 PM AT ROSEHILL'S OFFICES**

M

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

i

In Attendance: G Mogan (Director)
L Donnachie (Finance Manager)
S Hunter (Technical Services Manager)
S Quinn (Housing Services Manager)
K McCallum (Customer Services Officer)

n

1. Apologies

Apologies for absence were received from J Gallen and K Devaney.

2. Declaration of Interest

None.

u

3. Minutes of previous meeting:

3.1 Wednesday 22nd January 2025

The minutes were approved as a true and accurate record and were signed by P McCann.

3.2 Matters Arising

None.

t

3.3 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.

e

4. Chair's Report

4.1 Wage Deal 2025 – 27

G Mogan referred to the information that had been added to the Committee papers for agenda item 4.1 which related to emails from GWSF and information it had shared on feedback from some of its

s

members on the proposed 3 year wage deal. This has been provided to aid Committee's discussion on the matter.

L Donnachie advised that the proposal would have no negative impact on financial projections.

At this point, all Staff members left the meeting.

Committee discussed the proposal which involved a 4% wage increase for 2025 and an inflation (CPI) plus 1.5% arrangement for the following 2 years. Committee acknowledged that a floor and ceiling is being applied in relation to the rate of CPI in October each year. This means if CPI is below 1% or above 4% this will trigger a return to negotiations.

Committee discussed the difficult balancing act of trying to keep our costs down but ensuring our staff receive a fair wage deal, all in the context of the ongoing cost of living crisis. Following further discussion Committee decided to vote in favour of the 3 year wage deal. The Chair completed and signed the ballot paper.

Staff members were invited to re-join the meeting.

4.2 *Delegated Authority – Approval of Tenders: Bathroom Replacements and Refurbishment of Close at 48 Linnhead Drive and 5 Flats*

The Chair spoke to her report and reminded Committee at last month's meeting it had decided to delegate authority to the Vice Chair, Director and herself to deal with the two tenders and approve the appointment of the successful contractors. Committee noted the outcome of the tenders as follows:

- Bathroom Replacements : CCG Scotland in the sum of £332,585.56
- 48 Linnhead Dr, Close Refurbishment plus 5 Flats: MPMH in the sum of £744,118.48. It was further noted that 100% funding is available from GCC for the close refurbishment and 50% funding for the flats.

5. **Finance Matters**

5.1 *Quarterly Management Accounts to 31st December 2024*

L Donnachie led Committee through the report highlighting the following areas:

- Rent collection levels are slightly lower than predicted
- Stage 3 grant funding has been increased
- Staff costs are over budget but agency costs are under budget
- Reactive & Void Repair costs are over budget
- All KPI's have been met with the exception of staff costs which is only slightly over target
- Loan covenants have been comfortably met

M
i
n
u
t
e
s

L Donnachie advised that the reactive and voids costs are over budget by approx. £161K due to a higher volume of voids and works required along with work required for dam/mould cases. Further work will be carried out in this area to capitalise items where possible.

In response to a question, L Donnachie advised that the surplus this year is estimated to be similar to last year.

Committee considered and approved the quarterly Management accounts.

5.2 *Cashflow*

Committee noted the contents of the report. L Donnachie advised that there a further £84K approx. due to be paid for resolved queries on January invoices.

5.3 *Update on additional counterparty*

Committee noted the contents of the report following on from the revised Treasury Management Policy and that additional counterparty Cazenove will give a presentation to Management Committee at the April meeting.

6. **Technical Services Matters**

6.1 *Quarterly Gas Audit*

Committee noted the contents of the report and that the target is slightly lower than expected due to the volume of no access visits.

Committee agreed that it was another clean report which are consistently positive.

6.2 *Planned & Cyclical Maintenance Progress Report*

Contents noted.

7. **Housing Services Matters**

7.1 *Potential Evictions Report*

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

Committee agreed that this is down to an effective arrears management process.

8. **Corporate Services Matters**

8.1 *IT Tender Preferred Supplier*

The Director reminded Committee that the outcome of the tendering process for the IT Support Services was reported at last month's meeting. It had been narrowed down to 2 companies and to assist in

M
i
n
u
t
e
s

making the final decision, both companies were invited to a follow up meeting to give a presentation to the Tender Panel. Committee's consent was sought, and granted, to delegate authority to the Director to make the final decision as to which company should be appointed following the presentations.

The Director advised that as the timing of the decision was so close to when the Committee would be meeting next, she decided that the matter should be referred back to Committee to make the final decision.

Committee considered the contents of the report, the outcome of the tender exercise and also the outcome of the presentations and approved the appointment of Roswell IT Services as Rosehill's new ICT support supplier for the next 3 years after which it will be reviewed with an option to extend for another year, and again the following year.

8.2 *Health & Safety Update*

G Mogan advised that a health & safety issue had arisen this evening as it was discovered that the cleaner was using the rear door during the ramp works, after being advised to use an alternative door. The matter will be raised with the company direct.

Committee further noted that various health & safety audits are also due to be carried out in Q1 of the new financial year.

9. **Organisational Performance Reports:**

9.1 *Quarterly Performance Report – Q3 to 31st Dec 2024*

Committee noted the contents of the report and agreed that overall performance was very positive.

9.2 *Quarterly Performance (to 31st Dec 2024) - Exceptions Report*

Committee noted the contents of the report and in response to questions the following was noted:

- Right first time – mainly due to large volume of storm damage taking longer than usual and unlikely to recover by the year end
- Section 5 relets – this is a timing issue but agreed to minimum of 45% of all lets
- Rent collection – due to transitions to Universal Credit, outwith Rosehill's control
- Tenancies Refused – likely to improve by year end
- Voids – 16 voids in Q3 alone all with major works required. Committee noted that the categories are for internal guidance only and pre inspections are arranged, where possible, but no works can be carried out until keys have been handed in.

9.3 *Quarterly Complaints Report to 31st Dec 2024*

Contents noted.

M
i
n
u
t
e
s

9.4 *Tenant and Resident Safety - to 31st Dec 2024*

Committee noted the contents of the report and that RAAC has been added as not applicable. It was further noted that the only failures are EICR's and the mitigating circumstances for the fails.

9.5 *Factoring – Progress Report*

Committee noted the contents of the report and that an application will be submitted to GCC after the year end for any outstanding arrears as per the maintenance agreement.

9.6 *Equalities & Human Rights Action Plan – to 31st Dec 2024*

Committee noted that all areas are either complete or on track.

G Mogan advised that the plan will be updated to reflect that the Codes of Conduct will be reviewed in March 25.

9.7 *Business Plan 2021- 26: Annual Plan 2024/25 – Director's Plan and Section Operational Plans Q3 and YTD Outcomes*

Committee noted the position with the various plans and in particular:

Director's Plan

With the exception of the following, all objectives have been achieved or on track to be achieved by year-end.

- One Committee training session was cancelled in December due to low numbers – will be rescheduled in the coming financial year;

Housing Services

- Only outstanding issue is in relation to the Scrutiny Panel and sourcing specialist support

Technical Services

- Only area which may fail is SHQS surveys due to the level of no access visits

Finance

- All areas achieved or on track

HR & Corporate Services

- Late night opening postponed due to staff availability
- Develop new website postponed until new IT support in place

10. ***Quarterly Review of Strategic Risks***

Committee noted the amendments made by the Management Team in February and that the Audit & Risk Sub-Committee also reviewed the register at the meeting last week.

M
i
n
u
t
e
s

G Mogan further advised that following Committee discussion during the Business Planning session, the residual risk for Pandemic was lowered.

After discussion, it was agreed that no further changes are required at this time.

11. Business Plan 2021/26: Annual Plan 2025/26 Proposed Priorities – Outcome of Tenant Consultation

Committee noted the outcome of the consultation with 40 responses being received and on average 35 out of 40 respondents supporting our proposed plans. G Mogan advised that where names were provided, staff will contact tenants re: comments made by the end of March.

Discussion took place and it was agreed that some education is needed for tenants to explain the reasons why we do some of the activities listed and that funding may be available for wider role activities.

Committee approved the draft programme, acknowledging that the final annual programme of key priorities (other key tasks to be added) will be presented at next month's meeting along with the Annual Business Plan and other appendices for approval.

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

12. Director's Matters

12.1 Office Seal

Committee considered the contents of the report and after discussion decided to discontinue the use of the seal.

12.2 Proposal for Supported Accommodation Unit – Update

Committee noted the contents of the report and that GCC has advised that they would not consider entering into a lease agreement for the property. G Mogan has now reached out to the care provider and she is awaiting a response.

12.3 Director's Report

Donation Request

Committee noted the donation request from Pollok Children's Centre towards outdoor clothing and that G Mogan has requested some information and there has been no response. Committee discussed the matter and decided that, subject to the Project providing the requested information, a donation of £200 will be given.

Committee further agreed that developing a Donations Policy is required. G Mogan has been looking at other RSLs Policies and is intending to bring a draft Policy to Committee for consideration and approval within the next few months.

M

i

n

u

t

e

s

GWSF Consultation

Committee considered the proposal from GWSF, which they would like members views on, about how SHR can demonstrate it is meeting its duty to take account of community interests. Committee noted that the Management Team had discussed this and concluded that community interests may mean different things to different organisations and this may depend on matters such as make-up/mix within the organisation's membership, the mix and make-up of the Committee, whether the organisation has a community anchor role or the extent of its wider role activities. G Mogan is attending an online session that the Forum is hosting next week. It was decided that G Mogan will decide whether or not to respond to the proposal after the session.

SHR – Housing Emergency Data

G Mogan advised Committee that staff will respond to the request from SHR to provide data on all empty homes as at 28th February 2025, by the deadline of 14th March. However, it was noted that this data will be very low for Rosehill and any homes which are long term void have very specific reasons.

13. Membership Applications

Committee considered 1 membership application received from a new tenant. After further consideration, Committee approved the application. The share certificate number 2422 was signed by P McCann and N Finlayson. G Mogan, as Secretary, was authorised to sign the certificate.

Committee noted that 4 shares had been cancelled as follows:

Tenants Deceased – 3 shares: 484, 693 and 2061
Tenants moved out of Rosehill – 1 share: 1695

14. Minutes of Sub-Committee meetings for information:

14.1 Outcome of Internal Audit Services Tender – Report from Chair of Audit & Risk Sub-Committee

Committee noted the contents of the sub-committee Chair's report, noting that only two tenders had been returned and following scoring, WBG LLP had been successful and was duly appointed for the next 3 years with the option to extend for 2 further periods of 1 year each.

15. Any Other Competent Business

15.1 External Audit

G Mogan advised that the external audit cannot be carried out until July and as such an additional meeting will be required on 13th August 2025 to approve the financial statements and consider the Auditor's Management Letter. The Audit & Risk Sub-Committee will meet first to consider the Management Letter and will, if required, make

M
i
n
u
t
e
s

recommendations for the Management Committee's consideration and approval.

15.2 Staffing and Health & Safety Sub-Committee

H McLatchie advised that the Sub-Committee decided to change the frequency of the meetings to 6 monthly.

16. Date of Next Meeting

The date of the next meeting of the Management Committee will be held on Wednesday 26th March 2025 at 6:00pm.

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

Signed: _____

(Chair)

Date: _____

M
i
n
u
t
e
s