ROSEHILL HOUSING ASSOCIATION LIMITED

MINUTES OF HYBRID MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY 24TH JUNE 2026 AT 6:00 PM AT ROSEHILL'S OFFICES AND VIA TEAMS

Present:	P McCann	(Chair – in person)
	J Gallen	(Vice Chair – in person)
	N Finlayson	(in person)
	S Bannerman	(in person)
	D Wilson	(in person)
	Z Bradley	(in person)
	H McLatchie	(in person)

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

The Chair welcomed Chris Chalk to the meeting, who will be joining Rosehill on 6th July 2026 as Chief Executive.

The Chair also welcomed Brenda Gibson and Eric Melrose, who are observing tonight's meeting as potential new Committee members.

1. Apologies

Apologies for absence were received from A Greene.

2. Declaration of Interest

None

3. Minutes of previous meeting

3.1 Approval of Minutes 20 May 2026

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

3.2 Matters Arising

None

3.3 Decisions/Actions Tracker

No questions. All actions reported as ongoing or completed.

4. Chair's Report

The Chair advised that she and the Vice Chair, using Delegated Authority, as an interim measure appointed A Innes as Secretary. Once C Chalk takes up the position of Chief Executive, he will take on the role.

5. Finance Matters

5.1 Cashflow

Contents noted. L Donnachie advised that there were some timing differencesin relation to insurance and pension payments.

6. Technical Services Matters

6.1 100 Peat Road – Options

Committee noted the contents of the report and the four options for consideration.

The following questions were submitted by Committee members:

- Will it be the same footprint – yes
- Will a large family in a predominantly elderly community cause issues – S Quinn confirmed that there were no children currently in this development but there are surrounding properties with families and in the current housing emergency this cannot be discounted due to possible problems.
- What was the original budget set for the pilot works – L Donnachie advised that the original budget was approximately £200K and it was not financially viable to spend around £500K on one property
- Is it possible that we spend £100K and then have to do further works later on once net zero targets are confirmed – yes, this is a possibility but as these targets are not yet finalized it is impossible to estimate how much these works may cost
- Is there no proposal to refurbish the property as two units – no, as this would require building warrant to change the property to two units which would then trigger the need to refurbish to current building regulations, which would incur additional costs
- Is there an option to refurbish as supported accommodation – no, Committee previously made the decision to convert to mainstream accommodation as the care provider was not interested in leasing the property direct and the implications for HMO licensing for Rosehill were prohibitive.
- Can the property be adapted for medical purposes – yes, there are two bathrooms which can be converted

- Is it possible to identify the occupants early prior to the works as this would then allow further adaptions as necessary – S Quinn confirmed that we try to identify the residents from the internal list initially and further advised that the property would not be difficult to let.
- Is there no funding available for the works – S Hunter confirmed that there is no funding available for net zero works at this time but there may be grants for refurbishment works.

After discussion, Committee approved option 4 – refurbish the property as a 5 bedroom family home.

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

6.2 Stage 3 Adaptations Funding

S Hunter advised that the grant offer for stage 3 medical adaptations for 2026/27 has now been received from Glasgow City Council in the sum of £55,000, which is in line with previous years. S Hunter has accepted the offer.

7. Housing Services Matters

7.1 Potential Evictions Report

S Quinn advise that there are currently no cases to report however, it is anticipated that at the next meeting in August, there will be approximately 4 cases. Staff are currently working through the pre action checklist but intend to raise notices.

7.2 Domestic Abuse Policy Update

S Quinn advised that with the new legislations being introduced in August 2026, there is a need to completely revise the policy along with updating the Tenancy Agreement and as such the policy will need to be in place for 1st August 2026. She has received a model policy from T C Young (solicitors) and once the draft policy is available, she will seek delegated authority from the Chair and Vice Chair to approve it. The revised policy will be brought to the August meeting for retrospective approval. It was further noted that further changes may be necessary once various other rules are brought in and it may also trigger a need to revise other policies ahead of schedule.

8. Corporate Services Matters

8.1 Health & Safety Updates

A Innes advised that it is intended to appoint a second Mental Health First Aider, which is in line with the current recommendation of 1 for every 10 staff. Volunteers are being sought among current staff and training will be arranged in coming months.

9. Director's Matters

9.1 Directors Report

C Chalk advised that he will be taking up the role as Chief Executive from 06 July 2026 and has prepared a short presentation to introduce himself and what his plans for Rosehill are. Chris advised that he started out in Housing in 2003 as a Receptionist and moved about over the years to GHA and then onto community based organisations. He champions tenants and brings good practices & services. He stated that Rosehill is a well run organisation and he is a team player. He will assess the current status and is keen to develop wider role activities. He is honoured to have been chosen for the role and looks forward to working with the staff and Management Committee.

The Chair thanked him and agreed that the Management Committee are excited to see what he can bring to the organisation and what wider role options he can introduce.

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

The Chair thanked B Gibson and E Melrose for attending and advised she would be in touch to discuss the next steps. They then left the meeting.

9.2 Management Committee Recruitment Drive

The Chair advised that the Vice Chair was involved in the application process along with Aspen Recruitment and then the Chair and G Mogan both met with the candidates prior to inviting them along tonight.

Committee considered the CV's of both potential members noting that one has a financial background and the other has experience of the regulatory review process which are both skills which would be assets to the Management Committee. After discussion, Committee agreed to invited both to apply for membership and then stand for election at the AGM. It was noted that if both are elected it would bring the total number of non tenants on the Management Committee up to 4.

***10.* Membership Applications**

None.

11. Minutes of Sub-Committee meetings for information:

11.1 Staffing and Health & Safety Sub-Committee meeting held on 5th May 2026:

Contents noted. The Chair of the Sub-Committee advised that they are aware that the sickness rate needs work although there has been a slight improvement.

A Committee member noted the reference to day one intervention and asked whether this could be deemed discrimination. The Chair advised that this might just be a wording clarification required in the minutes, as her interpretation is this is in relation to work related issues.

12. Any Other Business:

12.1 Committee Training

It was noted that a training session on Data Protection is scheduled for Wednesday 1st July 2026. A reminder will be issued to all members.

13. Date of Next Meeting

The next meeting is an additional meeting scheduled for Wednesday 12th August 2026 to consider the annual accounts.

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

Signed: ____________________ Date: ________________

(Chair)