

MINUTES

COMMITTEE: MANAGEMENT COMMITTEE

DATE: MONDAY 23RD SEPTEMBER 2024

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

TIME: 6:30 PM

PRESENT: SANDRA MCMENAMIN (SM) (CHAIR)
VERONICA RASMUSSEN (VM) (VICE-CHAIR)
JUNE GLANCY (JG) (SECRETARY)
NANCE SMITH (NS)
WILLIE WILSON (WW)
OLIVE YIGA (OY) (*virtual*)
JIM MCELENY (JMCE)

IN ATTENDANCE: - NICK JARDINE, 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)

APOLOGIES:- RONNY LEE (RL)
ANDREW SHIELDS (AS)
DOREEN WILLIAMS (DW)
JAMES PATON (JP)
KAY CLARK (KC)

REFERENCE: MIN/MAN/23SEP24/MMCC

Item	Lead Action	Time-scale
1.0 CHAIRPERSON'S REMARKS The Chair welcomed everyone to the Meeting.		
1.1 Health and Safety The Chair advised members of the relevant Health & Safety procedures.		
1.2 Apologies Apologies were received from RL, AS, DW, JP and KC.		
1.3 Declaration of Interest There were no declarations of interest.		
1.4 Gift & Hospitality Register Members noted no gifts, or hospitality had been received since the last meeting.		
2.0 FOR APPROVAL / RATIFICATION		
2.1 Management Committee Meeting Minutes of 26 th August 2024 The minutes of the Management Committee Meeting of 26 th August 2024 were proposed by VR and seconded by JG as a true and accurate record of the meeting.		
2.2 Matters Arising There were no matters arising.		
2.3 Use of Seal Members granted retrospective Use of Seal for the following: 27/08/24 – Disposition, [REDACTED] [REDACTED] [REDACTED] Greenock 23/09/24 – Tender Report for Tenant Satisfaction Survey		
3.0 DEFERRED ITEMS/ROLLING ACTION SCHEDULE		
The CEO updated Members on the Strone Farm Cost Plan Item advising the opening of tender returns will take place on 16 th October 2024 and both C~urb and Oak Tree staff members will be present. The CEO advised a progress meeting is being held on 24 th September. Noted by Members.		
4.0 FOR DECISION		
4.1 SHR Regulatory Framework The SCGO talked through this report in detail advising Members of the updated SHR's Regulatory Framework and the launch of consultation on proposed changes to the ARC. Noted by Members.		
4.2 SHR Guidance on Annual Assurance Statement The SCGO gave a PowerPoint presentation and explained in detail the background and processes involved in producing the Annual Assurance Statement. Members noted the AAS should confirm that the Management Committee has "appropriate assurance" that the RSL complies with:-		

- The regulatory requirements set out at section three of the Regulatory Framework
- The relevant standards and outcomes of the Charter
- All relevant statutory and legal requirements
- Regulatory Standards of Governance and Financial Management

Members also noted that in 2024 the SHR requires landlords to “provide specific assurance on their compliance with relevant obligations in respect of tenant and resident safety”.

The SCGO went on to give a PowerPoint presentation on Notifiable Events and updated Members on the updated statutory guidance. **The content was noted by Members.**

4.2.1 Annual Assurance Statement Evidence Bank

The SCGO presented the Evidence Bank on the screen explaining that last years feedback on linking evidence within the spreadsheet had been incorporated as agreed. A discussion took place and members noted the content of evidence shown from the central network of all relevant folders, reports and statistics.

The SCGO advised Members are welcome to come in to interrogate and scrutinise the Evidence Bank in greater detail to satisfy themselves of compliance with each of the standards. Members noted the evidence bank and the invitation to interrogate the evidence bank further. Some members advised they may take the opportunity to coincide with individual Committee Skills Appraisal appointments.

4.3 Women’s Aid Rent Levels

The DOH presented this report seeking Committee’s consideration of a request to reduce rents charged to the Women’s Aid Project, to Local Housing Allowance Levels. **Members considered and agreed to the reduction in rents as stated in the report.**

4.4 Festive Closure Staff On Call Cover

The DOP presented this report on the revised proposed rates for staff providing on call cover during the festive period. The DOP also advised since the report was written, the Management Team had discussed this and agreed that the on call cover should be opened to all staff and not restricted to staff in the property section as recommended in the report. **Members approved the increase in rates and for the on call cover to be offered to staff from all sections.**

5.0 FOR DISCUSSION

5.1 Affordable Housing Supply Programme – Response from SG to GWSF
The CEO talked through a letter by GWSF to the Scottish Government regarding potential changes on programming and funding for the year. **Noted by Members.**

5.2 Dates for Management Committee Appraisals ~ 7th/8th October 2024

The SCGO advised the Appraisals will be held on 7th and 8th October 2024 with Freya Lees. If any Members haven’t booked an appointment yet to contact the SCGO. A Member asked if the Appraisals will be overseen by the Chair. The Chair confirmed she will be present at each

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<p>Appraisal. The SCGO also advised as per Members request, these appointments will tie in with viewing of the Annual Assurance Evidence Bank. Noted by Members.</p>		
6.0 FOR INFORMATION / ASSURANCE		
<p>6.1 Strone Farm Update Report The CEO presented this report updating Members on the Strone Farm development and talked through the updated timeline. Noted by Members.</p>		
<p>6.2 Development Training Feedback The CEO advised the recent training session had raised good discussions and interesting facts on developing. The CEO reminded Members of a decision made by Committee several years ago; to cease developing and Committee will be asked to review this decision later in the year. This process will be overseen by the new CEO. A Member commented that the training provided was excellent. Noted by Members.</p>		
<p>6.3 Internal Audit 2024/25 – Contract Management – Final Report The SCGO advised the Association received Substantial Assurance on this Audit. There was 1 finding and recommendation, which has already been implemented. The SCGO also advised a Corporate Performance Management audit has recently taken place, and we have been advised verbally of another substantial assurance. The full internal audit report will be included in the reports for the October meeting. Noted by Members.</p>		
7.0 AFFILIATIONS/TRAINING & CONFERENCES		
<p>7.1 TIS Annual Conference The CEO asked if anyone would like to attend the TIS Annual Conference. The DOH advised our [REDACTED] would likely be attending this Conference. [REDACTED] expressed an interest in attending. Noted by Members.</p>		
<p>7.2 GWSF AGM – 16th October 2024 The CEO asked if anyone would like to attend the GWSF AGM which has been rescheduled from August 2024. No Members expressed an interest in attending.</p>		
8.0 A.O.C.B.		
<p>8.1 Confirmation of date of October meeting The SCGO asked Members to decide on a date for the October MC Meeting. Previously the meeting has been held earlier in the month in case the meeting was inquorate, a new date could be rescheduled the following week, before the submission of the Annual Assurance Statement. Members agreed the meeting should be held on 21st October 2024.</p>		
<p>The Chair advised an ex-Committee Member had expressed an interest in rejoining Management Committee. The CEO advised if Members agreed, they would be invited to attend the next Management Committee</p>		

Item

Lead Action Time-scale

Meeting as an observer and could then be co-opted until the AGM. **Agreed by Members.**

The DOP advised of an issue with the car park wall at Prospecthill View. A structural engineers survey has been conducted, with them confirming the wall didn't meet the original specification and it has been deemed unsafe. As it was built over 10 years ago the NHBC warranty has expired, and the builder is no longer in business so unable to make a claim against them. Also it is not an insured peril. The DOP advised that any work over £50k requires to go through the regulated procurement route but due to the urgent nature would Members consider foregoing this on this occasion should the works exceed £50K? **Members approved this request due to the extenuating circumstances.**

The DOF advised the Directors of OTHI had met to sign the Annual Accounts and these will be presented to the next Management Committee Meeting. Due to the retirement of the CEO, it was agreed for him to be removed as an OTHI Director and replaced by JG. **Approved by Members.**

Oct 24

DOF

The Chair thanked the CEO for his 32 years' service to Oak Tree Housing Association and this was followed by a round of applause. The CEO thanked Management Committee and Staff for their support over the years and advised the new CEO is in a fortunate position to take on the current Management Committee and staff.

[REDACTED]

The meeting finished at 7.40pm with a vote of thanks to the Chair.