

# MINUTES

**COMMITTEE:** MANAGEMENT COMMITTEE

**DATE:** MONDAY 21<sup>st</sup> OCTOBER 2024

**VENUE:** CONFERENCE ROOM, 40 WEST STEWART STREET OR  
REMOTELY VIA ZOOM

**TIME:** 6:30 PM

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**PRESENT:** SANDRA MCMENAMIN (SM) (CHAIR)  
JUNE GLANCY (JG) (SECRETARY)  
NANCE SMITH (NS)  
WILLIE WILSON (WW) (*virtual*)  
OLIVE YIGA (OY)  
JIM MCELENY (JM<sub>c</sub>E)  
RONNY LEE (RL)  
DOREEN WILLIAMS (DW)  
JAMES PATON (JP)  
KAY CLARK (KC)

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**IN ATTENDANCE:** - SEAN CONNOR, CHIEF EXECUTIVE OFFICER (CEO)  
SUKHDEEP HOPPER, DIRECTOR OF PROPERTY (DOP)  
KES CAMERON, DIRECTOR OF FINANCE (DOF)  
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  
MARGARET MCKAY (MMCK), OBSERVER  
CAMERON BOYD, TIAA (ITEM 6.6 ONLY)(*VIRTUAL*)

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**APOLOGIES:-** VERONICA RASMUSSEN (VM) (VICE-CHAIR)

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**REFERENCE:** MIN/MAN/21OCT24/MMCC

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Item	Lead Action	Time-scale
<b>1.0 CHAIRPERSON'S REMARKS</b>		
The Chair welcomed everyone to the Meeting with a special welcome to Sean Connor, CEO on his first Management Committee Meeting. The Chair welcomed 2 observers, Freya Lees from North Star Consulting, and Margaret McKay.		
1.1 Health and Safety		
The Chair advised members of the relevant Health & Safety procedures.		
1.2 Apologies		
Apologies were received from VR.		
1.3 Declaration of Interest		
█ advised of a declaration of interest regarding Item 4.6 and will leave the room when this Item is heard.		
1.4 Gift & Hospitality Register		
Members noted no gifts, or hospitality had been received since the last meeting.		
1.5 Resignation from Committee		
The Chair advised of a letter of resignation received from AS. <b>Noted by Members.</b>		

*Item 6.6 was heard at this point.*

## **2.0 FOR APPROVAL / RATIFICATION**

- 2.1 Management Committee Meeting Minutes of 23<sup>rd</sup> September 2024  
The minutes of the Management Committee Meeting of 23<sup>rd</sup> September 2024 were proposed by JM and seconded by NS as a true and accurate record of the meeting.
- 2.2 Housing & Technical Services Sub Committee Meeting of 18<sup>th</sup> June 2024  
A Member questioned Sub-Committee Minutes being ratified and felt they should be for noting only and this was also raised at the last Housing & Technical Service Sub-Committee Meeting. The SCGO advised historically the Sub-Committee Minutes are presented at MC for ratification but would check the Standing Orders for clarification.
- The minutes of the Housing & Technical Services Sub Committee Meeting of 18<sup>th</sup> June 2024 were noted by Members.
- 2.3 Finance, Staffing & General Purposes Sub Committee of 28<sup>th</sup> May 2024  
The minutes of the Finance, Staffing & General Purposes Sub Committee of 28<sup>th</sup> May 2024 were noted by Members.
- 2.4 Matters Arising  
There were no matters arising.

Item	Lead Action	Time-scale
<p>2.5 Use of Seal Members granted permission for signing and sealing of the following: Share Membership Application: - [REDACTED] (€1 Membership paid).</p>		
<p><b>3.0 DEFERRED ITEMS/ROLLING ACTION SCHEDULE</b> The DOP talked through the outstanding items on the Rolling Action Schedule. <b>Noted by Members.</b></p>		
<p><b>4.0 FOR DECISION</b></p>		
<p>4.1 Whistleblowing Policy Review The SCGO advised of the proposed changes required to the Whistleblowing Policy. These were minor changes covering legislation, adding the review timetable and updating website links. <b>Members approved the Policy for immediate use.</b></p>		
<p>4.2 SHR Regulatory Compliance &amp; Final Annual Assurance Statement The SCGO talked through 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, 8 Committee Members had attended the office individually to scrutinise the evidence bank. <b>Members unanimously approved the Annual Assurance Statement for submission to the SHR and it was duly signed by the Chair.</b></p>		
<p>4.3 OSCR Return 2023/24 The DOF talked through this report advising Members as a registered charity, OTHA are required to complete and submit an annual return to OSCR by 31<sup>st</sup> December each year, along with a copy of that years signed annual accounts. Based on the information provided within the 23/24 annual accounts, which were approved at the Special Management Committee Meeting on 5<sup>th</sup> August 2024, <b>Members approved the OSCR Return for submission.</b></p>		
<p>4.4 Health &amp; Safety Policy Statement Review The SCGO advised the H&amp;S Policy Statement is reviewed annually and is taken directly from the H&amp;S Control Manual. <b>Members noted the content of the H&amp;S Policy Review Statement, and this was duly signed by the CEO and the Chair.</b></p>		
<p>4.5 H&amp;S Management Committee Responsibilities The SCGO advised the H&amp;S Management Committee Responsibilities is reviewed annually and is taken directly from the H&amp;S Control Manual. <b>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.</b></p>		

Item	Lead Action	Time-scale
<p>A Member advised the bi-annual Health &amp; Safety walk round is scheduled to take place on 19<sup>th</sup> November 2024 with RL and NS attending and essentially this is the practical side of the MC Responsibilities document.</p>		
<p>4.6 Factoring Admin Fee – Annual Uplift</p>		
<p>■ left the room for this item.</p>		
<p>The DOF talked through this report giving details of the proposed annual factoring fee increase for the period commencing from 1<sup>st</sup> July 2024. <b>Members approved with the recommendation as specified in the report.</b></p>		
<p>4.7 Loan Fix Recommendation</p>		
<p>The DOF advised this item has been deferred until December 2024. <b>Noted by Members.</b></p>	DOF	Dec 24
<p>4.8 Festive Period Arrangements – Office Opening</p>		
<p>The DOP talked through the proposed arrangements regarding office opening hours during the festive period 24/25. A Member asked if the office would be open to the public on 24<sup>th</sup> December as if not, this may allow staff to leave earlier. The DOP advised the office would remain open until 2pm on 24<sup>th</sup> December. <b>Members approved the recommendations as specified in the report.</b></p>		
<p><b>5.0 FOR DISCUSSION</b></p>		
<p>There were no matters for discussion.</p>		
<p><b>6.0 FOR INFORMATION / ASSURANCE</b></p>		
<p>6.1 Performance Report with Benchmarks</p>		
<p>The DOH talked through this report summarising our ARC statistics and comparisons to local RSL's. Members were asked to note the tenant satisfaction figures are from 2021 as the Association are currently undertaking a Tenant Satisfaction Survey, which occurs every 3 years. A Member felt the average time to relet homes figure of 69.47 days was rather high. The DOH advised this was due to a backlog created during covid and issues with Contractor's performance, but there has been a massive improvement made and the current figure is now 35.5 days. A Member advised the new Contractors were doing a great job and was impressed by the staff carrying out the work. The DOP hoped the results of the Tenant Satisfaction Survey currently being conducted will show improvements. <b>Noted by Members.</b></p>		
<p>6.2 Charter Report to Tenants</p>		
<p>The DOP advised this report is produced and sent to Tenants every October. The report shows how OTHA has met the outcomes and standards laid out in the Scottish Social Housing Charter. A Member asked for further information on the slight decrease in tenancy sustainment figures, which the report stated were due to the Ukrainian Resettlement Project. The DOH advised some families had taken the offer of housing but ended their tenancy quite quickly, either to move nearer family, or to a private let in another area as they hadn't settled in</p>		

Item

Lead  
Action

Time-  
scale

Inverclyde. The DOP brought attention to the “Room for Improvement” sections of the document advising the Association now have new maintenance contractors and employed a Community Engagement Officer which was a real positive. Members advised it was a very well-produced report. **Noted by Members.**

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, and this document is constantly reviewed. A Member asked for an update on the Internal Auditor’s previous recommendation of adding a third Sub-Committee to the structure, of an Audit & Assurance Sub-Committee. A discussion ensued with Members advising this had been discussed at a previous MC Meeting and Members felt this would increase the number of meetings and with 12 current Committee Members, this may cause issues with achieving quorums. The Member felt as this was an external recommendation this decision should be revisited. **Noted by Members.**

6.4 Committee Handbook Review

The SCGO advised the Committee Handbook had been brought up-to-date for 2024 and was now available in the resource library on Decision Time. The Handbook is also available via a usb or printed copy if required. **Noted by Members.**

6.5 Strone Farm Update

The DOP talked through this report advising Members of the updated timeline. A Member asked for clarification [REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED] **Noted by Members.**

6.6 Internal Audit ~ 2024/25 Corporate Performance Management Draft Report

Cameron Boyd from Tiaa presented the report advising Members this was now the final report as the final management comments had been received and inserted. Members were pleased to note the substantial assurance given and overall, a positive outcome. Cameron brought attention to 2 routine recommendations involving trend analysis which would now be incorporated across Sub-Committee Reports. **Noted by Members.**

A Member asked if the Auditors recommendation of the trend analysis being reported on a rolling year would be implemented for the December meeting. The DOP advised it would and the 3<sup>rd</sup> Quarter Reports would include the trend analysis.

7.0 **AFFILIATIONS/TRAINING & CONFERENCES**

There were no items.

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

MMcK left the room at this point. The Chair advised MMcK had previously been a Committee Member and was looking to rejoin the Management Committee. The SCGO reminded Members that following the resignation raised earlier in the meeting, there was now a casual vacancy. **Members unanimously approved MMcK to join the Management Committee as a casual member. It was noted MMcK to join the Housing & Technical Services Sub-Committee Meeting.** The SCGO advised the Association are still actively recruiting for more MC Members.

***Post Meeting Note: MMcK will be joining the FS&GPSC Meeting and not the Housing & Tech SC as stated above.***

The SCGO thanked the Member who questioned the Sub-Committee Minutes being ratified rather than just for noting. The SCGO had now checked the Standing Orders, and confirmed these should be for noting only. A discussion ensued and a Member felt the MC should have the option to overturn a decision that has been taken at a Sub-Committee. Another Member advised by following the remits and delegated authority this creates a safety net as each Sub-Committee can only make decisions based on the remit of that Sub-Committee. The SCGO confirmed the following (from the Standing Orders) – “Sub-Committees may take decisions and authorise actions within the terms of their remit and delegated authority. The approval of the Management Committee required only in respect of those matters that extend beyond the terms of the sub-committee’s remit.”

The DOP gave Members 3 venue options for the Committee and Staff Christmas Party. Members agreed the venue of [REDACTED] and a doodle poll to be emailed to Committee to select a date. Members were keen for staff to attend.

**The meeting finished at 7.30pm with a vote of thanks to the Chair.**