

MINUTES

ITEM 6.1

COMITTEE: MANAGEMENT COMMITTEE
DATE: MONDAY 17th FEBRUARY 2020
VENUE: CONFERENCE ROOM
TIME: 6:30PM

PRESENT: COLIN CAMPBELL (CHAIR)
JACKIE McKELVIE MBE (VICE CHAIR)
JUNE GLANCY (SECRETARY)
RONNY LEE
DIANE MCCARNEY
DAVID MCINDOE
SANDRA RORISON
SANDRA MCMENAMIN (CO-OPTEE)

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)
BRIAN PRATIES, DEVELOPENT/TECHNICAL SERVICES MANAGER
KIRSTY DAVIS, OFFICE MANAGER (MINUTE TAKER)

APOLOGIES:- SHARON TRITSCHLER
VIV HEARTON

REFERENCE: MIN/MAN/17FEB20/KPD

1.0 CHAIRPERSON'S REMARKS

The Chair welcomed all to the meeting and welcomed David McIndoe's return following his recent Leave of Absence.

1.1 Health and Safety

Members noted the Health & Safety information as advised by the Chair.

1.2 Apologies

Apologies were received from Viv Hearton.

1.3 Declaration of Interest

The Chair advised one minor declaration of interest which is now not relevant due to the item having already been discussed at a previous meeting.

1.4 Gift & Hospitality Register

Members noted there were 19 items recorded (due to the Festive Period) within the Gifts & Hospitality Register since last meeting.

- 11 items from Contractors which will be raffled with proceeds going to Charity (MND & Ardgowan Hospice)
- 8 perishable items (Chocolates & cakes) from customers to staff for good service

The Gifts & Hospitality Register was duly signed and dated by the Chair.

2.0 DEFERRED ITEMS

The CEO advised that OTHA had received verbal confirmation from the Scottish Government on the GPT agreement. With regard to the SHIP Programme, members noted the CEO's update that the programme will remain as it currently is.

Members noted the deferred items.

3.0 FOR DECISION

3.1 OTHA/CHA Options Appraisal Decision

The Chair verbally updated those members who had not been present at the meeting on 1st February 2020 (it was noted he had previously provided a written update). Members noted that Option 6 had been unanimously approved as the way forward at the meeting on 1st February.

The Chair has notified the Scottish Housing Regulator (SHR) of the outcome of the joint options approval meeting and advised that a formal decision is required and an agreement from the Management Committee of that way forward.

Members noted the SHR have requested the background papers to be sent to the SHR. This was in the process of being organised. It is thought that a joint meeting with the SHR would take place mid-March 2020.

The Chair requested members to vote by way of a show of hands on their agreement, or otherwise, regarding Option 6. A unanimous vote was recorded with the preferred option being confirmed as Option 6 ~ to pursue separation from the constitutional partnership with Cloch HA. This was unanimously agreed.

Members noted current thinking was that a number of approvals/consents/information exchange, would require to be given including:-

- SGM (rule change)
- Tenants
- OSCR
- Lenders
- Stakeholders

It was also unanimously agreed that a working group of 2 out of 3 Office Bearers and CEO (DCEO if any absence of the CEO) along with similar representation from Cloch HA is established and will meet early March 2020. After the first meeting of this group, a timeline will be issued to both Boards for consideration.

The DCEO advised discussion and consideration is required regarding the need going forward for the Joint Audit Committee.

Members expressed the importance of keeping staff informed about progress and it was agreed a communication strategy for staff would be developed by the Working Party.

Members are keen to maximise the bounce of this decision and re-vitalise members and staff.

It was also agreed that the CEO would discuss the SMT re-structure, with members after the meeting.

3.2 2020-21 Final Draft Budget Review/Financial Business Plan/ 30 Year Cost Projections

The FD presented the final draft 2020/21 budget and financial plan.

Members noted and approved the content. The final 2020/21 budget will be sent to banks as part of OTHA's covenant compliance process.

Members also noted and approved that the 2020/21 rent uplift is not applied to the unimproved Maple Road properties only.

Further to discussion of Item 3.4 – Maple Road, it was agreed that the budget will be updated to reflect the decision to demolish 65 properties at Maple Road as presented in the report.

3.3 Financial Plan Sensitivity Testing

The FD presented an analysis of the possible risks facing OTHA by looking at how the cash flow reacts to changes in certain key assumptions against the final draft 2020/21 budget.

Members noted the 2020/21 final draft budget and financial business plan is a robust plan based on the current operating context.

3.4 Maple Road

The FD talked through the outcome of the financial appraisal carried out following the presentation of the Asset Management Report at the December 2019 Management Committee meeting, where it was agreed that options regarding the future of Maple Road would be financially assessed.

Members noted the impact of the two scenarios which were modelled:-

- Demolish 101 properties at Maple Road (all the properties), phasing this over 3 years
- Keep the 36 properties that have been improved and demolish the remaining 65 properties, also phasing the demolition over 3 years

Members noted the financial appraisal and discussed other non-financial considerations. Following this discussion in which all considerations were taken into account it was unanimously agreed to close and

demolish the unimproved properties in closes 7-29 inclusive and retain 36 improved properties, with the demolition phased most likely over a 3-year period.

The CEO advised the budget is predicated on demolishing 65 OTHA owned properties and then the situation would be reviewed.

A discussion also took place on soundproofing within improved properties and landscaping/fencing possibilities following demolition.

3.5 Rent Consultation

The HSPD talked through this report.

Following discussion Members unanimously approved that the rent increase for 2020-21 be 2.8% subject to required adjustments for the implementation of the Rent Policy agreed in March 2015.

Members also agreed that no rent increase will be applied to the 65 unimproved properties in Maple Road.

Members noted the 2020-21 final draft budget will be updated following this decision and reported to the Scottish Housing Regulator.

3.6 Service Charge Review

Members noted and discussed the contents of this report.

Following discussion, the following was agreed:-

- **Management Committee approved the service charges specified in the Service Charge Policy for 2020/21**
- **Authority is delegated to the Housing Manager to set the Buildings Insurance premium for 2020/21 when charge is known.**

3.7 Factoring Policy Review

Members noted this item has been deferred until August 2020 (six months).

3.8 Entitlements, Payment & Benefits Policy (Review)

The DCEO talked through this Policy Review. Members noted and acknowledged the content, in particular noting that “As one of our people, you potentially could be offered benefits over and above that which you are contractually entitled, such as gifts or hospitality from external parties. Such offers would be as a direct result of you being one of our people and cannot always be accepted. We require that any such offers are managed and recorded very carefully to ensure the highest levels of probity in our organisation. Our people should not benefit – or be seen to benefit – inappropriately from their involvement with us.”

Members unanimously approved the reviewed Entitlements, Payments & Benefits Policy.

3.9 Sustainability Policy Statement

Members noted and approved the Sustainability Policy Statement. This was therefore duly signed and dated by the Chair and CEO.

3.10 EVH Member Protect ~ Employment Law Support

This paper was withdrawn due to being presented and discussed at a previous Management Committee meeting.

3.11 2020 AGM & Approval of 2019-20 Accounts

Members agreed the following:-

- **Special Meeting for Accounts Approval Monday 3rd August 2020**
- **Annual General Meeting Tuesday 11th August 2020**

3.12 Pension Consultation Update

Members noted the update and report recommendations.

It was agreed to commission a representative from Chiene & Tait for 2 days to provide advice to staff during the consultation process.

3.13 West Stewart Street ~ Progress Report

The DTSM advised on the progress update regarding the West Stewart Refurbishment Project and the recommendations of the report.

Members discussed the importance of keeping staff informed, incorporating safety elements in the project and agreed with the report recommendations.

3.14 2019/20 Wider Action 3rd Quarter Report

Members noted the content of the report and agreed with report recommendations.

4.0 FOR INFORMATION/DISCUSSION

4.1 2019/20 IMP 3rd Quarter Review & Policy Review Timetable

Noted by members.

4.2 2019/20 Risk Map 3rd Quarter Review

Noted by members.

4.3 2019/20 Customer Care 3rd Quarter Review

Noted by members.

4.4 2019/20 Complaints 3rd Quarter Report

Noted by members.

4.5 2019/20 Cloch 2nd Quarter Oversight Report

Noted by members.

4.6 Management Committee Programme

Members noted and approved the following:-

- **Draft 2020/21 Calendar of Meetings**
- **Draft 2020/21 Management Committee Meeting Planner**

4.7 Re:Markable ~ I.I.P. Gold Award

Members noted the presentation which had been given to staff members at the December 2019 staff meeting, by the DCEO. The Chair advised that some themes have already been discussed and members do wish to discuss, the review of the SMT.

Members acknowledged and were pleased to hear, that the IIP Gold Award, had been retained, noting the Assessors comments, about this.

5.0 FOR NOTING

5.1 Inverclyde Women's Aid ~ Thank You letter

Noted by members.

5.2 Inverclyde Foodbank ~ Thank You letter

Noted by members.

5.3 Resignation from Management Committee

Noted by members. Members noted that because of this resignation, there will now be a “casual” vacancy. This will be discussed further with the Chair and CEO.

6.0 FOR APPROVAL/RATIFICATION

- 6.1 Management Committee Meeting of 2nd December 2019
The minutes of the Management Committee of 2nd December 2019 were proposed by June Glancy and seconded by Jackie McKelvie as a true and accurate record of the meeting.
- 6.1.1 Special Management Committee Meeting of 13th January 2020
The minutes of the Special Management Committee Meeting of 13th January 2020 were proposed by Sharon Tritschler and seconded by June Glancy as a true and accurate record of the meeting.
- 6.2 Finance, Staffing & General Purposes Sub Committee of 22nd August 2019
The minutes of the Finance, Staffing and General Purposes Sub Committee of 22nd August 2019 were proposed by Jackie McKelvie and seconded by Colin Campbell.
- 6.3 Matters Arising
- 6.3.1 Management Committee Meeting of 2nd December 2019
There were no matters arising.
- 6.3.2 Special Management Committee Meeting of 13th January 2020
There were no matters arising.
- 6.3.3 Finance, Staffing & General Purposes Sub Committee of 22nd August 2019
There were no matters arising.
- 6.4 Use of Seal
Members approved the following Share Membership application for signing and sealing:-
[REDACTED], Greenock
- 6.5 Ratification of Decision Between Meetings Decisions
- (i) Notification of Disposals for Leases ~ Ravenscraig Gardens
Noted and ratified.
 - (ii) Rent Policy Review 2019
Noted by ratified.
 - (iii) Entitlements, Payments and Benefits
Noted and ratified.
 - (iv) West Stewart Street ~ Contractors Tender
Discussed and ratified under Item 3.13.
 - (v) Strone Farm Site Purchase ~ Servitudes
Noted and ratified.
- 7.0 AFFILIATIONS/TRAINING & CONFERENCES**
- 7.1 Housing Scotland ~ Annual Conference 19/20 May 2020
Noted by members.
- 7.2 SHARE ~ Annual Conference 13/15 March 2020
Noted by members.
- 7.3 EVH Membership Subscription Renewal Jan 2020 – Dec 2020
Members agreed to renew membership subscription.
- 7.4 EVH Nominations for Executive Committee
Noted by members.
- 8.0 A.O.C.B.**
Positive Action in Housing Membership Renewal

Members agreed to renew membership.

EVH - Governing Body Leadership Evening Programme

Dates noted by members.

S.H.A.P.S – Invitation to Nominate to SHAPS Employers Committee

Noted by members.

Request to Meet with Management Committee Following Close of Business

Following members' agreement to suspend Standing Orders, Members

agreed to the CEO's request to meet with them for a maximum of 15 minutes following the close of this meeting.

There being no further business the meeting closed at 8:35pm with a vote of thanks to the Chair.

A.O.C.B. In Camera Session

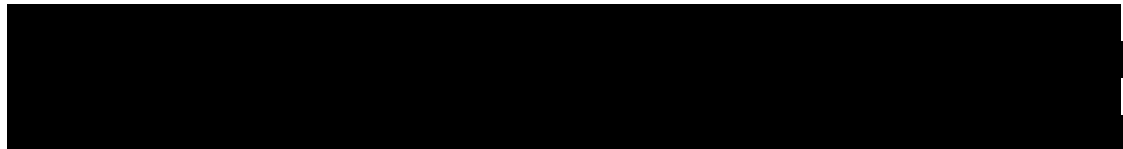
- (1) The CEO reminded Committee that the decision to delay the SMT re-structure had been made on the basis that the delay would be whilst the Cloch/OTHA Options Appraisal was ongoing.

Given that the appraisal process is now complete the CEO sought guidance on the timing of how Committee wished him to proceed.

After detailed discussion it was agreed that the CEO would present a report to the April Board meeting detailing timelines for:-

- (a) **West Stewart Street Office Opening / Migration of Staff**
- (b) **OTHA/Cloch / Implementation of separation plan**
- (c) **A timescale of how long the SMT structure review consultation and process would take.**

(2)



- (3) Internal Management Plan – NJ advised that Committee should potentially reconsider a date for the 2020 IMP Planning date based on the above. **It was agreed that this would be discussed at the next Board Meeting in April with a likely date for the planning day in May at the earliest.**