Agenda Item 3.1

# ROSEHILL HOUSING ASSOCIATION LIMITED

## MINUTES OF MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY 30TH SEPTEMBER 2026 AT 6:00 PM AT ROSEHILL'S OFFICES

Minutes

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| **Present:** | P McCann | (Chair) |
| | J Gallen | (Vice Chair) |
| | N Finlayson | |
| | H McLatchie | |
| | D Wilson | |
| | Z Bradley | |
| | A Greene | |
| | B Gibson | |
| | E Melrose | |
| **In Attendance:** | C Chalk | (CEO) |
| | S Hunter | (Technical Services Manager) |
| | S Quinn | (Housing Services Manager) |
| | A Innes | (Corporate Services & HR Manager) |
| | E Toner | (Customer Services Assistant) |

It was agreed that C chalk would Chair the meeting until the election of the Chairperson at agenda item 4.1

B Gibson and E Melrose were welcomed to their first meeting following their election at last week's AGM.

### *1. Apologies*

None.

### *2. Declaration of Interest*

None.

### *3. Annual Signing of Governance Documents*

*3.1 Code of Conduct*

It was confirmed that the Code of Conduct had been signed by all members. The signed copies will be added to Committee's individual folders on Decision Time.

*3.2 Declaration of Interest*

It was confirmed that the Annual Declaration of Interests had also been completed by all members. The completed forms will be held in Committee Members individual folders on Decision Time and the Register of Interests will be updated accordingly.

*3.3 Eligibility for Committee*

It was confirmed that the Eligibility forms had also been completed by all members. The completed forms will be held in Committee Members individual folders on Decision Time.

## *4. Election of Office Bearers*

*4.1 Chairperson*

P McCann was nominated by S Bannerman and seconded by J Gallen.

There being no other nominations, P McCann accepted and was duly elected as Chairperson.

P McCann then took over Chairing the meeting.

*4.2 Vice Chairperson*

J Gallen was nominated by N Finlayson and seconded by S Bannerman.

There being no other nominations, J Gallen accepted and was duly elected as Vice Chairperson

*4.3 Secretary*

Committee agreed that this position should be filled by C Chalk

There being no other nominations, C Chalk accepted and was duly elected as Secretary.

## *5. Formation of Sub-Committees*

5.1 *Staffing and Health and Safety*

J Gallen, H McLatchie Z Bradley and A Greene indicated that they would be willing to serve on this Sub-Committee again. There were no objections and no other interest noted, as such

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it was agreed that these individuals would form the Staffing and Health and Safety Sub-Committee.

5.2 *Audit and Risk*

S Bannerman, D Wilson, N Finlayson and A Greene expressed they would be willing to serve on this sub - committee. There were no objections and no other interest noted, as such it was agreed that these individuals would form the Audit and Risk Sub-Committee.

It was noted that any Committee Members not present tonight would be given the opportunity to join either of the sub-committees.

## *6. Minutes of previous meeting*

*6.1 Approval of Minutes 26th August 2026*

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

*6.2 Matters Arising*

6.2.1 RE: Item 11.5 – Chief Executive's Report

C Chalk advised that the EV scheme has been put on hold and will approach it again later in the year.

There was an additional 15% NI class A cost added to private healthcare that was missed out in original quote.

*6.3 Decision Tracker*

Committee noted the progress with the various items listed.

## *7. Chair's Report*

P McCann expressed her gratitude to all involved in making the AGM a great success once again this year.

## *8. Finance Matters*

***8.1*** *FCA Annual Return*

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Committee noted the contents of the return, confirmed that the personal information was correct and approved the return for submission online.

***8.2*** *AFS Return*

Committee noted the contents on the return prepared by L Donnachie. It was noted that formal approval is not required, and the return will be submitted online within the deadline.

***8.3*** *SHAPS Financial Assessment Results*

Committee noted the results of the assessment and that Rosehill has maintained its “low risk” rating.

***8.4*** *Cashflow*

Committee noted the contents of the cover report and the cashflow.

## *9. Technical Services Matters*

***9.1*** *Factoring Progress Report*

It was noted that this was the delayed report due to absence of the Factoring Co-ordinator. Contents of report were noted.

## *10. Housing Services Matters*

*10.1 Potential Evictions Report*

Three cases were noted, notice of proceedings have been issued.

## *11. Corporate Services and HR Matters*

*11.1 Annual Performance Report*

A Innes presented first draft of the report, and advised some additional tweaks were to be made.

*11.2 Unacceptable Actions Policy (Substantial Review)*

Policy review was approved by Committee. With the additional reference of Sexual Harassment to be made.

11.3 *Shared Parental Leave Policy (Routine Review)*

Committee noted the routine review of the policy.

*11.4 Complaints handling procedure (Routine Review)*

Committee noted the routine review of the policy with only minor changes.

11.5 *H&S Matters – Resigning of HS Manual Documents by Committee*

All documents resigned by Committee.

## *12. Chief Executive's Matters*

*12.1 Chief Executive's Report*

Committee noted the contents of the report and that positive feedback has been received on proposed rebrand. This will now be rolled out as soon as possible alongside the launch of the new website.

## *13. Membership Applications*

None.

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

*None.*

## *15. Any Other Competent Business*

*15.1 Committee Training*

C Chalk reiterated the importance of committee members attending training as the previous training had to be cancelled due to lack of numbers. Three sessions to be carried out by the end of this financial year. Equalities & Human Rights, knowing the Code and Data Protection & Freedom of Information.

## *16. Date of Next Meeting*

The next meeting will be held on Wednesday 28th October 2026.

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

Signed: _____ Date: _____

(Chair)

Minutes