

ROSEHILL HOUSING ASSOCIATION LIMITED

**MINUTES OF THE MANAGEMENT COMMITTEE MEETING HELD ON 22ND
JANUARY 2025 AT 6:00 PM AT ROSEHILL'S OFFICES**

Present:	P McCann	(Chair)
	S Bannerman	
	N Finlayson	
	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)
	O Gaffney	(SHARE)

The Chair welcomed O Gaffney from SHARE to the meeting who will do a presentation to Committee on the Annual Appraisal process and will stay for the remainder of the meeting to observe.

1. Apologies

Apologies for absence were received from K Stevenson, A Greene, H McLatchie, J Gallen, K Devaney and J Thomson.

2. Declaration of Interest

None.

3. Minutes of previous meeting:

3.1 Wednesday 27th November 2024

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

3.2 Matters Arising

3.2.1 RE: Item 8.1 – Office Alterations

Committee noted that works commenced 21st Jan 25.

3.2.2 RE: Item 16.1 – DPO Service

G Mogan confirmed that the service has been renewed for 3 years.

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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.

4. **SHARE – Presentation on Annual Committee Assessments**

O Gaffney thanked Rosehill for working with SHARE again this year and led Committee through a presentation for the Annual Committee Assessment process. She explained that the annual assessment process is a regulatory requirement and it is also good governance, good for personal development/effectiveness/objectivity and assists with identifying skills gaps.

O Gaffney advised that this year is just a light review with only a survey being issued. She asked that all Committee members complete all questions and return the survey by 5th February 2025.

Olwyn advised that there were 2 recommendations made last year which have both been completed.

O Gaffney explained that once the annual assessment process is completed she will produce a report providing the key findings and conclusions, which will form a picture of the Committee as a whole. This will be presented at the March Committee Meeting. In addition to this, individual learning statements will be produced for each Committee Member. The findings from the Main Report will be used to produce the annual training programme for the Management Committee.

A Committee Member asked if the individual learning statements can be amended once each Committee member has read them if they wanted to add anything else in. Olwyn advised that this could be done.

P McCann thanked O Gaffney for her presentation.

5. **Chair's Report**

Paula advised that the Annual Business Planning session took place last week and the Management Team are now reviewing the findings and will put together a consultation document to be issued to all tenants next week. She also advised that the PR & Media Training took place last week which everyone found interesting and beneficial.

6. **Finance Matters**

6.1 *Service Charge Review*

L Donnachie led Committee through the report and advising that the overall costs remain the same with the biggest variation being the energy costs and equipment replacements, Committee considered and approved the following:

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Monthly Service Charges for Priesthill Tenements

- Communal stair lighting – charge increased to £6.10 due to increase in energy costs
- Communal stair cleaning – charge increased to £4.65 to cover costs incurred only

Monthly Service Charges for Supported Accommodation

- Heat & Light – charge maintained
- Redecoration – charge maintained
- Laundry Equipment – charge reduced to £31.00
- Equipment Servicing – charge reduced to £45.00
- Communal Furniture – charge remains suspended
- Garden Maintenance – charge reduced to £6.00
- Contents Insurance – charge reduced to £0.80
- Personal furniture – charge remains suspended
- Licensing Requirements – charge increased to £10.10

6.2 *Cashflow*

Committee noted the contents of the report and L Donnachie advised that there was an increase in the expenditure due to insurance being paid, a contractor dispute being settled and Corporation Tax being paid, however this was nothing of concern.

6.3 *Treasury Management Policy*

L Donnachie advised that the purpose of the policy remains to protect the principle sums. The Policy intends to build on a framework and the main changes include an increase in the number of borrowers including investigation of wealth management and increased reporting to Management Committee.

A Committee Member asked about wealth management and if this would be seen as innovative for Rosehill. L Donnachie advised that it would put Rosehill slightly ahead of the curve with the main benefits being to build assets, protect against inflation all with a low risk. It was confirmed that wealth management is not investments just a variation on deposits.

A Committee Member asked why the scope of deposits has been increased from 30% to 50%. L Donnachie advised that Rosehill is already over the 30% target, with the approval of management committee, as set out in the current policy and increasing it to 50% would negate the need to seek Committee approval beforehand, for a practice that is currently in place, and agreeable with Management committee, given this was approved.

Committee considered the revised policy and approved it for immediate implementation.

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6.4 *Internal Audit Services Tender*

Committee noted that the tender is currently out with a closing date of 29th January 2025, returns will be considered with a view to approving the appointment at the next Audit & Risk Sub-Committee meeting due to be held in February.

6.5 *De-registration from Construction industry scheme*

L Donnachie advised that now Rosehill is a Charitable Housing Association we can leave the above scheme. This will have no financial impact but will prevent the need to submit a return to HMRC on labour and material costs from contractors, saving staff time.

7. **Technical Services Matters**

7.1 *Contractor Going Into Liquidation Policy Review*

Committee noted the revised Policy with only minor changes and that the Policy has never had to be used.

7.2 *Asbestos Management Policy Review*

Committee noted the Policy has been revised with only minor changes.

7.3 *Decoration & Floor Coverings/ Soft Furnishings Allowances Policy*

Committee noted the Policy has been revised with only minor changes.

7.4 *Rechargeable Repairs Policy – Tenant Consultation*

Committee noted that there was no response to the consultation on this Policy and as such approved the revised Policy, previously approved by Committee, for immediate implementation.

S Hunter requested and was given permission to add another item to the agenda.

7.5 *Tenders*

S Hunter advised that there are two tenders under consideration at the moment for bathroom replacements and refurbishment works at 48 Linnhead Drive and requested delegated authority for the Chair, Vice Chair and Director to confirm appointments ahead of the next Committee meeting, with a summary report being presented. Committee approved this course of action.

8. **Housing Services Matters**

8.1 *Policy Review Update – Allocations Policy*

Committee noted the contents of the report, and that the Policy review is underway and the opportunity has been taken to revise the points

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system also. It is intended the revised Policy will be presented to Committee in March, if approved will then be put out for consultation.

8.2 *Potential Evictions Report*

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

S Quinn requested and was given permission to add another item to the agenda.

8.3 *Social Housing Survey*

S Quinn advised that a survey has only just been received for a city wide and local consultation on improved access to Social Housing and the possibility of a common Allocations Policy and a Common Housing Register. Committee agreed with the initial concerns of staff that this may not be feasible as there are too many differences in the way RSLs operate and may be difficult to produce a document which would suit everyone. As the closing date for submissions is 31st January 2025, Committee authorised S Quinn in conjunction with G Mogan to submit an appropriate response.

9. **Corporate Services Matters**

9.1 *IT Tender Preferred Supplier*

Committee noted the contents of the report and that 15 returns were submitted, 1 of which was disqualified due to not submitting the required documentation. After scoring, a top 2 were identified and due to the very close scoring it was agreed that both should be invited to give a presentation on priorities for the first 12 months of the contract, This has been scheduled for 13th February.

Committee further noted that our current provider did not submit a return.

Committee delegated authority to G Mogan to make the final decision on the winning tender following the presentations. The results will be presented at the next meeting.

9.2 *Sexual Harassment Policy*

Committee noted that following a legislative update there is now additional responsibilities for employers to pro-actively take preventative and reasonable steps to prevent sexual harassment in the workplace. It was also noted that ACAS best practice is to have a standalone policy.

Committee noted the contents of the report and approved the policy for immediate implementation. It was noted that there was no requirement for consultation. However, briefing/training sessions had been carried out for the Management Team and the Staff Team.

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A Committee Member asked if the Tenancy Agreement will be updated to reflect enforcement of this Policy. S Quinn confirmed that it will be.

9.3 *Health and Safety Update*

Committee noted that this is a running item on the agenda and that there was nothing to report at this time.

10. **Proposed Rent Increase 2025/26 – Outcome of Tenant Consultation Report**

Committee noted that the approved consultation document and survey had been circulated in early December 2024, via links text or emailed to the majority of tenants, with the remainder receiving paper copies. This resulted in a total of 35 responses (27 online and 8 paper responses). No tenants attended the three drop-in sessions organised at our office. A small number of tenants engaged with staff attending the Breakfast Club at the local Hall. The majority of responses were received through direct phone calls to tenants, which resulted in 78 tenants being spoken to who either pay full or partial rent (at least 50%).

Committee acknowledged that the majority of respondents did not object to the proposal, however it was recognised that some did express concern about ongoing affordability in the current climate. During discussion, Committee recognised that it had to consider the full picture and balance the needs of the business with the needs of tenants. Committee concluded that its decision is not taken lightly and decided that the annual rent increase to be applied is 4% effective from 1st April 2025.

Committee further noted that staff will respond to all specific concerns raised during the consultation where tenants had provided their names.

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

11. **Director's Matters**

11.1 *Proposal for Supported Accommodation Unit*

Committee considered the contents of the report and the proposal that now that Rosehill is a charitable registered Housing Association, to explore the potential to have a lease agreement for the remaining unit. The lease would be with either the Care Provider or GCC.

A Committee Member asked if a commercial lease charge would be applied. G Mogan advised that she would work with our solicitors to draft a lease agreement or review any lease agreement suggested by the Council or Care Provider. She added that various matters would need to be considered e.g. where the responsibility for repairs and maintenance would sit i.e. become the responsibility of the Council or Care Provider, or Rosehill retain responsibility; whether other service charges would be retained or could be removed; to move from being a furnished unit and the adequacy of the rent and any service charges.

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After further discussion, Committee approved the proposal for G Mogan to begin discussions with the Council or Care Provider about the potential for creating a lease agreement for the unit. G Mogan to keep Committee informed of progress and if the potential to lease could become a reality then she will seek Committee's formal approval to proceed.

11.2 *Draft Timetable of Management Committee and Sub-Committee Meetings April 2025 – March 2026*

Committee approved the timetable which now includes other key events, i.e. the AGM, Business Planning Session and Annual Assurance session.

11.3 *Governance Policies/Documents due for review*

Committee considered the report, noting that the Codes of Conduct (for Committee and Staff), the Protocol for Dealing with Breaches for Committee Members and the Entitlements, Payments and Benefits Policy are now due for review.

Committee acknowledged that these are model documents provided by SFHA and that as Rosehill is not a member of SFHA, the codes need to be purchased. It was noted that the Model Codes of Conduct have recently been revised and that G Mogan had requested to buy these. However, these have not yet been received meaning the review of these documents needs to be postponed. It was further noted that the model Entitlements, Payments and Benefits Policy is scheduled for review in March and will be available to purchase in late March or early April.

As per the Committee Meeting Timetable, the next meeting where policy reviews would be scheduled is March. Therefore, Committee accepted that the model codes and protocol will be brought to the March meeting for approval. If the model Entitlements, Payments and Benefits Policy is available in time it would also be brought to the March meeting, failing which it will be brought to the April meeting.

11.4 *Director's Report*

Nothing to report at this time.

12. *Membership Applications*

Committee considered the 9 membership applications received, noting that all were from new tenants. After further consideration, Committee approved the applications. The share certificates, numbers 2413 to 2421, were signed by P McCann and S Bannerman. G Mogan, as Secretary, was authorised to sign and affix the seal to the certificates.

Committee noted that 7 shares had been cancelled as follows:

Tenants Deceased – 4 shares: 255, 1580, 1664 and 1969
Tenants moved out of Rosehill – 3 shares: 517, 1746 and 1892

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At this point O Gaffney and K McCallum left the meeting.

13. Minutes of Confidential Minutes

13.1 25/09/24 re agenda item 14.6

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

13.2 30/10/24 re agenda item 11.4

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

13.3 27/11/24 re agenda item 3

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

14. Minutes of Sub-Committee meetings for information:

14.1 Audit & Risk Sub-Committee meeting held on 12th November 2024

Contents noted.

15. Any Other Competent Business

None.

16. Date of Next Meeting

The date of the next meeting of the Management Committee will be held on Wednesday 26th February 2025 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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