

MINUTES

COMMITTEE: MANAGEMENT COMMITTEE

DATE: MONDAY 2nd DECEMBER 2024

VENUE: CONFERENCE ROOM, 40 WEST STEWART STREET OR
REMOTELY VIA ZOOM

TIME: 6:30 PM

PRESENT: SANDRA MCMENAMIN (SM) (CHAIR)
VERONICA RASMUSSEN (VM) (VICE-CHAIR)
JUNE GLANCY (JG) (SECRETARY)
WILLIE WILSON (WW)
OLIVE YIGA (OY)
JIM MCELENY (JM_cE)
RONNY LEE (RL)
MARGARET MCKAY (MM)

IN ATTENDANCE: - SEAN CONNOR, CHIEF EXECUTIVE OFFICER (CEO)
SUKHDEEP HOPPER, DIRECTOR OF PROPERTY (DOP)
KES CAMERON, DIRECTOR OF FINANCE (DOF)
JULIE MCEWAN, DIRECTOR OF HOUSING (DOH)
KIRSTY DAVIS, SENIOR COMPLIANCE & GOVERNANCE OFFICER
(SCGO)
MARY MCCREADIE, CORPORATE SERVICES & ADMIN
SUPERVISOR (MINUTE TAKER)
ROBERT DOWDS, PROJECT CO-ORDINATOR (ITEM 4.8)
FREYA LEES, NORTH STAR CONSULTING (ITEM 4.7)(*VIRTUAL*)
ELINOR TAGGART, C~URB (ITEM 4.6) (*VIRTUAL*)
MARIE CLARE RAFFERTY C~URB (ITEM 4.6) (*VIRTUAL*)

APOLOGIES:- DOREEN WILLIAMS (DW)
JAMES PATON (JP)
NANCE SMITH (NS)
KAY CLARK (KC)

REFERENCE: MIN/MAN/2DEC24/MMCC

Item	Lead Action	Time- scale
1.0 CHAIRPERSON'S REMARKS		
The Chair welcomed everyone to the Meeting. The Chair advised the following items will be heard first: Items 1.1 to 1.4, Item 4.8, 4.6, 4.7		
1.1 Health and Safety		
The Chair advised members of the relevant Health & Safety procedures.		
1.2 Apologies		
Apologies were received from NS, DW, JP and KC.		
1.3 Declaration of Interest		
█ declared an interest under Item 6.11 as it relates to their current employer. It was noted █ would not require leaving the room as this Item is a verbal update with no decision required. Noted by Members.		
1.4 Gift & Hospitality Register		
Members noted no gifts, or hospitality had been received since the last meeting.		
<i>Items 4.8, 4.6 and 4.7 were heard at this point.</i>		
2.0 FOR APPROVAL / RATIFICATION		
2.1 Management Committee Meeting Minutes of 21 st October 2024		
The minutes of the Management Committee Meeting of 21 st October 2024 were proposed by JM and seconded by JG as a true and accurate record of the meeting.		
2.2 Matters Arising		
There were no matters arising.		
2.3 Use of Seal		
Members granted retrospective Use of Seal for the following: 22/10/24 – Exclusive Occupancy Agreement, S/O ¼ Share, █		
3.0 DEFERRED ITEMS/ROLLING ACTION SCHEDULE		
Noted by Members.		
4.0 FOR DECISION		
4.1 2025/26 1 st Draft Budget & 30 Year Cashflow Projections		
The DOF gave a detailed presentation on the 1 st draft Budget and Financial Plan 2025/26 where Members noted the current key assumptions in the budget and forecast. Members appreciated this is a first draft and work is ongoing, and the budget will form the basis of the rent consultation due to take place, with a proposed rent increase of 3.9%. This was approved by JM and seconded by JG.		
4.2 Draft Rent & Service Setting Proposals for Consultation		
The DOH talked through the report informing Members of the proposals for the 2025/26 consultation on the rent increase. The DOH advised there was still more work to be done following the cost of living survey results. OTHA has applied for funding for a joint venture with 4 local		

Item

Lead
Action

Time-
scale

RSL's to employ an Energy Asset Officer. The Association have funding available to tenants for fuel vouchers and will be promoting this. **Members approved OTHA to consult with tenants on one option – the lowest increase possible of 3.9%. This was moved by JG and seconded by VR.**

4.3 Loan Fix Options

The DOF talked through this report advising Members of a recommendation from the FS&GPSC to proceed with [REDACTED]. **Members noted the contents and approved all the recommendations as set out in the report.**

4.4 Annual Assurance Statement Action Plan

The SCGO talked through the Action Plan for the period 2024/25. **Members noted the content of the report and approved the Action Plan.**

4.5 2024/25 Mid-Year Budget Review

The DOF talked through this report. **Members approved the Budget and with the recommendations as set out in the report . This was moved by RL and seconded by JM.**

4.6 Strone Farm Report

Marie Clare Rafferty (MCR) & Elinor Taggart (ET) from C~urb joined remotely and talked through their report. MCR advised of 2 options for Members to decide on at this point. [REDACTED]

[REDACTED]

[REDACTED] Members thanked MCR and ET for their report and attendance at the meeting & they left the meeting at this point. **Following lengthy consideration, Members unanimously approved Option 2, to cancel the development, write off costs and demolish the site. Making the site safe & keep options open for future use or sale when financial and operational conditions are more favourable, noting the cost and potential implications.** The CEO advised [REDACTED] had also intimated Option 2 prior to the meeting. The CEO advised the next steps will be:

- engage with [REDACTED]
- update SHR as this is a Notifiable Event
- update the Scottish Government

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- update Lenders
- letters to be hand delivered to residents in the local area

4.7 Governing Body Skills Appraisal Presentation by Freya Lees (*verbal*)
Freya Lees from North Star Consulting gave a power-point presentation on her findings of the recent Board Appraisals. Freya covered themes from individual and collective appraisals. Freya advised of any Skill gaps, and gave her conclusions and recommendations. **Members noted the content and thanked Freya for her Presentation.**

4.8 Landscaping Pilot ~ Report and presentation
Robert Dowds, Project Co-Ordinator for the Landscaping Team gave a presentation on the in-house landscape maintenance, which has been operating as a pilot project for the last 18 months. The presentation highlighted the benefits of an in-house team taking account of financial considerations and strategic alignment with OTHA's objectives. **Members considered the report and presentation and approved to mainstream the Landscape Maintenance Team as a permanent function with effect from 1st April 2025. Members also approved with the further recommendations as stated in the report.** Members gave positive feedback about the landscaping staff and were delighted to be able to keep this service in-house.

4.9 SHIP Submission Report
The CEO advised he will be attending a SHIP meeting on 3rd December and will update them on the Strone Farm Development. The CEO advised the Association were successful in obtaining funding and are actively pursuing to purchase properties under the Acquisition Strategy. **Noted by Members.**

4.10 Customer Engagement Strategy
The DOH talked through the report and the proposed changes to the Strategy. The DOH was pleased to advise following 2 recent events, a number of tenants had come forward with an interest in establishing an RTO. **Members approved the strategy for 2024-2027. This was moved by VR and seconded by JM.**

4.11 Code of Conduct
The SCGO gave a detailed presentation on the reviewed Code of Conduct document. This is an updated version of SFHA's Model Code of Conduct for Governing Body Members. **Members approved the Code of Conduct, and this was duly signed by all Members present.** The SCGO advised this will be posted to Members not present at the meeting.

SCGO Dec 24

4.12 Proposed Planned and Cyclical Maintenance Programme 2025/26
The DOP talked through this report, seeking approval on the Planned & Cyclical Maintenance Programmes for 2025/26. **Members approved the proposed programme of works taking into consideration the programmes to be deferred and those to be included (brought forward).**

Item

Lead Action Time-scale

Post Meeting Note:

[REDACTED]

Members agreed to suspend the Standing Orders to allow the meeting to continue for an additional 30 minutes.

4.13 Housekeeping - Re-grading/Recruitment Request

[REDACTED]

This was moved by MM and seconded by JM.

5.0 FOR DISCUSSION

5.1 Internal Management Planning Day

The CEO confirmed the Internal Planning Day will take place on [REDACTED] The CEO will email a draft Agenda to Members and would welcome any feedback. **Noted by Members.**

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6.0 FOR INFORMATION / ASSURANCE

6.1 2024/25 IMP 2nd Quarter Review

The SCGO talked through the 2nd Quarter IMP Report. **Noted by Members.**

6.2 2024/25 Policy Review Timetable 2nd Quarter Review

Noted by Members.

6.3 2024/25 Risk Map 2nd Quarter Review

Noted by Members.

6.4 2024/25 Customer Care 2nd Quarter Review

Noted by Members.

6.5 2024/25 Complaints 2nd Quarter Review

Noted by Members.

6.6 2024/25 Community Engagement 2nd Quarter Review

Noted by Members.

6.7 2024/25 FOI/GDPR 2nd Quarter Review

Noted by Members.

6.8 Finance, Staffing & General Purposes Sub Committee of 18th September 2024

Noted by Members.

Item	Lead Action	Time-scale
6.9 Notifiable Event Register Update Noted by Members.		
6.10 Subsidiary Update to Parent The DOF talked through this report. Members ratified the decision of the OTHI Directors to wind the subsidiary up ahead of the next financial year end 31/03/2025.		
6.11 76 Belville Street Project in partnership with Homelessness Team and Women's Aid The DOH advised this project is reported to the H&TSSC quarterly, but progress has been slow. [REDACTED] [REDACTED] [REDACTED] The void flats will now be inspected by the Maintenance Team and brought back to a lettable standard and advertised in stages through the ICHR. A Member asked if we could reach out to our partner agencies to let these properties. The DOH advised we will advertise with ICHR in the first instance to gauge demand and if unsuccessful we would contact our partners. Members approved this project be suspended and the void properties to be re-let.		
7.0 AFFILIATIONS/TRAINING & CONFERENCES		
7.1 Big Issue Membership Renewal The CEO advised we supported and subscribed the Big Issue and recommended we continue with this. Members approved to renew our annual subscription with the Big Issue.		
7.2 CIH Annual Conference, Edinburgh – 4-5 th March 2025 The CEO asked if any Members would be interested in attending the Conference. [REDACTED] [REDACTED] Noted by Members.		
8.0 A.O.C.B. The SCGO advised a new Jargon Journal document had been uploaded to the Resource Library on Decision Time. A Member asked if the new Code of Conduct will be added to the Resource Library. The SCGO advised this will be added along with the recently updated Rules and Disclosures.		
RL thanked all staff and asked this to be passed onto their teams for all their hard work and for going the extra mile and compliments of the season to all.		
The CEO thanked everyone for attending, appreciating there was a lot of business covered.		
The SCGO also thanked Members and appreciating the support given to staff.		

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