

# MINUTES

**COMMITTEE:** MANAGEMENT COMMITTEE

**DATE:** 13<sup>th</sup> FEBRUARY 2023

**VENUE:** HYBRID

**TIME:** 6:30 PM

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**PRESENT:** SANDRA MCMENAMIN (CHAIR)  
VERONICA RASMUSSEN (VICE-CHAIR)  
RONNY LEE  
DOREEN WILLIAMS (SECRETARY)  
JAMES PATON  
LUCY NEILSON (CASUAL)

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**IN ATTENDANCE: -** NICK JARDINE CHIEF EXECUTIVE OFFICER  
SUK HOPPER, MAINTENANCE MANAGER (MM)  
KES CAMERON, FINANCE MANAGER (FM)  
BRIAN PRATIES, DEVELOPMENT & ASSET MANAGEMENT  
MANAGER (D&AMM)  
HAZEL AITKEN, HOUSING MANAGER (HM)  
KIRSTY DAVIS, SENIOR COMPLIANCE & CORPORATE OFFICER  
(SCCO)  
MARY MCCREADIE, CORPORATE SERVICES & ADMIN  
SUPERVISOR (MINUTE TAKER)  
ELAINE BYRNE, ARNIEL JOHNSON (ITEM 3.1 ONLY)

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**APOLOGIES:-** ROSS AHLFELD  
VIVIENNE HEARTON  
SHELLY MCILROY

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**REFERENCE:** MIN/MAN/13FEB23/MMCC

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Attended virtually

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**1.0 CHAIRPERSON’S REMARKS**

1.1 Health and Safety

The Chair advised all members should be aware of their own Health and Safety responsibilities whilst attending meetings remotely and advised the appropriate Health & Safety procedures for those attending from the office premises.

1.2 Apologies

Apologies were received from Vivienne Hearton, Ross Ahlfeld and it was noted Shelly would be attending late to the meeting. *Post Meeting Note: Shelly didn't attend the meeting.*

1.3 Declaration of Interest

**There was none.**

1.4 Gift & Hospitality Register

Members noted the following items received:

Date	Item
07/12/22	[REDACTED] x 1 Box of Chocolates (Thanks to Staff)
16/12/22	[REDACTED] x 1 Box of Chocolates
19/12/22	[REDACTED] x 1 Tin of Chocolates
20/12/22	[REDACTED] x 1 Box of Chocolates (Thanks to Staff)
21/12/22	[REDACTED] x 1 Box of Biscuits & 1 Box of Chocolates (Thanks to Staff)
22/12/22	[REDACTED] x 1 Box of Chocolates
22/12/22	[REDACTED] x 1 Box of Chocolates
05/01/23	[REDACTED] x 1 Box of Chocolates & Tin of Shortbread (Thanks to Staff)
09/02/23	[REDACTED] x 1 Bag of Sweets & 1 x Candle (Thanks to Staff)

**2.0 DEFERRED ITEMS**

**All noted.**

**3.0 FOR DECISION**

3.1 Management Committee Skills Appraisal Report

Elaine Byrne, of Arneil Johnston, joined the meeting by Zoom and talked through the Committee Skills Appraisal Report. Members noted the content and the suggested recommendations. The CEO advised this report would be issued to all Management Committee Members following the meeting. The CEO also advised an action plan would be prepared for the Management Committee Meeting to be held in May 2023. **Members noted the Governing Body Annual Review Report contents and thanked Elaine from Arneil Johnson for her presentation.**

3.2 2023/24 Final Draft Budget

The FM talked through this report in detail advising Members of the financial implications and risk considerations of the final draft budget. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] A Member asked what works were required at the Houston Street Flats. The D&AMM advised the render system

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is failing and previous repairs haven't been enough to rectify this, the render was now required to be removed to resolve the problem. **Committee approved the final 2023/24 Budget, noting the changes since the first draft, Appendices and the impact on the covenants. Committee noted the budget will be reviewed at various points throughout the year, as is the usual process, and will come to the MC for approval.**

3.3 Financial Plan - 5 Year Financial Statements and 30 Year Cashflow Projections

The FM gave a power-point presentation to Members on the Association's Financial Plan covering the operating environment, key assumptions, loan funding and interest, rent uplift proposal, 30 year cash flow, financial statements, 5 year covenant testing and concluded with a summary.

[REDACTED]

**Members approved the Financial Plan. Members also noted the financial plan and this accompanying report will be issued to RBS as part of the Association's covenant compliance requirements. It will also be issued to our External Auditors as part of their consideration of Going Concern as part of the 2022/23 year end audit.**

3.4 Financial Plan Sensitivity Testing

The FM gave a power-point presentation to Members of the possible risks facing OTHA by looking at how the cashflow reacts to changes in certain key financial planning assumptions, against the 30-year financial plan. **Members noted the contents of the report and the presentation.**

3.5 Rent Consultation & Appendices

The HM talked through this report and Appendices in detail. **Having considered the content of the report, Members approved the standard rent increase will be 6.0% and this will also apply to all tenancies, occupancy agreements, domestic leases and sharing owners.**

3.6 Service Charge Review

The HM talked through this report and Policy, making recommendations for the services charged to be applied for 2023/24. **The Management Committee approved the service charges specified in the Service Charge Policy for 2023/24.**

3.7 Entitlements, Payment & Benefits Policy Review

The SCCO advised Members this Policy was reviewed following the SFHA model policy update. The SCCO talked through the proposed changes required to bring the Policy up to date. **Members approved the Entitlements, Payment and Benefits Policy for immediate use.**

3.8 Component Life Cycles

The FM talked through this report confirming the changes to the component life cycles and advised Members that these had now been updated onto SDM. The D&AMM also advised Members that these changes were required to bring the Association into line with the industry norm and using the RCIS

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recommended useful life. **Members Noted the detail in the paper and approved the change in component life cycles and accounting policy.**

3.9 Internal Management Planning Day – Saturday 25<sup>th</sup> February – Final Agenda  
The CEO advised Members that the Internal Planning Day would take place at the Tontine Hotel on Saturday 25<sup>th</sup> February with approx 26 staff and 6 Committee confirming they will attend. The content of the day will be back to basics and include SWOT/PESTLE, Vision/Values and core priorities. The CEO advised once the Agenda has been finalised this will be emailed to Committee. **Noted by Members.**

3.10 Joint Allocations Policy – One Year Review /3.10.1 Appendix 1 – Draft Policy  
The HM talked through this report advising Members the outcome of the one year review of the Policy. A discussion ensued in regards to applicants being unable to view their bid positions. The HM advised this was a feature of These Homes software system that couldn't be changed. A discussion ensued regarding the under occupancy pass only being awarded to ICHR landlord tenants. The HM advised that this issue was being corrected with the pass being issued to all social housing tenants under-occupying and this change is included in the new Policy. **Members approved the changes detailed at 6.1 and 6.2 of the report and outlined in Appendix 1. The HM advised the changes will take place once all the ICHR partners have received approval by their Management Committees or Boards.**

3.11 OTHA Staffing Structure  
The CEO advised Members of proposed changes to the staff structure which are the next steps of the process following an exercise with a Consultant in 2019. The CEO also talked through new changes proposed to the structure following the resignation of 3 current post-holders within the Development and Asset Management Section. The CEO advised the proposed structure would consist of 3 sections, Corporate & HR, Maintenance (including Planned & Cyclical) and Housing Services. [REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

A Member asked for further information about the proposal of HR being under the Finance & Corporate Services umbrella. The CEO advised that the Corporate and HR part of the proposed structure still required to be looked at further in terms of a potential governance issue but he would seek advice from the SHR. A Member asked if there could potentially be any conflict by bringing in an Asset Maintenance Manager below the Head of Property Services. The CEO advised the Head of Property Services would be overall in charge but dealing with the strategic issues and the Asset Maintenance Manager would deal with operational matters. The CEO also advised following the resignation from the Senior Maintenance Officer (Planned & Cyclical) this post was due to be advertised imminently. A Member asked if there were any proposed changes to the Housing Services Section. The CEO advised not currently but that due to the retiral of the Housing Services Manager, this post was currently advertised. **Members approved the proposed structure and to the 6 key recommendations in the report.**

Item	Lead Action	Time-scale
<p>A Member asked what the maximum duration for the life cycles of the planned and cyclical elements (Kitchens &amp; Bathrooms) was. The CEO advised we are moving to the RCIS recommendations and the industry norm and that also due to changes in budgets we were moving to longer timescales for 3 planned &amp; cyclical elements.</p>		
<p><b><i>In line with Standing Orders, the Chair asked at this point if the meeting could be extended by 30 minutes to allow the remaining items to be heard. This was agreed by all Members.</i></b></p>		
<p>All staff members re-joined the meeting at this point.</p>		
<p>3.12 PTC – Creation of In-House Open Space Maintenance Team  The CEO talked through this report, the purpose of which is to seek consideration by the Management Committee to establish an in-house team to provide the open space maintenance service across the land we are obliged to maintain. [REDACTED]  [REDACTED]  [REDACTED] <b>Members approved that we proceed to establish an in-house service to provide open space maintenance as a 2-year pilot based on the option shown in Appendix 2 of the report.</b></p>		
<p>3.13 Committee Membership  The CEO advised that he had interest from 2 people who wish to be co-opted on to our Committee. Both have a wealth of experience both personally and professionally including working with local communities. The CEO also advised they had both shown an interest in attending the upcoming IMP Day. <b>Members approved both to be co-opted to the Management Committee.</b></p>		
<p><b>4.0 FOR INFORMATION/DISCUSSION</b></p>		
<p>4.1 EICR Monthly Report of Contract Progress  The D&amp;AMM updated members on the progress of the EICR inspections. <b>Noted by Members.</b></p>		
<p>4.2 2022/23 IMP 3<sup>rd</sup> Quarter Review  The CEO talked through this report updating Members on the outcomes of the 3<sup>rd</sup> quarter of the 2022/23 Internal Management Plan. <b>Noted by Members.</b></p>		
<p>4.3 2022/23 Policy Review Timetable 3<sup>rd</sup> Quarter Review  <b>The 3<sup>rd</sup> Quarter Policy Timetable Review was noted by Members.</b></p>		
<p>4.4 2022/23 Risk Map 3<sup>rd</sup> Quarter Review  The CEO talked through this report updating Members on the Risk Map for the 3<sup>rd</sup> quarter of 2022/23. <b>Noted by Members.</b></p>		
<p>4.5 2022/23 Customer Care 3<sup>rd</sup> Quarter Review  The HM talked through this report updating Members on the Customer Care statistics for the 3<sup>rd</sup> quarter of 2022/23. <b>Noted by Members.</b></p>		
<p>4.6 2022/23 Complaints 3<sup>rd</sup> Quarter Report  The MM talked through this report giving Members an overview of the complaints and compliments received for the 3<sup>rd</sup> quarter of 2022/23. <b>Noted by Members.</b></p>		

Item	Lead Action	Time- scale
<p>4.7 2022/23 Wider Action 3<sup>rd</sup> Quarter Report The CEO talked through this report giving Members an update on the wider action activities for the 3<sup>rd</sup> quarter of 2022/23. <b>Noted by Members.</b></p>		
<p>4.8 Donations – spend to date The FM advised that at the AGM on 16<sup>th</sup> August 2022, Members approved a £1,000 budget for donation but only £375 had been spent to date. The FM asked Members if they would be agreeable to making a donation to the following charities: Inverclyde Foodbank £150 Ardgowan Hospice £150 Starter Packs £150 Children in Poverty Inverclyde £175 <b>Members approved these donations in support of local charities.</b></p>		
<p>4.9 GWSF Rent Control Position Email The CEO advised Members of an email received by GWSF with an update on the rent control position. <b>Noted by Members.</b></p>		
<p>4.10 GWSF Open Meetings The CEO advised Members of an email received by GWSF advising they are resuming the evening open meetings. The CEO advised he usually attends these meeting and asked if any Members are interested in attending to let him know. <b>Noted by Members.</b></p>		
<p><b>5.0 FOR NOTING</b></p>		
<p>5.1 Inverclyde Women’s Aid – Thank You letter The CEO advised a thank you letter had been received following a recent donation made to their charity. <b>Noted by Members.</b></p>		
<p>5.2 SFHA December 2022 Bulletin The CEO advised Members of an end of year review email received from Sally Thomas, Chief Executive of SFHA. <b>Noted by Members.</b></p>		
<p><b>6.0 FOR APPROVAL/RATIFICATION</b></p>		
<p>6.1 Management Committee Meeting Minutes of 31<sup>st</sup> October 2022 The minutes of the Management Committee meeting of 31<sup>st</sup> October 2022 were proposed by Veronica Rasmussen and seconded by Sandra McMenamin as a true and accurate record of the meeting.</p>		
<p>6.2 Management Committee Meeting Minutes of 5<sup>th</sup> December 2022 The minutes of the Management Committee meeting of 5<sup>th</sup> December 2022 were proposed by Ronny Lee and seconded by James Paton as a true and accurate record of the meeting.</p>		
<p>6.3 Finance, Staffing &amp; General Purposes Sub Committee Meeting Minutes of 16<sup>th</sup> June 2022 The minutes of the Finance, Staffing and General Purposes Sub Committee meeting of 16<sup>th</sup> June 2022 were proposed by Ronny Lee and seconded by Doreen Williams as a true and accurate record of the meeting.</p>		
<p>6.4 Finance, Staffing &amp; General Purposes Sub Committee Meeting Minutes of 13<sup>th</sup> September 2022</p>		

Item	Lead Action	Time-scale
<p>The CEO advised of an error in Item 3.1 and 3.2 in these Minutes. The CEO advised Sandra McMEnamin nominated Ronny Lee for the Appointment of Chair and Ronny Lee nominated Sandra McMEnamin for the Appointment of Vice Chair. With this change noted, the minutes of the Finance, Staffing and General Purposes Sub Committee meeting of 13<sup>th</sup> September 2022 were proposed by Ronny Lee and seconded by Sandra McMEnamin as a true and accurate record of the meeting.</p>		
<p>6.5 Matters Arising There were no matters arising.</p>		
<p>6.6 Use of Seal <b>Members granted permission for signing and sealing of the following:</b> - Share Membership Applications from: ██████████ (£1 membership paid) ██████████ (£1 membership paid)</p>		
<p><b>7.0 AFFILIATIONS/TRAINING &amp; CONFERENCES</b></p>		
<p>7.1 EVH Annual Conference 2023 The CEO advised the EVH Annual Conference will be held at Hilton Dunblane on 19<sup>th</sup> to 21<sup>st</sup> May 2023. ██████████ <b>expressed an interest in attending this Conference. Noted by Members.</b></p>		
<p>7.2 EVH Governing Body Leadership Programme The CEO advised the EVH Governing Body Leadership Programme will be run over 6 sessions in February and March and if anyone would like to attend, to let us know. <b>Noted by Members.</b></p>		
<p>7.3 SFHA Affiliation Fees for 2023/24 The CEO advised SFHA Affiliations Fees for OTHA for 2023/24 are ██████████. <b>Members approved to renew Membership with SFHA for 2023/24.</b></p>		
<p>7.4 SHARE Conference The CEO advised the SHARE Annual Conference will take place at the Hilton Glasgow Westerwood Hotel on 24<sup>th</sup> to 26<sup>th</sup> March 2023. ██████████ <b>expressed an interest in attending this Conference. Noted by Members.</b></p>		
<p>8.0 <b>A.O.C.B.</b> There was none.</p>		
<p><b>There being no further business the meeting closed at 8.50 pm with a vote of thanks to the Chair</b></p>		