

**ROSEHILL HOUSING ASSOCIATION LIMITED**

**MINUTES OF HYBRID MANAGEMENT COMMITTEE MEETING HELD ON  
WEDNESDAY 25<sup>TH</sup> JUNE 2025 AT 6:00 PM AT ROSEHILL'S OFFICES  
AND ONLINE VIA TEAMS**

<b>Present:</b>	P McCann	(Chair) (In Person)
	N Finlayson	(In Person)
	J Gallen	(In Person)
	K Devaney	(In Person)
	S Bannerman	(In Person)
<b>In Attendance:</b>	G Mogan	(Director) (In Person)
	L Donnachie	(Finance Manager) (via Teams)
	S Hunter	(Technical Services Manager) (In Person)
	S Quinn	(Housing Services Manager) (In Person)
	A Innes	(Corporate Services & HR Manager) (In Person)
	K McCallum	(Customer Services Officer) (In Person)
	Z Bradley	(Observer – in-person)
	D Wilson	(Observer – in-person)

The Chair advised that as two observers, who are potential new committee members, would be joining the meeting, the confidential matters on the agenda would be dealt with first and before the observers joined.

**1. *Apologies***

Apologies for absence were received from K Stevenson, A Greene and H McLatchie.

K Thomson is currently on a leave of absence.

**2. *Declaration of Interest***

None.

**3. *Confidential Report***

This is the subject of a separate confidential minute.

At this point A Innes, S Quinn, S Hunter, L Donnachie (via Teams) and K McCallum joined the meeting.

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#### **4. Minutes of previous meeting**

##### **4.2 Confidential Minutes of 21<sup>st</sup> May 2025 re: agenda item 6.1**

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

##### **4.2.1 Matters Arising**

Committee noted there is a separate report providing an update on the matter.

#### **6. Confidential Report – Update**

This is the subject of a separate confidential minute.

At this point Z Bradley and D Wilson joined the meeting.

The Chair welcomed Z Bradley and D Wilson to the meeting, who are potential new committee members who were attending tonight's meeting as observers. The Chair invited each to say a few words about themselves before proceeding with the rest of the meeting.

##### **4.1 Approval of Minutes 21<sup>st</sup> May 2025**

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

##### **4.1.1 Matters Arising**

None.

##### **4.3 Decision Tracker**

Committee noted the progress with the various items listed and noted that evidence has been added to confirm that the 4 returns to The Regulator have been submitted. It was acknowledged that all decisions/actions were complete or on track.

#### **5. Chair's Report**

Nothing to report.

#### **7. Finance Matters**

##### **7.1 Cashflow**

Committee noted the contents of the report and that some money has come off deposit and some large contract payments made.

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## 7.2 *Draft Financial Statements*

Committee noted the contents of the draft statements and that there are 2 slight changes from the Management Accounts and the annual audit is scheduled to commence on 27<sup>th</sup> June 2025.

## 7.3 *Information required for periodic tax filing*

Committee noted the contents of the report and that this is standard practice for charitable organisations and there would be a cost benefit to Rosehill as there would no longer be a requirement to complete an annual return.

A Committee Member asked how often a return would need to be made and L Donnachie confirmed it is only when requested by HMRC but generally this is every 5 years.

Committee approved the change to periodic tax filing and the associated one off cost for this.

The forms were circulated to all Committee Members to complete as a trustee.

## 8. **Technical Services Matters**

### 8.1 *Policy Review – Provision of Reactive Repairs Policy (Routine Review)*

Committee noted the routine review of the policy.

### 8.2 *Policy Review – Compliance with CDM Regulations (Routine Review)*

Committee noted the routine review of the policy.

S Hunter requested and was granted permission to add an additional item.

### 8.3 *Refurbishment Works at 48 Linnhead Dr*

S Hunter advised that Committee previously approved the tender acceptance for the works and that the formal contract for the above works is now available and requires to be signed by the Chairperson. Committee authorised P McCann to sign the contract.

## 9. **Housing Services Matters**

### 9.1 *Policy Review - Equalities and Human Rights Strategy (Routine Review)*

Committee noted the routine review of the policy.

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## 9.2 *Allocations Policy Review – feedback of Consultation Exercise*

Committee noted the outcome of the consultation exercise and agreed that the response was very good and overall very positive. S Quinn advised that there was nothing which would lead to further changes being made to the policy.

## 9.3 *Potential Evictions Report*

Committee noted that there were no cases to note and that this is the 10 consecutive month which is a testament to the staff efforts.

Committee agreed that there was no further need for a formal report if there are no cases to report and a verbal report would be sufficient.

S Quinn requested and was granted permission to add an additional item.

## 9.4 *Community Fun Day*

S Quinn advised that further to the report at the last meeting it had been confirmed that the application for funding to the National Lottery had been unsuccessful, however an application to the Greater Pollok Barratt Community Development Trust has resulted in funding of £15,000 being awarded which allows the fun day to go ahead as per the original plans and there is no need to scale it back.

G Mogan further confirmed that Humza Yousaf MSP has kindly agreed to attend to open the day and at least 2 of the local Councillors have confirmed their attendance. The local MP has also been invited.

# 10. ***Corporate Services Matters***

## 10.1 *Policy Review – Overtime Working (Routine Review)*

Committee noted the routine review of the policy.

## 10.2 *Health and Safety Update*

A Innes advised that the annual re-signing of various statements within the Health & Safety Manual is now due. Committee approved the signing of the following:

- Health & Safety Policy Statement – to be signed by the Chairperson and Director
- Responsibilities of Management Committee – to be signed by all Committee members
- Responsibilities of Health & Safety Committee – to be signed by members of the Staffing and Health & Safety Sub-Committee

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

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## **11. Director's Matters**

### **11.1 Policy Reviews:**

#### **11.1.1 Committee Members' Handbook**

G Mogan advised Committee that the proposal is to replace the current Committee Members' Handbook with a Governing Body Members' Guide, as it is a more comprehensive document.

Committee considered and approved the Governing Body Members' Guide as a replacement to the current Handbook. Committee further approved the "Being a Committee Member" document. Both these documents will be added to the Committee Induction/Information Pack.

#### **11.1.2 Committee Members' Induction**

Committee noted the routine review of the policy. Committee considered the Policy and concluded that it applied equally to all and therefore decided that an Equality Impact Assessment was not required

#### **11.1.3 Committee & Staff Expenses**

Committee noted the routine review of the policy. Committee considered the Policy and concluded that it applied equally to all and therefore decided that an Equality Impact Assessment was not required

#### **11.1.4 Model Entitlements, Payments & Benefits – Update**

Committee noted that this policy is a model produced by SFHA, and although Rosehill is not a member we can purchase such model documents. Following a request for an update on when the revised Model would be available, G Mogan had been advised by SFHA that it hoped to have it available by the end of June. If the timescale does not slip too much, G Mogan will review the model and prepare it for presentation at the September meeting for Committee's consideration and approval.

#### **11.1.5 Postponement of Policy Reviews**

Committee noted the Declaration of Interest Policy is linked to the Entitlements, Payments & Benefits and as such will be brought to Committee to consider in September. It was further noted that a new policy on Donations & Sponsorships will be brought to Committee in October for its consideration and approval.

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## 11.2 *Arrangements for AGM 2025*

Committee considered the contents of the report and decided the following:

- to offer a hybrid option for members to attend
- to approve the draft agenda
- to approve the prizes for the raffle and bingo
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It was noted that, in accordance with our Rules, S Bannerman and P McCann must step down at the AGM as the longest serving but that a 3<sup>rd</sup> member is required to also stand down from the next longest serving, of which there are 4. N Finlayson agreed to step down, however, she is subject to the 9 year rule.

P McCann asked N Finlayson to leave the meeting to enable Committee to discuss the matter.

Committee discussed N Finlayson's ongoing objectivity and effectiveness as a Committee Member, taking account of the findings of the Committee Appraisals. Committee concluded that N Finlayson continues to be a valued Committee member and has a wealth of knowledge and experience and as such it was satisfied of her continued effectiveness and decided to allow her to stand for election.

S Bannerman, P McCann and N Finlayson will all be eligible to stand for re-election without nomination.

At this point N Finlayson rejoined the meeting.

P McCann then thanked Z Bradley and D Wilson for attending and advised G Mogan would be in touch with them in the next day or two. At this point Z Bradley and D Wilson then left the meeting.

## 11.3 *Supported Accommodation – Update*

Committee considered the contents of the report. Committee discussed the 2 options relating to the supported accommodation unit and concluded that the more straightforward option with the least risk is to continue with the supported accommodation. Committee decided that subject to G Mogan obtaining further legal advice on the use of occupancy agreements or SSTs for any new residents, that she is to notify the Council and the care provider that the vacant room can be let.

## 11.4 *OSCR Charity Law Changes – Submission of Trustee Details*

Committee considered the contents of the report, acknowledging that from 30<sup>th</sup> June, it is required to submit the details of all Trustees

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to OSCR. Committee approved the submission of the personal details, as confirmed by individual Committee Members/Trustees, to OSCR.

### **11.5 Director's Report**

Committee noted the contents of the report.

Committee discussed the Management Committee recruitment drive, which led to 2 observers attending the meeting tonight. Committee decided that both applications will be considered at the additional, earlier meeting in August.

## **12. Membership Applications**

There are no new applications to consider.

Committee were advised of 4 cancellations:

2370 & 1745 – moved out of area  
2355 – moved to long term care  
2209 – moved in with family

## **13. Minutes of Sub-Committee meetings for information:**

### **13.1 Audit & Risk Sub-Committee meeting held on 8<sup>th</sup> May 2025**

Contents noted. Committee also noted that WBG had been re-appointed, following tender, for a 3 year period with an option to extend for 1 year, twice.

## **14. Any Other Competent Business**

### **14.1 Committee Meetings**

P McCann opened discussion on how to make meetings more efficient and suggested that as the reports presented are comprehensive, and on the basis that reports should be read in advance of the meeting, there is no need for the Managers to run through them to any real extent. It was acknowledged that the reports are available 1 week prior to the meeting which is sufficient time for all Committee members to read them. P McCann encouraged Committee Members to make better use of the notes function on the board portal to submit questions before the meeting. After some further discussion, Committee decided that any improvements to the efficiency of the meetings are welcomed.

It was agreed that a demonstration of the notes function can be given at a future meeting, if required.

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## 14.2 *Committee Training*

G Mogan advised that the Finance Manager has arranged for Cazenove to provide a briefing session on Investment after the meeting on 13<sup>th</sup> August 2025.

G Mogan referred to the 1-2-1s with Committee Members in May to firm up their individual training plans. She advised she has now pulled together the various topics, identified by one or more Committee Members as areas that would benefit from training as part of the annual committee appraisals. Except for the "Investment" session, the rest will be carried out in-house by either the relevant Manager or her. Preparations will begin shortly to get dates booked for these sessions.

She confirmed that 2 of the 3 mandatory training (refresher training) for Committee have been booked. She hoped to confirm the date for the remaining session shortly, once she had heard back from all Committee Members about their availability.

## 14.3 *Modern Apprenticeship*

G Mogan advised that following receipt of an email from GCVS, she has submitted an initial enquiry to them about the funded modern apprenticeships and specifically in relation to the topic of community development. A committee member asked about what the funding covered. G Mogan advised it would be for the training element of the MA. Rosehill would employ the person direct, however, there may be a possibility of obtaining some funding towards the salary costs but there would be conditions attached to this. She gave a brief account of the previous MAs, Rosehill had and what was involved.

She advised that if it was possible to take on a MA for community development, the post would sit within the Housing Services Team, with the Housing Services Manager being the mentor for the young person and to ensure that adequate and appropriate on the job training would be provided.

## 15. *Date of Next Meeting*

The next meeting will be held on Wednesday 13<sup>th</sup> August 2025.

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

(Chair)

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