

Landlord name: Melville Housing Association Ltd

RSL Reg. No.: 286

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Approval

A1.1	Date approved	14/05/2025
A1.2	Approver	John McMorrow
A1.3	Approver job title	Chief Executive
A1.4	Comments (Approval)	
		N/A



N/A

**Social landlord contextual information****Staff**

Staff information, staff turnover and sickness rates (Indicator C1)

C1.1	the name of Chief Executive	Mr. John McMorrow
C1.2.1	C1.2 Staff employed by the RSL:  the number of senior staff	4.00
C1.2.2	the number of office based staff	28.00
C1.2.3	the number of care / support staff	0.00
C1.2.4	the number of concierge staff	0.00
C1.2.5	the number of direct labour staff	0.00
C1.2.6	the total number of staff	32.00
C1.3.1	Staff turnover and sickness absence:  the percentage of senior staff turnover in the year to the end of the reporting year	0.00%
C1.3.2	the percentage of total staff turnover in the year to the end of the reporting year	3.04%
C1.3.3	the percentage of days lost through staff sickness absence in the reporting year	3.10%

Social landlord contextual information

Lets

Number of lets during the reporting year, split between 'general needs' and 'supported housing' (Indicator C3)

C3.1	The number of 'general needs' lets during the reporting year	134
C3.2	The number of 'supported housing' lets during the reporting year	0
Indicator C3		134

The number of lets during the reporting year by source of let (Indicator C2)

C2.1	The number of lets to existing tenants	40
C2.2	The number of lets to housing list applicants	16
C2.3	The number of mutual exchanges	30
C2.4	The number of lets from other sources	2
C2.5.1	C2.5 The number of applicants who have been assessed as statutorily homeless by the local authority as:  section 5 referrals	76
C2.5.2	nominations from the local authority	0
C2.5.3	other	0
C2.6	the number of other nominations from local authorities	0
C2.7	Total number of lets excluding exchanges	134

**Annual Return on the Charter (ARC) 2024-2025**

Comments for any notable improvements or deterioration in performance regarding the figures supplied in the "Social landlord contextual information" section.

C1.3.2 One member of staff retired during the year.

**Overall satisfaction****All outcomes**

Percentage of tenants satisfied with the overall service provided by their landlord (Indicator 1)
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1.1.1	1.1 In relation to the overall tenant satisfaction survey carried out, please state: the number of tenants who were surveyed	718
1.1.2	the fieldwork dates of the survey	01/2025
1.1.3	The method(s) of administering the survey:	
	Post	<input type="checkbox"/>
1.1.4	Telephone	<input type="checkbox"/>
1.1.5	Face-to-face	<input checked="" type="checkbox"/>
1.1.6	Online	<input type="checkbox"/>
1.2.1	1.2 In relation to the tenant satisfaction question on overall services, please state the number of tenants who responded:	279
	very satisfied	
1.2.2	fairly satisfied	370
1.2.3	neither satisfied nor dissatisfied	43
1.2.4	fairly dissatisfied	17
1.2.5	very dissatisfied	8
1.2.6	no opinion	1
1.2.7	Total	718

Indicator 1	90.39%
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## Annual Return on the Charter (ARC) 2024-2025

Comments for any notable improvements or deterioration in performance regarding the figures supplied in the "Overall satisfaction" section.

11.3 The tenant survey was carried out utilising primary a face-to-face methodology (699) with a small number of telephone interviews (19) undertaken in the areas with very small numbers of tenants or to top up interviews in areas where the sample drawn for face to face was exhausted and additional interviews were required.



The customer / landlord relationship

Communication

Percentage of tenants who feel their landlord is good at keeping them informed about their services and decisions (Indicator 2)

2.1	How many tenants answered the question "How good or poor do you feel your landlord is at keeping you informed about their services and decisions?"	718
2.2.1	2.2 Of the tenants who answered, how many said that their landlord was: very good at keeping them informed	337
2.2.2	fairly good at keeping them informed	375
2.2.3	neither good nor poor at keeping them informed	4
2.2.4	fairly poor at keeping them informed	2
2.2.5	very poor at keeping them informed	0
2.2.6	Total	718

Indicator 2	99.16%
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## Participation

Percentage of tenants satisfied with the opportunities given to them to participate in their landlord's decision making processes (Indicator 5)

5.1	How many tenants answered the question "How satisfied or dissatisfied are you with opportunities given to you to participate in your landlord's decision making processes?"	718
5.2.1	5.2 Of the tenants who answered, how many said that they were: very satisfied	429
5.2.2	fairly satisfied	288
5.2.3	neither satisfied nor dissatisfied	1
5.2.4	fairly dissatisfied	0
5.2.5	very dissatisfied	0
5.2.6	Total	718

Indicator 5	99.86%
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**Annual Return on the Charter (ARC) 2024-2025**

Comments for any notable improvements or deterioration in performance regarding the figures supplied in the "The customer / landlord relationship" section.

Housing quality and maintenance

Quality of housing

Scottish Housing Quality Standard (SHQS) – Stock condition survey information (Indicator C8)

C8.1	The date your organisation's stock was last surveyed or assessed for compliance with the SHQS	03/2025
C8.2	What percentage of stock did your organisation fully assess for compliance in the last five years?	93.30
C8.3	The date of your next scheduled stock condition survey or assessment	03/2026
C8.4	What percentage of your organisation's stock will be fully assessed in the next survey for SHQS compliance	98.03
C8.5	Comments on method of assessing SHQS compliance.	

We operate a rolling programme of stock surveys assessed by an external consultant circa 20% per annum visited. Total of 1,990 units have been visited in the last 5 years.

Scottish Housing Quality Standard (SHQS) – Stock summary (Indicator C9)
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		End of the reporting year	End of the next reporting year
C9.1	Total self-contained stock	2,133	2,133
C9.2	Self-contained stock exempt from SHQS	0	0
C9.3	Self-contained stock in abeyance from SHQS	54	42
C9.4.1	Self-contained stock failing SHQS for one criterion	0	0
C9.4.2	Self-contained stock failing SHQS for two or more criteria	0	0
C9.4.3	Total self-contained stock failing SHQS	0	0
C9.5	Stock meeting the SHQS	2,079	2,091

C9.6	Total self-contained stock meeting the SHQS by local authority
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	End of the reporting year	End of the next reporting year
Aberdeen City	0	0
Aberdeenshire	0	0
Angus	0	0
Argyll & Bute	0	0
City of Edinburgh	10	10
Clackmannanshire	0	0
Dumfries & Galloway	0	0
Dundee City	0	0
East Ayrshire	0	0
East Dunbartonshire	0	0
East Lothian	5	5
East Renfrewshire	0	0
Eilean Siar	0	0
Falkirk	0	0
Fife	0	0
Glasgow City	0	0
Highland	0	0
Inverclyde	0	0
Midlothian	2,010	2,022
Moray	0	0
North Ayrshire	0	0

North Lanarkshire	5	5
Orkney Islands	0	0
Perth & Kinross	0	0
Renfrewshire	0	0
Scottish Borders	1	1
Shetland Islands	0	0
South Ayrshire	0	0
South Lanarkshire	48	48
Stirling	0	0
West Dunbartonshire	0	0
West Lothian	0	0
Totals	2,079	2,091

## Percentage of stock meeting the Scottish Housing Quality Standard (SHQS) (Indicator 6)

6.1.1	The total number of properties within scope of the SHQS: at the end of the reporting year	2,133
6.1.2	projected to the end of the next reporting year	2,133
6.2.1	The number of properties meeting the SHQS: at the end of the reporting year	2,079
6.2.2	projected to the end of the next reporting year	2,091

Indicator 6 - Percentage of stock meeting the SHQS at the end of the reporting year	97.47%
Indicator 6 - Percentage of stock meeting the SHQS projected to the end of the next reporting year	98.03%



Percentage of tenants satisfied with the quality of their home (Indicator 7)

7.1	How many tenants answered the question "Overall, how satisfied or dissatisfied are you with the quality of your home?"	718
7.2.1	7.2 Of the tenants who answered, how many said that they were: very satisfied	274
7.2.2	fairly satisfied	380
7.2.3	neither satisfied nor dissatisfied	48
7.2.4	fairly dissatisfied	15
7.2.5	very dissatisfied	1
7.3	Total	718

Indicator 7	91.09%
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Repairs, maintenance & improvements

Average length of time taken to complete emergency repairs (Indicator 8)
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8.1	The number of emergency repairs completed in the reporting year	760
8.2	The total number of hours taken to complete emergency repairs	1,272

Indicator 8	1.67
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Average length of time taken to complete non-emergency repairs (Indicator 9)

9.1	The total number of non-emergency repairs completed in the reporting year	7,251
9.2	The total number of working days taken to complete non-emergency repairs	56,832

Indicator 9		7.84
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Percentage of reactive repairs carried out in the last year completed right first time (Indicator 10)
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10.1	The number of reactive repairs completed right first time during the reporting year	6,656
10.2	The total number of reactive repairs completed during the reporting year	7,167

Indicator 10		92.87%
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How many times in the reporting year did not meet your statutory duty to complete a gas safety check (Indicator 11).

11.1	The number of times you did not meet your statutory duty to complete a gas safety check.	0
11.2	if you did not meet your statutory duty to complete a gas safety check add a note in the comments field	
		N/A

Indicator 11	0
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Percentage of tenants who have had repairs or maintenance carried out in last 12 months satisfied with the repairs and maintenance service (Indicator 12)

12.1	Of the tenants who had repairs carried out in the last year, how many answered the question "Thinking about the LAST time you had repairs carried out, how satisfied or dissatisfied were you with the repairs service provided by your landlord?"	266
12.2	Of the tenants who answered, how many said that they were:	121
12.2.1	very satisfied	
12.2.2	fairly satisfied	94
12.2.3	neither satisfied nor dissatisfied	27
12.2.4	fairly dissatisfied	22
12.2.5	very dissatisfied	2
12.2.6	Total	266

Indicator 12	80.83%
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## Annual Return on the Charter (ARC) 2024-2025

Comments for any notable improvements or deterioration in performance, or compliance with tenant and resident safety requirements regarding the figures supplied in the "Housing quality and maintenance" section, including non-compliance with electrical, gas and fire safety requirements and plans to address these issues.

Indicator 12 Repairs Satisfaction based on large scale Tenant Satisfaction Survey. (Note this was only 266 tenants that advised they had a repair in the last year) Our own repair satisfaction surveys indicate that 96.3% are satisfied based on 3,442 repair return responses.

## Neighbourhood & community

### Estate management, anti-social behaviour, neighbour nuisance and tenancy disputes

Percentage of all complaints responded to in full at Stage 1 and percentage of all complaints responded to in full at Stage 2. (Indicators 3 & 4)

	1st stage	2nd stage
Complaints received in the reporting year	146	24
Complaints carried forward from previous reporting year	0	0
All complaints received and carried forward	146	24
Number of complaints responded to in full by the landlord in the reporting year	146	24
Time taken in working days to provide a full response	398	252

Indicators 3 & 4 - The percentage of all complaints responded to in full at Stage 1	100.00%
Indicators 3 & 4 - The percentage of all complaints responded to in full at Stage 2	100.00%
Indicators 3 & 4 - The average time in working days for a full response at Stage 1	2.73
Indicators 3 & 4 - The average time in working days for a full response at Stage 2	10.50



Percentage of tenants satisfied with the landlord's contribution to the management of the neighbourhood they live in (Indicator 13)

13.1	How many tenants answered the question "Overall, how satisfied or dissatisfied are you with your landlord's contribution to the management of the neighbourhood you live in?"	718
13.2.1	13.2 Of the tenants who answered, how many said that they were: very satisfied	291
13.2.2	fairly satisfied	394
13.2.3	neither satisfied nor dissatisfied	24
13.2.4	fairly dissatisfied	9
13.2.5	very dissatisfied	0
13.2.6	Total	718

Indicator 13	95.40%
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Percentage of tenancy offers refused during the year (Indicator 14)

14.1	The number of tenancy offers made during the reporting year	146
14.2	The number of tenancy offers that were refused	11

Indicator 14		7.53%
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Percentage of anti-social behaviour cases reported in the last year which were resolved (Indicator 15)

15.1	The number of cases of anti-social behaviour reported in the last year	105
15.2	Of those at 15.1, the number of cases resolved in the last year	104

Indicator 15		99.05%
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Abandoned homes (Indicator C4)		
C4.1	The number of properties abandoned during the reporting year	10

## Percentage of the court actions initiated which resulted in eviction and the reasons for eviction (Indicator 22)

22.1	The total number of court actions initiated during the reporting year	8
22.2.1	22.2 The number of properties recovered: because rent had not been paid	0
22.2.2	because of anti-social behaviour	0
22.2.3	for other reasons	1

Indicator 22 - Percentage of the court actions initiated which resulted in eviction because rent had not been paid	0.00%
Indicator 22 - Percentage of the court actions initiated which resulted in eviction because of anti-social behaviour	0.00%
Indicator 22 - Percentage of the court actions initiated which resulted in eviction for other reasons	12.50%
Indicator 22 - Percentage of the court actions initiated which resulted in eviction	12.50%

**Annual Return on the Charter (ARC) 2024-2025**

Comments for any notable improvements or deterioration in performance regarding the figures supplied in the "Neighbourhood & community" section.

**Access to housing and support**

**Housing options and access to social housing**

Percentage of lettable houses that became vacant in the last year (Indicator 17)
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17.1	The total number of lettable self-contained stock	2,120
17.2	The number of empty dwellings that arose during the reporting year in self-contained lettable stock	97

Indicator 17	4.58%
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Number of households currently waiting for adaptations to their home (Indicator 19)

19.1	The total number of approved applications on the list for adaptations as at the start of the reporting year, plus any new approved applications during the reporting year.	36
19.2	The number of approved applications completed between the start and end of the reporting year	30
19.3	The total number of households waiting for applications to be completed at the end of the reporting year.	6
19.4	if 19(iii) does not equal 19(i) minus 19(ii) add a note in the comments field.	
		N/A

Indicator 19	6
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Total cost of adaptations completed in the year by source of funding (£) (Indicator 20)

20.1	The cost (£) that was landlord funded;	£3,080
20.2	The cost (£) that was grant funded	£36,000
20.3	The cost (£) that was funded by other sources.	£0

Indicator 20		£39,080
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The average time to complete adaptations (Indicator 21)
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21.1	The total number of working days taken to complete all adaptations.	810
21.2	The total number of adaptations completed during the reporting year.	30

Indicator 21	27.00
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Homelessness – the percentage of referrals under Section 5, and other referrals for homeless households made by the local authority, that result in an offer, and the percentage of those offers that result in a let (Indicator 23)

23.1	The total number of individual homeless households referrals received under section 5.	165
23.2	The total number of individual homeless households referrals received under other referral routes.	2
23.3	The total number of individual homeless households referrals received under section 5 and other referral routes.	167
23.4	The total number of individual homeless households referrals received under section 5 that result in an offer of a permanent home.	96
23.5	The total number of individual homeless households referrals received under other referral routes that result in an offer of a permanent home.	2
23.6	The total number of individual homeless households referrals received under section 5 and other referral routes that result in an offer of a permanent home.	98
23.7	The total number of accepted offers.	76

Indicator 23 - The percentage of referrals under section 5, and other referrals for homeless households made by a local authority, that result in an offer	58.68%
Indicator 23 - The percentage of those offers that result in a let	77.55%

Average length of time to re-let properties in the last year (Indicator 30)
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30.1	The total number of properties re-let in the reporting year	95
30.2	The total number of calendar days properties were empty	1,426

Indicator 30	15.01
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**Tenancy sustainment**

Percentage of new tenancies sustained for more than a year, by source of let (Indicator 16)
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16.1.1	The number of tenancies which began in the previous reporting year by: existing tenants	27
16.1.2	applicants who were assessed as statutory homeless by the local authority	56
16.1.3	applicants from your organisation's housing list	11
16.1.4	nominations from local authority	1
16.1.5	other	2
16.2.1	The number of tenants at 16.1 who remained in their tenancy for more than a year by: existing tenants	26
16.2.2	applicants who were assessed as statutory homeless by the local authority	55
16.2.3	applicants from your organisation's housing list	11
16.2.4	nominations from local authority	1
16.2.5	other	2

Indicator 16 - Percentage of new tenancies to existing tenants sustained for more than a year	96.30%
Indicator 16 - Percentage of new tenancies to applicants who were assessed as statutory homeless by the local authority sustained for more than a year	98.21%
Indicator 16 - Percentage of new tenancies to applicants from the landlord's housing list sustained for more than a year	100.00%
Indicator 16 - Percentage of new tenancies through nominations from local authority sustained for more than a year	100.00%
Indicator 16 - Percentage of new tenancies to others sustained for more than a year	100.00%

**Annual Return on the Charter (ARC) 2024-2025**

Comments for any notable improvements or deterioration in performance regarding the figures supplied in the "Access to housing and support" section.

Getting good value from rents and service charges

Rents and service charges

Rent collected as percentage of total rent due in the reporting year (Indicator 26)
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26.1	The total amount of rent collected in the reporting year	£10,758,487
26.2	The total amount of rent due to be collected in the reporting year (annual rent debit)	£10,536,800

Indicator 26	102.10%
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Gross rent arrears (all tenants) as at 31 March each year as a percentage of rent due for the reporting year (Indicator 27)

27.1	The total value (£) of gross rent arrears as at the end of the reporting year	£224,439
27.2	The total rent due for the reporting year	£10,787,558

Indicator 27		2.08%
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Average annual management fee per factored property (Indicator 28)
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28.1	The number of residential properties factored	0
28.2	The total value of management fees invoiced to factored owners in the reporting year	N/A

Indicator 28	N/A
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Percentage of rent due lost through properties being empty during the last year (Indicator 18)

18.1	The total amount of rent due for the reporting year	£10,787,558
18.2	The total amount of rent lost through properties being empty during the reporting year	£25,730

Indicator 18	0.24%
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Rent increase (Indicator C5)
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C5.1	The percentage average weekly rent increase to be applied in the next reporting year	4.50%
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The number of households for which landlords are paid housing costs directly and the total value of payments received in the reporting year (Indicator C6)

C6.1	The number of households the landlord received housing costs directly for during the reporting year	1,058
C6.2	The value of direct housing cost payments received during the reporting year	£4,208,617

Amount and percentage of former tenant rent arrears written off at the year end (Indicator C7)
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C7.1	The total value of former tenant arrears at year end	£36,869
C7.2	The total value of former tenant arrears written off at year end	£14,961

Indicator C7	40.58%
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**Value for money**

Percentage of tenants who feel that the rent for their property represents good value for money (Indicator 25)
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25.1	How many tenants answered the question "Taking into account the accommodation and the services your landlord provides, do you think the rent for your property represents good or poor value for money?"	718
25.2.1	25.2 Of the tenants who answered, how many said that their rent represented: very good value for money	179
25.2.2	fairly good value for money	441
25.2.3	neither good nor poor value for money	76
25.2.4	fairly poor value for money	20
25.2.5	very poor value for money	2
25.3	Total	718

Indicator 25	86.35%
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Percentage of factored owners satisfied with the factoring service they receive (Indicator 29)

29.1	How many factored owners answered the question "Taking everything into account, how satisfied or dissatisfied are you with the factoring services provided by your landlord?"	
29.2.1	29.2 Of the factored owners who answered, how many said that they were: very satisfied	
29.2.2	fairly satisfied	
29.2.3	neither satisfied nor dissatisfied	
29.2.4	fairly dissatisfied	
29.2.5	very dissatisfied	
29.3	Total	

Indicator 29	
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**Annual Return on the Charter (ARC) 2024-2025**

Comments for any notable improvements or deterioration in performance regarding the figures supplied in the "Getting good value from rents and service charges" section.

Indicator 28 & 29. We do not undertake a survey of factored owners as we do not charge a management fee and only charge for common repairs when required.



Other customers

Gypsies / Travellers

For those who provide Gypsies/Travellers sites - Average weekly rent per pitch (Indicator 31)

31.1	The total number of pitches	0
31.2	The total amount of rent set for all pitches during the reporting year	N/A

Indicator 31		N/A
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For those who provide sites – percentage of Gypsy/Travellers satisfied with the landlord’s management of the site (Indicator 32)

32.1	How many Gypsies/Travellers answered the question "How satisfied or dissatisfied are you with your landlord's management of your site?"	
32.2.1	32.2 Of the Gypsies/Travellers who answered, how many said that they were: very satisfied	
32.2.2	fairly satisfied	
32.2.3	neither satisfied nor dissatisfied	
32.2.4	fairly dissatisfied	
32.2.5	very dissatisfied	
32.2.6	Total	

	Indicator 32	
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**Annual Return on the Charter (ARC) 2024-2025**

Comments for any notable improvements or deterioration in performance regarding the figures supplied in the "Other customers" section.