

MINUTES

COMMITTEE: MANAGEMENT COMMITTEE

DATE: MONDAY 20th OCTOBER 2025

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)(*Virtual*)
JIM MCELENY (JM_cE)
NANCE SMITH (NS)
OLIVE YIGA (OY) (*Virtual*)
MARGARET MCKAY (MM)
KIRSTY WILSON (KW) (*Virtual*)
DAVE ROBINSON (DR)(CO-OPTEE)
RONNY LEE (RL)
WILLIE WILSON (WW)

IN ATTENDANCE: - SEAN CONNOR, CHIEF EXECUTIVE OFFICER (CEO) (*Virtual*)
KES CAMERON, DIRECTOR OF FINANCE (DOF)
SUK HOPPER, DIRECTOR OF PROPERTY (DOP)
JULIE MCEWAN, DIRECTOR OF HOUSING (DOH)
KIRSTY DAVIS, SENIOR COMPLIANCE & GOVERNANCE OFFICER
(SCGO)
MARY MCCREADIE, CORPORATE SERVICES & ADMIN
SUPERVISOR (MINUTE TAKER)
FREYA LEES, NORTH STAR CONSULTING (OBSERVER)
(GARY PEARSON, MARJAN VAN DE WEG, SOPHIE BURGESS, ALL
FROM CHANGeworks)(ITEM 5.3 ONLY)(*VIRTUAL*)

APOLOGIES:- JUNE GLANCY (JG) (SECRETARY)
AYODELE ONI (AO)(CO-OPTEE)

REFERENCE: MIN/MAN/20OCT25/MMCC

Item		Lead Action	Time- scale
1.0 CHAIRPERSON'S REMARKS	The Chair welcomed everyone to the meeting. The Chair introduced Freya Lees of North Star Consultancy, observing the meeting as part of the Committee Annual Review process.		
1.1 Health and Safety	The Chair advised members of the relevant Health & Safety procedures. A Member asked if the exit to the garden could be used as part of the fire evacuation plan with the gate modified so it can be used in an emergency. The SCGO advised this would be considered. Another Member advised he was unsure of the building layout. The SCGO floor layout plans were located on every level and corridor. The Member noted the further information would be covered in the induction.		
1.2 Apologies	Apologies were received from AO and JG.		
1.3 Declaration of Interest	[REDACTED] advised she is now on the Board of [REDACTED] [REDACTED] This shouldn't be a conflict as they do not operate in the Inverclyde area, but should any conflict arise, [REDACTED] will declare.		
1.4 Gift & Hospitality Register	Members noted the following items received: 23/09/2025- [REDACTED] [REDACTED] [REDACTED] Cotton Shopper with Tea/Coffee/Biscuits for 1 & Notepad & Pen. 08/10/2025 - [REDACTED]		
<i>Item 5.3 was heard at this point.</i>			
2.0 FOR APPROVAL / RATIFICATION			
2.1 Management Committee Meeting of 22 nd September 2025	The minutes of the Management Committee Meeting of 22 nd September 2025 were proposed by NS and seconded by JMCE as a true and accurate record of the meeting.		
2.2 Matters Arising	No matters arising.		
2.3 Use of Seal	Members granted permission for signing and sealing of the following: Share Membership Application: [REDACTED] [REDACTED] (£1 Membership paid).		
3.0 DEFERRED ITEMS/ROLLING ACTION SCHEDULE	Noted by Members.		
4.0 FOR DECISION			
4.1 SHR Regulatory Compliance & Final Annual Assurance Statement	The CEO presented this report in detail, advising members the Annual Assurance Statement is the Governing Body giving assurance that the Association comply with the relevant requirements of the Regulatory Framework. The SCGO was pleased to advise that over the last few weeks, 7 Committee Members attended the office individually to scrutinise the evidence bank. Following feedback during these visits, several suggestions will now be taken forward and used in the evidence bank for future. A Member asked if		

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	<p>there were other opportunities to look at the evidence bank more frequently rather than once per year. The SCGO advised that along with quarterly reports on the Action Plan updates there had been an AAS Working Party formed this year. The Working Party comprised of both Management Committee and Staff members. The plan is continue with this format for the coming year and members are more than welcome to attend. There were 4 meetings scheduled this year between May and September. Members thanked staff for the work involved in compiling the evidence bank. Members unanimously approved the Annual Assurance Statement for submission to the SHR and it was duly signed by the Chair.</p>		
4.2	<p>H&S Safety Policy Statement Review</p> <p>The SCGO advised the H&S Policy Statement sets out the responsibilities for the conduct of the business of the Association, along with statutory duties imposed by the Health & Safety at Work Act 1974 on employers and employees. This is reviewed annually and is taken directly from the H&S Control Manual. Members noted the content of the H&S Policy Review Statement, and this was duly signed by the Chair. This will be signed by the CEO at a later date.</p>		
4.3	<p>Health & Safety Management Committee Responsibilities</p> <p>The SCGO advised the H&S Management Committee Responsibilities is reviewed annually and is taken directly from the H&S Control Manual. Members noted the Health & Safety Organisational Chart. All Members present in the room, signed the Responsibilities document and those not present, will be asked to visit the office to sign this document.</p>		
4.4	<p>Procurement Strategy Review</p> <p>The CEO presented this report updating Members on the ongoing development of the Association's Procurement Strategy. Members noted the progress to date and endorsed the approach outlined in the report.</p>		
4.5	<p>SHIP Submission Report</p> <p>The Committee noted that OTHA had been invited to provide comments on the Acquisitions Strategy Programme review as part of the Strategic Housing Investment Plan (SHIP). The Chief Executive submitted a response on behalf of OTHA. The officer from Inverclyde Council thanked OTHA for its feedback and noted that it was positive to see support for the themes and recommendations set out in the review. Inverclyde Council will report partner feedback within the final review, and this will be reflected in the SHIP supporting statement. The SHIP is due to be submitted to the Scottish Government More Homes Division on 24th October. Subject to submission timings, the SHIP will either be considered by the Environment and Regeneration Committee in October or, if deadlines are not met, presented in January. Noted by Members</p>		
4.6	<p>Business Continuity / Disaster Recovery Policy Review (Request to defer to December)</p> <p>Members approved the Business Continuity / Disaster Recovery Policy Review be deferred until December.</p>		

Item		Lead Action	Time- scale
4.7	<p>Festive Period Arrangements - Office Opening</p> <p>The CEO presented this report updating Members on the proposed office opening hours for the 25/26 festive period. Members approved the key recommendations as outlined in the report.</p>		
4.8	<p>Aids and Adaptations Contract 2025-2028</p> <p>The DOP presented this report. Following a direct call-off through the SPA Framework, this process has led to a three-year contract with [REDACTED] to deliver Stage 3 Aids and Adaptations across our housing stock. Members approved the appointment of [REDACTED] for the period 2025-2028.</p>		
5.0	FOR DISCUSSION		
5.1	<p>Sub-Committee Selection for Co-Optees</p> <p>The SCGO advised 2 Co-Opted Members DR & AO were still to select a Sub-Committee to join. DR advised he would join the Housing & Technical Services Sub-Committee.</p>		
5.2	<p>Case A: Flooding Incident</p> <p>The DOP presented this report updating members on a recent flooding incident. A technical explanation of the cause, the Association's response, and subsequent media interest was discussed. A Member asked if any lessons had been learned from this incident and should the tenancy agreement be updated to ask tenants to visually check any internal pipes and report any deterioration. The DOP agreed this was a good suggestion and this could be incorporated into the Tenant Handbook. Noted by Members.</p>		
5.3	<p>Changeworks Presentation</p> <p>Gary Pearson from Changeworks joined virtually and gave a PowerPoint presentation on Social Housing Net Zero Standard (SHNZS) Housing Stock Analysis for the Association. Changeworks ambition is to drive the decarbonisation of homes in Scotland. SHNZS replaces the Scottish Government's EESSH2 with the focus on the standard being: High heat retention rating, replacing polluting heating systems with clean heating and to ensure good air quality. Changeworks collected data on the Association's housing stock and modelled two scenarios to assist the Association to determine its retrofit strategy (Minimum Compliance & Towards B). The presentation covered the improved results and modelled running costs on the 2 scenarios. A Q&A Session followed the presentation.</p> <p>Q): Is the intention to replace current gas boilers with heat pump & storage heaters and how do they connect to current systems?</p> <p>A): Yes, the report has been modelled on replacing gas boilers with heat pumps & storage heaters. The costs supplied are for replacing pipes and radiators, but it is possible to use current systems. Each property would have to be individually assessed.</p> <p>Q): When the current heating systems are removed are there any financial scrappage systems for copper pipes etc?</p> <p>A): Not that they are aware of. Now is a good time to think about boiler strategies and start to replace old systems with air source heat pumps and building it into our strategies.</p> <p>Q): Are there any funding schemes available through Net Zero/Eco4/Social Housing Net Zero Fund?</p>		

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A): Yes, this would require a bid application and a feasibility study but there is no guarantee the application would be successful.		
Q): What is average life expectancy of a heat pump and what is the cost to install it?		
A): Around 15-20 years, potentially more. The cost is around £17-18K.		
Q): The annual running costs shown on page 89 of the report show mains gas as the cheapest option, but the hope was changing to heat pumps would bring the costs down for our Tenants and not an increase.		
A): The data is taken from Sutherland Tables every quarter and based on average costs in Scotland. Heat pumps have higher efficiency and operating at 200% which shows mains gas cheaper to run but some evidence shows they are on par. The key is to install the right heat pumps. If the Association don't install fabric heat measures, costs would go up, and it was recommended to go beyond minimum compliance.		
The Chair thanked Changeworks for their presentation and they left the meeting at this point.		
A Member asked if funding is available. The DOF advised they now have more meaningful figures from the Changeworks Report but there is no funding plan in place at this time.		
All noted by Members.		
5.4	CEO Update	
	The CEO presented this report updating Members on the key activities undertaken by the CEO from April to September 2025. A Member asked for more information on the development of a Customer Hub. The CEO advised this will be presented to staff on 5 th November, and Members will be updated at the December meeting. Noted by Members.	
5.5	Strone Farm Update	
	The CEO presented this report updating Members on the next stage of demolition including the proposed procurement, enabling works to the drainage network and delegated authorities to maintain programme compliance. The Scottish Government have been kept fully up to date with progress, and the CEO will keep SHR up-to-date. Noted by Members.	
5.6	Briefing Note – Housing Act	
	The CEO presented this report providing Members with an overview on the recently approved Housing (Scotland) Bill and highlighted the potential implications for the Association. Noted by Members.	
6.0	FOR INFORMATION / ASSURANCE	
6.1	Performance Report with Benchmarks 2024-25	
	The DOH and DOP presented this report updating members summarising on ARC statistics and comparisons to local RSL's. Members expressed thanks for the staff involved in achieving these positive statistics. Noted by Members.	
6.2	Charter Report to Tenants	
	The DOH advised this report is produced and sent to Tenants annually by 31 st October. The report shows how OTHA has met the outcomes and standards laid out in the Scottish Social Housing Charter. The DOP advised this edition also highlights the investment in our housing stock. Noted by Members.	

Item		Lead Action	Time- scale
6.3	Calendar of Meetings / Meeting Content Planner The SCGO presented the Calendar of Meetings and the Content Planner. The Content Planner lists all items that require to be reported to the Management Committee and when. Hard copies of this document were also made available. Noted by Members.		
6.4	Housing & Technical Services Sub-Committee Meeting Minutes of 17 th June 2025 Noted by Members.		
6.5	Case B: Damp, Mould & Condensation Update The DOP presented this report updating members on a case of damp, mould and condensation currently being managed by the Association. A Member queried the decant costs. The DOH advised these are taken from our recently reviewed Home Loss and Disturbance Policy and due to the composition of the family involved, they would require 2 rooms. Travelling costs and a food allowance are also part of this cost. Noted by Members.		
6.6	Senior Officer Annual Review Report Due to a Conflict of Interest, Members agreed that this item would be presented following all other Agenda items and prior to the close of the meeting in order for all staff to leave the meeting.		
7.0	AFFILIATIONS/TRAINING & CONFERENCES		
7.1	None.		
8.0	A.O.C.B.		
8.1	The DOH reminded Members of the Pensions Trust Training Session taking place on 18 th November. If Members haven't yet advised if they will be attending, could they please let Mary know.		

A Member asked if Decision Time could be updated to advise who will present each Item like the printed Agenda. This will be investigated.

All staff left the meeting at 8:15pm following Item 8.1 to allow Members to discuss Item 6.6.

The meeting finished at 8.20 pm with a vote of thanks to the Chair.