

# MINUTES

ITEM 6.1

**COMITTEE:** MANAGEMENT COMMITTEE  
**DATE:** MONDAY 14th DECEMBER 2020  
**VENUE:** VIRTUAL MEETING VIA ZOOM  
**TIME:** 6:30PM (Meeting Commenced 6:40pm)

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**PRESENT:** SHARON TRITSCHLER (CHAIR)  
JUNE GLANCY (SECRETARY)  
JIM AIRD – joined at 6:40pm  
DIANE MCCARNEY  
DAVID MCINDOE  
SANDRA MCMENAMIN – joined at 6.50pm  
SANDRA RORISON  
DOREEN WILLIAMS – joined at 7pm  
JAMES PATON (CO-OPTEE) – joined at 7pm

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**IN ATTENDANCE: -** ANNE CULLEY, DEPUTE CHIEF EXECUTIVE OFFICER (DCEO)  
ALANA DURIN, FINANCE DIRECTOR (FD)  
BRIAN PRATIES, DEVELOPMENT/TECHNICAL SERVICES MANAGER (DTSM)  
HAZEL AITKEN, HOUSING MANAGER (HM)  
MARTIN RITCHIE TIAA (ITEM 4.5 ONLY)  
EAMONN CONNOLLY, EVH (ITEM 3.8 ONLY)  
KIRSTY DAVIS, OFFICE MANAGER (MINUTE TAKER)

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**APOLOGIES:-** VIVIENNE HEARTON (VICE CHAIR)  
ANTHONY WILSON  
NICK JARDINE, CHIEF EXECUTIVE OFFICER (CEO)  
KATE DAHLSTROM, HOUSING SERVICES & PERFORMANCE DIRECTOR (HS&PD)

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**REFERENCE:** MIN/MAN/14DEC20/KPD

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## 1.0 CHAIRPERSON'S REMARKS

The Chair welcomed all to the meeting and members agreed the following running schedule in order to accommodate guest presenters.

- Item 4.5 to be discussed after Item 2.0
- Item 3.8 to be discussed at 8pm (staff members to temporarily leave the meeting at this point)

### 1.1 Health and Safety

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

### 1.2 Apologies & Resignation Letter from Ronny Lee

Apologies were received from V. Hearton & A. Wilson, N. Jardine & K. Dahlstrom. Members noted the letter from R. Lee with regret. **Members agreed to send a letter/thank you card and an appropriate gift within the limits of the Entitlement, Payments & Benefits Policy to thank Ronny for his services to the organisation.**

### 1.3 Declaration of Interest

**There were no declarations of interest.**

### 1.4 Gift & Hospitality Register

**There were no items to report.**

## 2.0 DEFERRED ITEMS

**Members noted the contents of the Deferred Items report.**

As agreed Item 4.5 was discussed at this point

1 Member joined the meeting at 6:50pm

## 3.0 FOR DECISION

### 3.1 Draft Budget

The FD gave a presentation which was noted by Members. Members also noted that a review of the planned maintenance costs is required to be undertaken, following completion of the stock condition survey and tenant consultation is also required on the proposed life cycle changes.

A general discussion took place which included the following topics:-

- Component accounting impact relating to possible extension of some lifecycle elements
- Reduction in salary costs v adequate resources to deliver
- Medical Adaptations
- Cash Balances held
- Future development

**Members noted the first draft 2021/22 budget and financial plan and approved this as the basis for the rent uplift consultation.**

2 Members joined the meeting at this point (7pm)

### 3.1.2 2020/2021 Budget Amendment Paper

**The FD presented this report which was noted and Members approved the changes to the 2020/21 budget.**

### 3.2 Draft Rent Increase Consultation Report

The HM talked through this report, the contents of which were noted by Members. **Members approved that OTHA consult with tenants on one option – the lowest increase possible – rent increase of 1%.**

Clarification required on inclusion of the unimproved flats in Maple Road. The DCEO advised that as not currently included in the report as an exclusion then these properties would be deemed to be included. The DCEO also advised a request could be made for officers to discuss rationale (as took place last year). This matter requires clarification prior to consultation process.

3.3 Factoring Policy Review

The DTSM talked through this report and **Members noted this will be reviewed again in conjunction with a more detailed review of our factoring service in 2021-22.**

3.4 Annual Procurement Report/Procurement Strategy

The DTSM talked through the Annual Procurement Report/Procurement Strategy. **The content was noted by Members and approved for publication on the Association's website.**

3.5 SHIP Submission Report

The DTSM talked through this report with **Members noting the proposed Development Programme.**

3.6 GPT Agreement

**Members noted this has been deferred until February 2021.**

3.7 Review of Asset Management Action Plan

The HM talked through the front report of this report. **Members noted the update to the Action Plan.**

3.8 Pensions Short Life Working Group - Outcome Report

Eamonn Connolly from EVH joined the meeting at 8:10pm, **all staff members left the meeting at this point.**

The Management Committee noted the updated set of recommendations contained within the Short Life Working Group paper dated 3 December 2020. It also noted and discussed additional information provided separately from staff including results of a recent survey. After a lengthy discussion it agreed to implement the four recommendations described within the Short Life Working Group's paper – believing this to be a fair and reasonable way forward in the round, and meeting the employer's requirement to reduce risk whilst still providing staff with an attractive pension offering going forward. It will now ask local officials to proceed on this basis and have the changes in place for as close to 1 April 2021 as is practical given the need for staff to receive individual consultation and notice of change letters; and, for Oak Tree to also give the Pension Scheme Administrator the required notice involved in making such a change.

**Staff members re-joined the meeting at 8:35pm. Eamonn Connolly left the meeting at this point.**

3.9 Annual Assurance Statement Action Plan

The DCEO gave an overview of the OTHA Compliance and Improvement Action Plan (IAP) 2020-21. **Members noted the appendix to the main report which had been presented at the October 2020 meeting.**

This Action Plan will be monitored and updated as required before next year's review.

3.10 Donations

- Inverclyde Woman's Aid

The DCEO advised that the donation budget balance currently stands at £1k. **Members agreed to donate £375 to Inverclyde Woman's Aid.**

- Members also discussed Inverclyde Food Bank / Fuel Bank etc. Following discussion **it was agreed that the DCEO liaise with staff and discuss other options for discussion at the next meeting (February 2021).**
- 3.11 OSCR Return  
The FD talked through this report. **Members approved this return for submission to OSCR**
- 4.0 FOR INFORMATION/DISCUSSION**
- 4.1 West Stewart Street Update  
**The DTSM talked through this report, which was noted by Members.**
- 4.2 OSCR Return (**enclosed**) moved to Item 3.11
- 4.3 ARC Comparative Performance Report  
The HM talked through the report prepared by the HS&PD, the contents of which were noted by Committee. A discussion took place on various elements:-  
– Gas Servicing  
– Repairs Satisfaction v Rent being considered Value for Money v Contractors performance at a specific time  
Areas have been highlighted which require improvement.
- 4.4 Cloch Oversight Report Quarter 2  
Members noted that the FD had covered this Quarter 2 update verbally at the last meeting (as a requirement of the SHR Assurance Statement requirements). **Members now noted the actual contents of the report.**  
The DCEO advised Cloch were hosting their next required meeting in the separation process later this week, which she would be attending on behalf of OTHA as the Parent Company.
- 4.5 Internal Audit ~ Assurance Review of Anti-Social Behaviour  
**This item was discussed after item 2.0.**  
This report was presented by Martin Ritchie, Internal Auditor (tiaa) who acknowledged the challenges faced by all due to Covid-19 and therefore time taken to resolve these challenges. Members noted the recommendation regarding clarity of classification (based on complexity rather than seriousness of complaint). The HM confirmed recommendation and comment regarding complaint categories would be taken into account during the Estate Management Policy full review. The HM has also programmed in team discussions during January 2021 to discuss complaint categories. Complaints leaflets will be updated early 2021.  
**Members noted the “Substantial Assurance” status awarded following the Assurance Review of Anti-Social Behaviour.**  
The Internal Auditor representative left the meeting at 6.50pm. The Chair thanked Martin Ritchie for his update.
- 4.6 Scottish Housing Regulator Correspondence ~ Coronavirus ~ Advisory Guidance for governing Bodies  
<https://www.housingregulator.gov.scot/for-landlords/advisory-guidance/recommended-practice/coronavirus-advice-for-governing-bodies>  
Will be added to admin control library. **Noted by Members.**
- 4.7 Scottish Housing Regulator ~ Annual Risk Assessment  
<https://www.housingregulator.gov.scot/landlord-performance/the-risks-we-will-focus-on/the-risks-we-will-focus-on>  
Will be added to admin control library. **Noted by Members.**
- 4.8 Wider Action Update (October-December 2020)  
**Noted by Members.**  
The DCEO updated that an application to the Community Recovery Fund for up to approx. £56-£57K has been signed off. This project would link in to working

with Branchton Community Centre and Inverclyde Centre for Mental Health.  
**Members noted the new application for this fund.**

4.9 Maple Road Update

The HM talked through this report the content of which was noted by Members.  
**Members approved the report recommendation to begin the process of appointing a professional Design Team for the project.** The recommendation is to initially appoint an Employers Agent in January 2021.

**5.0 FOR NOTING**

5.1 The Pension Trust

**Noted by Members.**

**6.0 FOR APPROVAL/RATIFICATION**

6.1 Management Committee Meeting of 26<sup>th</sup> October 2020

**The minutes of the Management Committee Meeting of 26<sup>th</sup> October 2020 were proposed by Sandra McMenamin and seconded by June Glancy as a true and accurate record of the meeting.**

6.2 Special Management Committee Meeting of 16<sup>th</sup> November 2020

**The minutes of the Special Management Committee Meeting of 16<sup>th</sup> November 2020 were proposed by David McIndoe and seconded by June Glancy as a true and accurate record of the meeting.**

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

**The Finance, Staffing & General Purposes Sub Committee meeting of 2<sup>nd</sup> June 2020 were proposed by Sandra Rorison and seconded by David McIndoe.**


6.4 Finance, Staffing & General Purposes Sub Committee of 16<sup>th</sup> September 2020

**This minute will be carried over to next meeting due to lack of available members who had attended the meeting to approve.**


6.5 Matters Arising

 Management Committee Meeting of 26<sup>th</sup> October 2020


- **There were no matters arising.**

 Special Management Committee Meeting of 16<sup>th</sup> November 2020

- **There were no matters arising.**

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


- **There were no matters arising.**

 Finance, Staffing & General Purposes Sub Committee of 16<sup>th</sup> September 2020

- **This minute requires to be carried to February 2021 for approval.**

6.6 Use of Seal

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

Date	Description
4 <sup>th</sup> December 2020	Resale of  Dunnet Place

**7.0 AFFILIATIONS/TRAINING & CONFERENCES**

7.1 The Big Issue

**Members approved the SMT recommendation to renew the OTHA subscription at the Bronze level (£350).**

**8.0 A.O.C.B.**

Appreciation/Acknowledgement

The DCEO/SMT asked for Members views on issuing a gesture of appreciation for staff and committee for their commitment during this challenging 8/9 months

and in the strangest of times. **Members were happy to go with the suggestion of some chocolates and possibly a letter of thanks from the Chair.**

**There being no further business the meeting closed at 8:55pm**