

MINUTES

COMMITTEE: MANAGEMENT COMMITTEE
DATE: MONDAY 14th FEBRUARY 2022
VENUE: REMOTELY VIA ZOOM
TIME: 6:30 PM

PRESENT: VIVIENNE HEARTON (CHAIR)
JAMES PATON (VICE CHAIR)
DOREEN WILLIAMS (SECRETARY)
RONNY LEE (CASUAL)
ROSS AHLFELD (CO-OPTEE)
VERONICA RASMUSSEN (CO-OPTEE)
SHELLY MCILROY

IN ATTENDANCE: - NICK JARDINE CHIEF EXECUTIVE OFFICER (JOB SHARE)
ANNE CULLEY, CHIEF EXECUTIVE OFFICER (JOB SHARE)
HAZEL AITKEN, HOUSING MANAGER (HM)
SUK HOPPER, MAINTENANCE MANAGER (MM)
SEAN MARSHALL, SNR DEVELOPMENT OFFICER (SDO)
KES CAMERON, FINANCE MANAGER (FM)
MARTIN RITCHIE (ITEM 4.13 ONLY)
MARY MCCREADIE, SENIOR CLERICAL ASSISTANT
(MINUTE TAKER)

APOLOGIES:- ANTHONY WILSON
SANDRA RORISON
SANDRA MCMENAMIN

REFERENCE: MIN/MAN/14FEB22/MMCC

1.0 CHAIRPERSON'S REMARKS

The Chair welcomed all Members to the meeting and advised that also joining the meeting around 7pm, would be Martin Ritchie, ttaa for Item 4.13.

1.1 Health and Safety

The Chair advised all members should be aware of their own Health and Safety responsibilities whilst attending meetings remotely.

1.2 Apologies

Apologies were received from Sandra Rorison, Sandra McMenamin and Anthony Wilson.

1.3 Declaration of Interest

There were none.

1.4 Gift & Hospitality Register

Members noted the following items received:

Date	Item/Reason
25/11/21	Tenant – 2 Boxes of Chocolates (HSS, thanks for new home)
08/12/21	H2O – 1 Box of Chocolates
22/12/21	MacKay & Inglis – Tub of Biscuits
23/12/21	SPS Door Guard – 3 Tubs of Chocolates
10/01/22	Whyte & Christie – 1 Tub of Chocolates
11/01/22	Tenant – 2 Tubs of Chocolates (Thanks to staff)
14/01/22	Tenant – 1 Tubs of Chocolates (Thanks to staff)

2.0 DEFERRED ITEMS

The CEO/AC advised of the items deferred and also referred to line 5 “SHR Regulatory Compliance Action Plan” which is a duplication of the line below “Annual Assurance Statement Action Plan”, and will be discussed later in the meeting at Item 4.14. **Noted by Members.**

3.0 FOR DECISION

3.1 2022/23 Final Draft Budget & Financial Business Plan/30 Year Cost Projections

The FM talked through this report pointing out the key factors. A Member asked if there was any update on the Planned Maintenance Programme as this was critical to the Plan. The MM advised the stock condition data had now been uploaded to SDM but there was a small amount of stock information missing, which is hoped to be resolved by SDM by the end of this week. The CEO/NJ advised that any planned maintenance changes would actually mean a financially stronger 30 year plan. A Member questioned the ceasing of development in 2024/25. The CEO/NJ advised this was an assumption made many years ago based on security but this will be discussed at the Internal Planning events this year and a report will also be presented to Management Committee at a future date for a decision moving forward.

and other staff were working to address matters, to ensure OTHA are in a good position going forward. A Member commented he was very pleased with the 30 year plan. **Members unanimously approved the Final 2022/23 Draft Budget and Financial Plan. Members also noted a review of the planned maintenance costs and 30 year planned maintenance forecast is currently**

underway and requires to be updated prior to the submission of the SHR's five year financial projections return. Members also noted the financial plan and accompanying report will be issued to RBS as part of the Association's covenant compliance requirements and used to support the application for additional £1.5m loan funding currently being procured from RBS.

3.2 Financial Planning Sensitivity Testing

The FM talked through this report. The CEO/NJ advised that this would probably be the last year that Members would be able to consider a below inflation rent increase due to the volatility of the economy, it isn't going to be sustainable in the future. **Noted by Members.**

3.3 Rent Increase Consultation

The HM talked through this report. The HM advised of an error on page one, 1.8% is not the correct average RPI figure and this line would be removed from the report. The HM advised since the report was produced, another 3 responses had been received bringing the total to 211 with 56.5% against & 43.4% for the 3% rent increase. The HM advised that despite tenants showing an interest in the virtual meetings to discuss the rent increase, unfortunately no-one appeared for the meetings. The HM advised the comments from the survey will now be looked at in greater details and any complaints will be logged. The HM advised members that a major rent restructure exercise took place in 2015 with rent increases for individual properties being subject to adjustment to reduce the disparity and following the rent increase for 2022/23, this exercise will be fully completed. A Member thanked the HM for a good report and appreciated the work involved in this. **Members unanimously approved the report recommendation and the rent increase at 3%.**

3.4 Service Charge Review

The HM talked through this report. A Member asked if tenants would receive a rebate due to the landscaping services not been carried out because of the pandemic. The HM advised no rebate would be given, as the Association were still charged the same amount by the Contractors and the work was carried out but done at different times. The CEO/AC also advised the Contractors were also playing catch up with jobs, taking longer due to the backlog of work. A Member asked had there been widespread complaints regarding the landscaping during this period. The MM advised there had been complaints received but that open space areas were still tended to, during lockdown. The HM and MM advised they will speak to Members concerned about this issue, outwith this meeting. **Members approved the service charges as specified in the Service Charge Policy 2022/23.**

3.5 Review of Joint Allocations Policy

The HM talked through this report. The HM advised of a typo on page 4 of the report, bullet point 7, should read "for 4 nights a week or more". A Member disagreed with the proposed change that no matter how many children you have, if access is 3 nights a week or less, they are only entitled to 1 extra bedroom. The HM advised this issue had been raised during consultation but applicants could appeal this decision and individual circumstances would be considered. A Member asked why this change was made and does it mirror RCH Policy? The HM advised she wasn't sure what RCH's Policy is on this issue but that ICHR

Applications would have the right to appeal. **Members unanimously approved the Final Draft Joint Allocations Policy.**

Martin Ritchie, taa joined the meeting at this point and Item 4.13 was heard.

- 3.6 Amendment to OTHA Lettings Plan 2021-22
The HM talked through this report. The HM updated that the first 21 handovers for Ravenscraig would now take place in April instead of March and would be advertised on the current ICHR software system on 11th March 22, with the remainder being advertised on the new “These Homes” software system. **Members approved the amendment to the Lettings Plan.**
- 3.7 Amendment to OTHA Rent Policy
The HM talked through this report. The CEO/NJ advised in regards to the 2x1 bedroom properties, his view was that the rent level should be adjusted when the properties become void. A Member advised this anomaly is something we have known about for a long time so why is this only being addressed now. The CEO advised this was because the properties are now at the lettable stage and the rent level requires to be set now. The SDO advised it was initially thought around 80-90% of properties would be affected with this 5% cap but possibly due to our lower rent increases and from the rent rationalisation exercise, this has in fact helped and only 2 properties are affected. The HM advised the rents were projected on standard 3 bedroom properties but we didn’t have the specifics at the time, i.e. extra shower room, dining room etc. **Members approved the following recommendation: The rent remains at this level in future years and any percentage increase is applied to the rent set at point of handover until the property becomes void, when it will be set in line with the current rent setting policy.**
- 3.8 Calendar of Meetings
Members noted this item has been deferred.
- 3.9 Content Planner ~ Workplan
Members noted this item has been deferred.
- 3.10 OTHI Committee Membership
The CEO/NJ advised that Kes Cameron, Finance Manager and Anthony Wilson, Committee Member had now joined the OTHI Board. **Noted by Members.**
- 3.11 Financial Regulations Update
The FM talked through this report. The FM advised Members Appendix 2 would be updated to include the Senior HR Officer and to remove the Depute CEO Job Title. **Noted by Members. Members approved the 3 recommendations as set out in the report.**
- 3.12 Equal Opportunity and Diversity Policy Review
The CEO/AC advised Members the Association work with GCIL and Dr Stewart Montgomery on producing this and some changes were required to bring the document up-to-date. This Policy will be brought back to Committee at a later date with some further changes. **Members approved the Reviewed Equal Opportunity and Diversity Policy for immediate use.**

3.13 Strone Farm Additional Funding Request

The SDO talked through this report in detail. The SDO advised the Management Team don't have a specific recommendation on either option in the report but the SDO requested that the Management Committee remit this decision back to the Management Team in regards to Option 2. The CEO/NJ advised he was looking for some Members to volunteer to form a smaller group that the Management Team can report back to. Veronica, James and Doreen volunteered to join this group. The SDO further advised that Option 2 may be taken out of the Association's hands if the Contractor decides there are not sufficient funds to progress this development. A member asked if there are any other Contractors who would be willing to step in, in this scenario. The SDO advised there are, but as we are in contract with AMCL, we haven't approached anyone else. A Member also asked how the surrounding community had been impacted by this. The SDO advised there had been concerns from local residents and this is something the Management Team will also keep in mind. The SDO advised he would be in touch with the 3 Members with a date and time for the follow-up meeting. **Members agreed to remit this decision to the Management Team who will report to the 3 Members concerned.**

3.14 Annual Assurance Action Plan 2021

The CEO/AC advised Members this Action Plan will be updated on an ongoing basis. **Noted by Members.**

The Chair advised Item 4.1-4.3 were being heard at this meeting due to the last meeting requiring to conclude earlier than expected.

4.0 FOR INFORMATION/DISCUSSION

4.1 2021/22 Customer Care 2nd Quarter Report

Members noted the content of this report.

4.2 2021/22 Complaints 2nd Quarter Report

Members noted the content of this report.

4.3 2021/22 Wider Action 2nd Quarter Report

Members noted the content of this report.

4.4 2021/22 IMP 3rd Quarter Review & Policy Review Timetable

The CEO/AC talked through this report, which was noted by Members.

4.5 2021/22 Risk Map 3rd Quarter Review

The CEO/AC talked through this report, which was noted by Members.

In line with Standing Orders, the Chair asked at this point if the meeting could be extended by 15 minutes to allow the remaining items to be heard. This was agreed by all Members.

4.6 2021/22 Customer Care 3rd Quarter Report

The HM talked through this report, which was noted by Members.

4.7 2021/22 Complaints 3rd Quarter Report

The HM talked through this report, which was noted by Members.

4.8 2021/22 Wider Action 3rd Quarter Report

The CEO/NJ talked through this report. The CEO/AC advised of good news in regards to the 1 year extension to the Pathways to Construction Project Officer Post from March 2022, which was all but formalised. **Noted by Members.**

4.9 Investors in People Feedback Report

The CEO/AC talked through this report. The CEO/AC advised that following the recommendations in the report, and due to the Management Team changes, leadership training would be arranged for the Management Team. The CEO/AC advised it was a positive report and that full reaccreditation would be due late 2022. **Noted by Members.**

4.10 EVH Pay Negotiations Update

The CEO/NJ advised Members that discussions were ongoing in regards to the pay negotiations. **Noted by Members.**

4.11 SHAPS Pension Scheme Update

The CEO/NJ talked briefly through this report. **Updated by Members.**

4.12 Tenants Satisfaction Survey

Members noted this item has been deferred.

4.13 Internal Audit: Assurance Review – Asbestos, Fire Safety, Gas Safety & Legionella)

Martin Ritchie talked through this report advising Members of the reasonable assurance level. The CEO/AC advised the Management Team were concerned about this level, but this had been due to several issues including the absences however, 2 new staff members were now in post and processes being put in place. The CEO/AC advised that tiaa had been granted a 1 year extension (as per current contract) and will remain the Association's Internal Auditor for 2022/2023. **Noted by Members.**

Martin Ritchie left the meeting at this point and the meeting followed on from Item 3.6.

4.14 Draft Action Plan following MC Member Appraisals (**enclosed**)

The CEO/AC talked briefly through this report, advising Members that the Management Team will continue to work on this document and an update will be brought back to the April meeting. **Noted by Members.**

4.15 Former Committee Member

The CEO/AC advised OTHA had received a lovely email from former Committee Member/Secretary June Glancy to thank the Association for the lovely flowers she received for her service to the Association. **Noted by Members.**

5.0 FOR NOTING

5.1

[REDACTED]

The CEO/AC thanked the FS&GPSC Members for their work with the appeal and to Ronny Lee for attending the JNC hearing with her.

The CEO/AC advised an employment tribunal notice has also now been submitted. The CEO/AC advised this is a lengthy process and the Association do have insurance should this be required. This is a Notifiable Event to the SHR which was done. The CEO/AC advised Members will be kept up to date with this matter. **Noted by Members.**

6.0 FOR APPROVAL/RATIFICATION

- 6.1 Management Committee Meeting of 6th December 2021
The Minutes of the Management Committee meeting of 6th December 2021 were proposed by Ronny Lee and seconded by Doreen Williams as a true and accurate record of the meeting.
- 6.2 Special Management Committee Meeting on 24th January 2022
The Minutes of the Special Management Committee meeting of 24th January 2022 were proposed by Doreen Williams and seconded by James Paton as a true and accurate record of the meeting.
- 6.3 Housing & Technical Services Sub Committee Meeting of 13th September 2021
The Minutes of the Housing & Technical Services Sub Committee Meeting of 13th September 2021 were proposed by Ronny Lee and seconded by Vivienne Hearton as a true and accurate record of the meeting.
- 6.4 Matters Arising
There were no matters arising.
- 6.5 Use of Seal

Members granted retrospective Use of Seal for the following:-

Date	Description & Address
23/11/21	Disposition & Exclusive Occupancy Agreement, Flat [REDACTED] [REDACTED], Greenock,
13/12/21	Minute of Lease & Agreement between OTHA & [REDACTED] [REDACTED], Greenock
30/01/22	Deed of Restriction by OTHA in favour of [REDACTED] [REDACTED]
07/02/22	Disposition, Shared Ownership ½ Share, [REDACTED] [REDACTED], Greenock

7.0 AFFILIATIONS/TRAINING & CONFERENCES

- 7.1 Glasgow & West of Scotland Forum Affiliation 2022/23
The CEO/NJ recommended to Members that the Association renew the Annual Subscription to the GSWF Forum for 2022/23. **Members approved to renew the annual subscription at a cost of £1273.00.**

8.0 A.O.C.B.

The HM advised a Scottish Government grant had been received to promote breast feeding and that a mural was currently being painted at the gable end wall at 61 Nicolson Street. **Noted by Members.**

The HM advised Members she had previously [REDACTED]
[REDACTED] **Members were delighted that the [REDACTED]**

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