

# MINUTES

ITEM 6.1

**COMITTEE:** MANAGEMENT COMMITTEE  
**DATE:** MONDAY 26<sup>th</sup> OCTOBER 2020  
**VENUE:** VIRTUAL MEETING VIA ZOOM  
**TIME:** 6:30PM

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**PRESENT:** SHARON TRITSCHLER (CHAIR)  
VIVIENNE HEARTON (VICE CHAIR)  
JUNE GLANCY (SECRETARY)  
JIM AIRD  
RONNY LEE (until 8.30pm)  
SANDRA MCMENAMIN (until 7.45pm)  
DOREEN WILLIAMS  
ANTHONY WILSON

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**IN ATTENDANCE: -** NICK JARDINE CHIEF EXECUTIVE OFFICER (CEO)  
ANNE CULLEY, DEPUTE CHIEF EXECUTIVE OFFICER (DCEO)  
ALANA DURIN, FINANCE DIRECTOR (FD)  
KATE DAHLSTROM, HOUSING SERVICES& PERFORMANCE DIRECTOR (HS&PD)  
MARTIN RITCHIE (TIAA) (ITEM 4.7 ONLY)  
KIRSTY DAVIS, OFFICE MANAGER (MINUTE TAKER)

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**APOLOGIES:-** DIANE MCCARNEY (LEAVE OF ABSENCE)  
SANDRA RORISON  
DAVID MCINDOE

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**REFERENCE:** MIN/MAN/26OCT20/KPD

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## 1.0 CHAIRPERSON'S REMARKS

The Chair welcomed all members to the meeting and introduced Martin Ritchie, Internal Auditor, to the meeting. Members noted that Item 4.7 would be discussed after Item 2.0.

### 1.1 Health and Safety

The Chair advised that all members are responsible for their own health and safety whilst attending meetings remotely.

### 1.2 Apologies

Apologies were received from Sandra Rorison.

### 1.3 Declaration of Interest

Two Declarations of Interest were noted:-

- A member declared an interest for Item 3.10
- A member declared an interest for Item 3.11

### 1.4 Gift & Hospitality Register

There were no items.

## 2.0 DEFERRED ITEMS

Noted by Members.

**Item 4.7 was discussed, as previously agreed.**

## 3.0 FOR DECISION

### 3.1 Asset Management Strategy - SAMS Analysis Report 2020

The HS&PD presented the SAMS analysis report (Strategic Asset Management Software). Members noted the SAMS methodology and presentation.

**Members noted the presentation.**

**An Asset Management Strategy Action Plan will be presented at the December 2020 meeting.**

### 3.2 Mid Year Budget Review/30 Year Cost Projections

The FD presented the Mid Year Budget Review/30 Year Cost Projections, **the contents of which were noted by Members. New draft budget will be presented in December 2020 with a Final Budget presentation in February 2021.**

Mid Year Budget was proposed by Anthony Wilson and seconded by Doreen Williams.

### 3.3 Factoring Admin Fee ~ Annual Uplift

The FD presented this report. **The report recommendations were approved by Members.**

**Sandra McMenamin left the meeting at this point (7:45pm)**

### 3.4 Customer Engagement Strategy (*deferred*)

**Item deferred until April 2021.**

### 3.5 Customer Care Charter (*deferred*)

**Item deferred until February 2021.**

### 3.6 GPT Agreement (*deferred*)

**Item deferred until December 2020.**

### 3.7 SHIP Programme Confirmation (*deferred*)

**Item deferred until December 2020.**

### 3.8 Annual Assurance Statement Update (*deferred to Special Man Com mid-late November 2020*)

**It was agreed that this Special Management Committee Meeting be held on either 16<sup>th</sup> or 17<sup>th</sup> November.** A doodle poll to be issued to ascertain most suitable date.

### 3.9 Office Arrangements ~ Christmas / New Year Period

**Members agreed the OTHA festive opening hours. OTHA will close at 2pm on 24<sup>th</sup> December 2020 and re-open on Wednesday 6<sup>th</sup> January 2021 subject to suitable emergency procedures being put in place.**

### 3.10 Special Leave of Absence - Continuation - [REDACTED]

Due to a previous declaration of interest a one member temporarily left the meeting.

**A request from [REDACTED] to extend current Leave of Absence (will return for December 2020 meeting) was unanimously approved.**

The removed member returned to the meeting.

3.11 Co-option

Due to a previous declaration of interest a one member temporarily left the meeting. The DCEO advised an interest in becoming a co-optee has been expressed by the brother of a member. Members agreed for discussions to continue with the interested party regarding joining as a co-opted member. The DCEO advised this will be declared, due to relationship with another Committee Member (brother and sister). This was noted and **Members agreed to proceed with the offer to join as a co-optee to J. Paton.**

The removed member returned to the meeting.

3.12 Freedom of Information Policy Review

The DCEO talked through this front page change only, the reviewed policy was discussed with the OTHA, DPO.

**Members approved the Freedom of Information Policy review.**

3.13 Data Protection Policy Review

The DCEO explained the colour coding system. **Members noted the changes and approved the Data Protection Policy Review.**

3.14 Draft Action Plan following Governing Body Appraisal Report

Members noted that inroads have already been made to some of the recommendations made by the consultant. **The Draft Action Plan was noted and approved by members.** Members noted that the SMT will now commence inputting information into the document to feed into the next skills appraisal.

**4.0 FOR INFORMATION/DISCUSSION**

4.1 Performance Report with Benchmarks

The CEO advised that due to an SHR agreed delay with the ARC submission date, due to COVID19, this information has been delayed. **It is hoped that that OTHA will be in a position to give meaningful comparisons by the end of the year with, 5 years of performance.**

4.2 Charter Report to Tenants

**The HS&PD updated that this document should be issued prior to the end of the year.**

4.3 Smarter Buys Annual Report

**The content of this report was noted by Members.**

4.4 Safety Statement Policy Statement Review

The Safety Statement Policy Statement was reviewed, noted and agreed by all present. **The statement was duly agreed to be signed by the Chair and the CEO.**

4.5 OSCR Annual Return

**Deferred until December 2020.**

4.6 EESSH Progress Report

**The content of this report was noted by Members.**

4.7 Internal Audit

The DCEO updated members on progress to date.

4.7.1 Internal Audit: Annual Report 2019/2020 – Final

**Noted by members.**

4.7.2 Internal Audit: Audit Strategy and Annual Internal Audit Plan 2020/2021 – Final

**Noted by members.**

4.7.3 Internal Audit: Assurance Review – Corporate Governance – Regulatory Standards – September 2020 - Final

The Internal Auditor updated on the new “exception” report format and on one recommendation from the Assurance Review (Appraisal of CEO). **The content of the Corporate Governance Assurance Review (Substantial Assurance), was noted by Members.**

In response to a question from a Member a discussion took place on the compilation of the audit programme assessment process and levels of scrutiny, the DCEO advised on the current process. **The CEO also added there could be value in discussing**

**sub-committee remits/numbers/focus with Alison Smith (Consultant) i.e. combining Risk/Audit to form an additional sub-committee.**

The Internal Auditor left the meeting at 6:55pm.

4.8 West Stewart Street Progress/Update

The CEO talked through this report which was noted by members. A discussion took place which included:-

- Handover potentially January 2020
- High Street office ~ demand may be reduced
- May continue running with both offices and ensure social distancing
- Vacant High Street office would greatly increase costs (rates), if not staff present in the office.
- Alternative “purpose” for high street may require consideration

**Members noted that a Project Management Report with a project timeline for West Stewart Street report be prepared for presentation to a future Management Committee meeting between April-June 2021. The DTSM has been project managing this project and will prepare this report.**

**The DCEO advised that as requested a post scheme review regarding lessons to be learned, would be scheduled for 2021.**

A member highlighted that “Cleaners cupboard” should in fact be renamed either “Domestic Engineers cupboard” or “Housekeepers cupboard”.

**The Chair requested Members consideration for an extension of time for the meeting via the Standing Orders, until 8:45pm. One member required to leave at 8:30pm, with the remaining Members agreeing to the extension.**

4.9 AGM Feedback/Sub Committee Confirmation

**Sub Committees as agreed at the AGM were confirmed as accurate.**

On reflection of the first “virtual” AGM it was agreed to consider having “virtual hub” utilising “side rooms” in the future. Members were pleased with the success of the first OTHA virtual AGM.

Committee requested their thanks be passed to staff for setting up the successful AGM.

4.10 Rules of the Association ~ Eligibility for the Committee

**Noted by Members.** The DCEO advised Members the Office Manager will issue new copies for signing and returning of items 4.10, 4.11 and 4.12.

4.11 Code of Conduct for Governing Body Members

**Noted by Members (see Item 4.10)**

4.12 Disclosure of Interest

**Noted by Members (see Item 4.10)**

4.13 Standing Orders/MGT Committee Remit/Scheme of Delegation

The DCEO advised members of additions on Pages 6/7 which are temporary provisions to take account of Covid19.

**Noted and agreed by Members.**

4.14 Guide for Governing Body members

**Noted by members.**

4.15 Committee Handbook Review ~ USB

**Noted by Members.**

4.16 Pension Update

The CEO requested that Members ignore the key recommendation at this time and requested that the Director of EVH be permitted to present at a full staff meeting and then follow up with a report, on the final part of the consultation.

**Members agreed to this proposal.**

The CEO advised there have been some further matters for discussion along the way and would like to ensure staff have one final opportunity to make any comment.

**The CEO advised a report would be presented at the next Management Committee meeting.**

4.17 Calendar of Meetings

**Noted by members for information.**

**The CEO advised an updated meeting content and calendar would be issued to include the Special Management meeting date in November and with the date of the December 2020 meeting.**

4.18 Cheque Signatories ~ updates following AGM

**New signatories were agreed as Chair, Vice Chair and Secretary** (already a signatory). Previous Chairperson to be removed as a cheque signatory.

## 5.0 FOR NOTING

**There are no items for Noting.**

## 6.0 FOR APPROVAL/RATIFICATION

6.1 Management Committee Meeting of 31<sup>st</sup> August 2020

**The minutes of the Management Committee meeting of 31<sup>st</sup> August 2020 were proposed by June Glancy and seconded by Anthony Wilson as a true and accurate record of the meeting.**

6.2 Post AGM Management Committee Meeting of 22<sup>nd</sup> September 2020

**The minutes of the Post AGM Management Committee meeting of 22<sup>nd</sup> September 2020 were proposed by Viv Hearton and seconded by June Glancy as a true and accurate record of the meeting.**

6.3 Housing & Technical Services Sub Committee Meeting of 19<sup>th</sup> November 2019

**The minutes of the Housing & Technical Services Sub Committee Meeting of 19<sup>th</sup> November 2019 were proposed by June Glancy and seconded by Sharon Tritschler.**

6.4 Finance, Staffing & General Purposes Sub Committee of 2<sup>nd</sup> June 2020

**Agreed for this minute to be carried over to next meeting due to lack of common attendees being present at this meeting.**

6.5 Matters Arising

- 6.1 Management Committee Meeting of 31<sup>st</sup> August 2020  
The DCEO drew Members attention to Item 8 6.6 regarding Susan Robinson and advised difficulty encountered with OTHA's normally stringent procedures. However this matter was picked up very quickly and procedures have been tightened to ensure no repeat confusion.

December Management Committee meeting date suggestion to push back from 7<sup>th</sup> December 2020 until 14<sup>th</sup> December 2020. All agreed.

- 6.2 Post AGM Management Committee Meeting of 22<sup>nd</sup> September 2020  
**There were no matters arising.**
- 6.3 Housing & Technical Services Sub Committee Meeting of 19<sup>th</sup> November 2019  
**There were no matters arising.**
- 6.4 Finance, Staffing & General Purposes Sub Committee of 2<sup>nd</sup> June 2020  
**There were no matters arising.**

6.6 Use of Seal

**Members granted retrospective Use of Seal for the following:-**

Date	Description
28 <sup>th</sup> September 2020	Shared Ownership Re-sale [REDACTED], Greenock
	Share Membership Application Form from [REDACTED], Greenock - £1 paid.
	[REDACTED], Gourrock, [REDACTED] (Confirmation £1 paid.)

## 7.0 AFFILIATIONS/TRAINING & CONFERENCES

**There was no business.**

**8.0 A.O.C.B.  
There was no A.O.C.B.**

**The meeting closed at 8.45pm with a vote of thanks to the Chair.**