

ROSEHILL HOUSING ASSOCIATION LIMITED

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON
WEDNESDAY 30TH OCTOBER 2024 AT 6.00PM**

- Present:** K Stevenson (Vice Chair)
J Gallen
A Greene
H McLatchie
S Bannerman
K Thomson
- 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)

Committee welcomed Liam Donnachie, who recently took up the post of Finance Manager.

1. Apologies

Apologies for absence were received from P McCann, N Finlayson and K Devaney.

2. Declaration of Interest

None.

3. Minutes of previous meeting:

3.1 Wednesday 25th September 2024

The minutes were approved as a true and accurate record and were signed by K Stevenson.

3.2 Matters Arising

None.

3.3 Decision/Actions Tracker

Committee noted the progress with the various items listed and noted that evidence will be provided where relevant.

4. Minutes of Membership Sub-Committee meeting held on:

4.1 25th September 2024

This item was deferred.

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5. **Chair's Report**

Nothing to report.

6. **Finance Matters**

6.1 *Policy Review – Treasury Management Policy*

Committee noted the contents of the report and agreed to postpone the review of this policy until January 2025 to allow L Donnachie to settle in and seek opportunities with additional Banks.

6.2 *Cashflow to 30th September 2024*

Committee noted the contents of the report.

7. **Technical Services Matters**

7.1 *Tender Return – Office Alterations*

S Hunter advised that the closing date for tenders was 29th October 2024 and 4 tenders have been received ranging from £50 to £70K but have not yet been analysed.

Committee delegated authority to the Chair & Vice Chair to consider the matter and approve the successful tender if a decision is required prior to the next Management Committee meeting.

8. **Housing Services Matters**

8.1 *Potential Evictions Report*

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

9. **Corporate Services Matters**

9.1 *Annual Performance Report*

A Innes advised that the report is now live on the website and links have been issued to members. It was noted that one member has provided positive feedback already.

10. **ARC – SHR Consultation on ARC: Proposed Response**

Committee noted the contents of the report and the proposed response.

G Mogan advised that the Management Team will consider the Glasgow & West of Scotland Forum's response, which has just been received, at its upcoming Team meeting, which may impact on the response.

Committee noted the proposed response and that it may be subject to amendments after the Forum's response has been considered.

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L Donnachie, S Hunter, S Quinn and A Innes then left the meeting.

11. Director's Matters

11.1 Annual Assurance Statement 2024

Committee considered the report and draft statement. After discussion, Committee agreed the statement accurately reflects the discussions during the assurance session and that no amendments/additions are required. Committee authorised K Stevenson to sign the statement and G Mogan to submit it to SHR.

Committee also noted that the statement will be published on the website.

It was further noted that this is a working document and if during the year any non-compliance issues of a material nature are identified our AAS would need to be updated and resubmitted to SHR.

11.2 Constitutional Change – Update and New Policies for Approval

Committee noted the contents of the report.

G Mogan advised that she recently received communication from our solicitors that FCA will approve and register the new rules and name change from 31st October 2024. Our solicitor will notify us once they receive formal confirmation from FCA that this has happened. The next stage will be for T C Young to submit a notifiable event to SHR. Once SHR confirms it has all the required information and closes the event the application to OSCR will be submitted. Committee noted that it is hoped that that Rosehill will be a registered charitable housing association by the end of the calendar year.

Committee noted that the new external sign for the office is ready to put up, as soon as FCA approval comes through. The new letterhead, previously approved by Committee, is also ready to be used once we are given the go ahead. It was further noted that several documents, including the letterhead, will need to be changed again once the Charity registration is approved.

Committee considered the draft new Membership Policy, which aims to have tenants as the majority of its membership. Committee approved the Policy and decided that, following the first year of its implementation, if necessary, a further review could be carried out.

Committee considered the draft Succession Planning Policy and acknowledged that the Policy also included how recruitment to the Management Committee would be undertaken. On this basis Committee approved the Policy and decided that, following the first year of its implementation, if necessary, a further review could be carried out.

Committee also approved the new application for membership.

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11.3 *ARC 2023/24 – Benchmarking Results*

Committee noted the results and generally performance is good, however there are some areas which require improvement including the satisfaction results, which are based on the last TSS in 2022, as well as relet times and adaptations times.

General discussion took place where it was noted that GCC have cut funding for adaptations and there may come a time when funding will cease altogether. Committee also discussed the satisfaction with management of the neighbourhood, and whether tenants fully appreciated that certain areas are out with Rosehill's control including cleansing, bulk uplift and road maintenance. G Mogan advised that that next TSS is scheduled for late 2025 and it is intended to get the Scrutiny Panel involved. Committee intimated that they would be interested in doing a walk around the area to see the issues which tenants are concerned about and what can be done to assist. It was agreed that this could be organised for Spring.

Committee noted that the next stage is for the Corporate Services & HR Manager to devise an action plan of areas for improvement, in conjunction with the relevant Managers. Part of exploring opportunities for improvement may be to reach out to other RSLs in an effort to share good practice.

K McCallum left the meeting at this point.

11.4 *Confidential Matter – Update*

This is the subject of a confidential report.

11.5 *Director's Report*

Audit Scotland – National Fraud Initiative: Pilot for RSLs

G Mogan advised that there was still no update from Audit Scotland on the secondary processing matter that was previously raised. Therefore, everything is on hold at this time.

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

12.1 *Special General Meeting held on 17th September 2024*

Contents noted.

12.2 *Annual General Meeting held on 17th September 2024*

Contents noted.

13. ***Any Other Competent Business***

None.

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14. Date of Next Meeting

The date of the next meeting of the Management Committee will be held on Wednesday 27th November 2024 at 6:00pm.

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

Signed: _____

(Chair)

Date: _____

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