

ROSEHILL HOUSING ASSOCIATION LIMITED

**MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON
WEDNESDAY 29TH OCTOBER 2025 AT 6:00 PM AT ROSEHILL'S
OFFICES**

Present: P McCann (Chair)
J Gallen (Vice Chair)
N Finlayson
H McLatchie
A Greene
K Devaney
S Bannerman
D Wilson
Z Bradley
J Thomson

In Attendance: G Mogan (Director)
L Donnachie (Finance & IT Manager)
S Hunter (Technical Services Manager)
S Quinn (Housing Services Manager)
A Innes (Corporate Services & HR Manager)
K McCallum (Customer Services Officer)
E Toner (Customer Services Assistant)

1. *Apologies*

P McCann reminded Committee that K Thomson had previously been granted a leave of absence, however, following G Mogan reviewing the LOA with her, it had been established that her personal circumstances have not improved. Therefore she has submitted her resignation with effect from 15th October 2025. G Mogan had, on behalf of the Committee, passed on its thanks, for her service.

P McCann further advised that K Stevenson has requested a leave of absence for a period of 3 months and explained the personal reasons for this. Committee considered the request and approved it. G Mogan will review the LOA with K Stevenson in January.

2. *Declaration of Interest*

Z Bradley advised that Quarriers, as the current care provider, will carry out a Health & Safety Audit of the property at 70 Househillwood Road. The audit will be conducted by one of her staff but to avoid a conflict of interests the audit report will be reviewed and actioned by the Service Project and Operational Management and not by her.

3. Minutes of previous meeting

3.1 Approval of Minutes 24th September 2025

The minutes were approved as a true record of the meeting on a motion by S Bannerman and seconded by N Finlayson and were signed by P McCann.

3.2 Approval of Confidential Minutes 24th September 2025 re: item 9.1

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

3.3 Matters Arising

None.

3.4 Decision Tracker

Committee noted the progress with the various items listed.

G Mogan advised that the model Payments Entitlements & Benefits Policy is still not available. She advised that should the model not be available by the year end she will carry out an interim review of the other two policies which are linked and present these for approval at the January meeting.

4. Chair's Report

Nothing to report.

5. Finance Matters

5.1 Deposit Increase

Committee noted the contents of the report and the recommendation to move £2.75M up to £4M to the strategic cash management scheme which is also instant access. L Donnachie confirmed that there is no greater risk with this fund and the monies would yield higher interest rates by Cazanove who would manage the account on a day to day basis.

Further to a question, L Donnachie confirmed that Cazanove are a highly rated subsidiary of Schroders who have a long successful history of banking.

Committee considered the recommendation, and the various different levels of example deposits in the report and agreed that £4M should be moved to the fund.

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5.2 *IT Policy Review*

5.2.1 IT & Data Security Policy

Committee noted the contents of the report and that the main change to the policy was the extension of password from 8 characters to 15 and some additional guidance.

A Committee member asked if additional training will be given to staff and it was confirmed that all staff regularly complete cyber security awareness training but additional training could be arranged if necessary.

Committee approved the revised policy for immediate implementation.

5.2.2 IT Acceptable Use Policy

Committee noted the contents of the report and that the main change relates to the use of data sharing platforms.

A Committee member asked for clarification on this. L Donnachie confirmed that these platforms are acceptable to use with strict criteria.

Committee approved the revised policy for immediate implementation.

5.3 *Cashflow to 30th September 2025*

Committee noted the contents of the cover report and the cash flow noting that one loan had been repaid in September.

5.4 *Determination of Accounting Requirements*

Committee noted the contents of the report and the SHR consultation on the proposed changes to Financial reporting requirements.

L Donnachie confirmed that it was mainly wording and format changes which will not affect Rosehill's activities. It will require some additional reporting added to the Financial Statements presented to Committee and could affect what can be capitalised.

Committee discussed the proposed changes and agreed that L Donnachie should submit a response to the consultation on behalf of Rosehill, provided the changes are arbitrary and have little impact on Rosehill.

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6. **Technical Services Matters**

6.1 *Confidential Report*

This is subject to a confidential minute.

6.2 *Policy Review - Management of Annual Gas Safety Checks*

Committee noted the routine review of this Policy.

6.3 *Policy Review - Disaster Recovery Plan for our Properties*

Committee noted the routine review of the Policy.

7. **Housing Services Matters**

7.1 *Policy Review - Rent Setting Policy*

Committee noted the routine review of the Policy.

7.2 *Policy Review - Anti Social Behaviour Policy*

Committee noted the routine review of the Policy.

7.3 *Policy Review – Digital Inclusion Strategy*

Committee noted the routine review of the Policy.

7.4 *Potential Evictions Report*

Committee noted that there were no cases to report again this month and that tenants are engaging with staff to resolve matters before legal action is required.

8. **Corporate Services Matters**

8.1 *Annual Performance Report to 31st March 2025*

Committee viewed the draft report which is presented in the format of a video again, with a voice over this year.

It was noted that a few minor amendments are required e.g. the volume of music at times is a bit loud; How rent is spent needs updated.

Committee agreed that the format is very good and very cost effective. It was noted that approx. 200 will still be issued in paper format.

Committee approved the report for circulation to all members.

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8.2 *Policy Review – Freedom of Information Policy*

Committee noted the routine review of the Policy.

8.3 *Policy Review – Hybrid Working Policy*

Committee noted the routine review of the Policy.

A Committee member asked what platform is used for staff wellbeing. A Innes confirmed that Perkbox is used alongside the standard EVH service.

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

9. ***SHAPS Defined Benefit Pension Scheme***

This is subject to a separate confidential minute.

At this point L Donnachie left the meeting.

10. ***Director's Matters***

10.1 *Annual Assurance Statement 2025*

Committee considered the contents of the report and draft statement. It acknowledged the excellent outcome of the recent internal audit on the annual assurance statement which achieved the highest rating.

Committee reviewed the statement and concluded it reflected the discussions during the recent Assurance Session with L Ewart and approved it for submission to SHR.

Committee authorised P McCann to sign the statement. G Mogan confirmed that she will submit the signed and unsigned versions to SHR tomorrow and the unsigned version will also be posted on our website.

10.2 *Policy Reviews:*

10.2.1 Donations Policy (New Policy)

Committee considered the draft new Policy, noting that G Mogan had asked L Ewart to look over it. The draft had been updated with the minor changes L Ewart recommended.

It was noted that it is intended to actively promote the policy and funding available. G Mogan advised Committee that there is a budget currently which has had no spend against it so far this year, the annual budget is £2,500.

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A Committee member commented that paragraphs 4.4 and 4.5 are slightly confusing and G Mogan agreed to reword for clarification.

Committee approved the new policy, subject to the clarification, for immediate implementation.

10.2.2 Settlement Agreements Policy

G Mogan advised that no extensive changes have been made to the policy but due to the subject matter, it was prudent for Committee to approve.

Committee acknowledged that G Mogan had taken account of EVH's model policy and the ACAS Code of Practice when reviewing the Policy.

Committee considered the proposed revisions and approved the revised policy for immediate implementation.

10.2.3 Disaster Recovery and Business Continuity Plan

Committee considered the proposed changes to the Plan including the removal of Covid references and the removal of the call centre taking calls in an emergency. It was noted that there are no major changes to the main plan, however, the Finance & IT Manager had developed a new Data and IT Disaster Recovery Plan which is appendix 2 to the main Plan.

After some discussion, Committee decided to approve the revised policy for immediate implementation.

It was further agreed that the main Plan and appendices will be uploaded to the Board Portal in the near future. If any Committee Members have any comments or questions on Appendix 2 – Data and IT Disaster Recovery Plan to let G Mogan know.

10.2.4 Prevention of Fraud and Anti-Bribery Policy

Committee considered the Director's report and the draft revised Policy, acknowledging that there was one material change to the Policy which related to the inclusion of a section on cyber fraud.

G Mogan advised that at a recent risk seminar hosted by our internal auditors, she had noted a recommendation from one of the speakers to have a separate policy for fraud and one for anti-bribery.

When she was carrying out the review she had looked at a number of policies of other RSLs, and noted the majority had

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one combined policy. She then contacted the trainer who carried out the fraud and anti-bribery training for staff for his advice. He advised that 95% of RSLs have a combined policy and it was his view that that one policy was adequate. On that basis she had retained one combined Policy.

Following further discussion, Committee decided to approve the revised policy for immediate implementation.

10.3 Committee Annual Appraisals 2026

Committee noted the contents of the report and the timetable for carrying out the appraisals. It was decided that Committee will provide feedback on the draft questionnaire when it is sent out with the November Committee papers.

10.4 New 5 Year Business Plan 2026 – 31: Preparations for Planning Event

Committee noted the arrangements and draft programme for the annual business planning session on 22nd November 2025 which is to prepare for the new 5 Year Business Plan.

G Mogan advised that she had discussed with L Ewart the approach for the group sessions on where we want to be in 5 years and it was provisionally agreed that groups will be asked to produce headlines (newspaper style) good and bad about where Rosehill is in 5 years. Committee agreed it was happy with this approach.

10.5 Director's Report

Nothing to report.

11. Membership Applications

Committee noted that there were no new applications to consider but due to the changes for joint memberships, as discussed and decided at last month's meeting, where the first named on the membership will become the only member, new certificates have been issued. This will have no impact on the joint tenancy and the joint member(s) is welcome to apply for membership in their own right.

Committee approved 51 memberships but noted that only 35 certificates were available to sign at the moment. The balance will be signed by available Committee members once received. Share certificate numbers 2428 to 2462 inclusive were signed by H McLatchie and K Devaney. G Mogan, as Secretary, was authorised to sign the certificates.

Committee further noted 6 shares had been cancelled: 4 members deceased, 1 moving in with family and 1 moving out with the area.

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12. Minutes of Sub-Committee meetings for information:

12.1 Draft Minutes of Annual General Meeting held on Tuesday 16th September 2025

Contents noted.

13. Any Other Competent Business

13.1 Legal & Regulatory Framework Training

G Mogan reminded Committee that L Ewart had provided this training in February which also covered our new constitution as a charitable registered housing association. She has discussed with L Ewart about running this again but extend it to include our AAS framework and to prepare it as an induction session for new Committee Members. Z Bradley will be participating in this training and any Committee member who was not present at the session in February, is welcome to attend and should let G Mogan know as soon as possible.

At this point K McCallum and E Toner left the meeting.

13.2 Confidential Matter

This is the subject of a separate confidential minute.

14. Date of Next Meeting

The next meeting will be held on Wednesday 26th November 2025.

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

Signed: _____

Date: _____

(Chair)

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