

# MINUTES

**COMMITTEE:** MANAGEMENT COMMITTEE

**DATE:** 24<sup>TH</sup> APRIL 2023

**VENUE:** HYBRID

**TIME:** 6:30 PM

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**PRESENT:** SANDRA MCMENAMIN (CHAIR)  
VERONICA RASMUSSEN (VICE-CHAIR)  
RONNY LEE  
LUCY NEILSON (CASUAL)(*virtual*)  
SHELLY MCILROY  
WILLIE WILSON (CO-OPTEE)  
KAY CLARK (CO-OPTEE)

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**IN ATTENDANCE: -** NICK JARDINE CHIEF EXECUTIVE OFFICER  
SUK HOPPER, DIRECTOR OF PROPERTY (DOP)  
KES CAMERON, DIRECTOR OF FINANCE (DOF)  
HAZEL AITKEN, DIRECTOR OF HOUSING (DOH)  
JULIE MCEWAN, SENIOR HOUSING OFFICER (SHO)  
KIRSTY DAVIS, SENIOR COMPLIANCE & CORPORATE OFFICER (SCCO)  
MARY MCCREADIE, CORPORATE SERVICES & ADMIN SUPERVISOR (MINUTE TAKER)  
MARTIN RITCHIE, TIAA (ITEM 4.6 ONLY) (*virtual*)

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**APOLOGIES:-** ROSS AHLFELD  
DOREEN WILLIAMS  
JAMES PATON

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**REFERENCE:** MIN/MAN/24APR23/MMCC

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## Welcome to Martin Ritchie, tiao to present Items 4.5 & 4.6 (to be presented following Item 2.0)

- | 1.0        | <b>CHAIRPERSON'S REMARKS</b>  | Lead<br>Action | Time-<br>scale |
|------------|---|----------------|----------------|
| 1.1        | <p>Health and Safety<br/>The Chair advised all members should be aware of their own Health and Safety responsibilities whilst attending meetings remotely and advised the appropriate Health &amp; Safety procedures for those attending from the office premises.</p>  |                |                |
| 1.2        | <p>Apologies<br/>Apologies were received from Doreen Williams, James Paton and Ross Ahlfeld.</p>  |                |                |
| 1.3        | <p>Declaration of Interest<br/>[REDACTED]</p>   |                |                |
| 1.4        | <p>Gift &amp; Hospitality Register<br/>There was none.</p>  |                |                |
| <b>2.0</b> | <p><b>DEFERRED ITEMS</b><br/>The SCCO advised the Committee Handbook has now been uploaded to Decision Time within the resources tab. <b>Noted by Members.</b></p> <p><i>Item 4.6 was presented at this point.</i></p>  |                |                |
| <b>3.0</b> | <p><b>FOR DECISION</b></p>  |                |                |
| 3.1        | <p>Draft Action Plan following Management Committee Appraisal Report<br/>The CEO advised Members the purpose of this report is to present the Draft Governing Body Action Plan following the Annual Skills Appraisal process carried out by Arniel Johnston. The CEO advised that a training programme will be created and would cover topics such as governance, finance and rent setting and these will be ½ hour sessions led by senior staff. Ronny also offered to provide a training session from his involvement in the housing sector. <b>Noted by Members.</b></p> |                |                |
| 3.2        | <p>Draft Internal Management Workplan / IMP Day Session Results<br/>The CEO advised Members the purpose of this report is to present the 2023-24 draft IMP Workplan and feedback from the sessions held at the Internal Management Planning Day. The CEO advised an exception report will be presented to Management Committee on a quarterly basis. Due to the level of detail in this report a Member asked if this could be provided in a larger format. The CEO advised A3 copies will be made available to Members. <b>Noted by Members.</b></p>                       |                |                |
| 3.3        | <p>Policy Review Timetable<br/><b>Noted by Members.</b></p>   |                |                |
| 3.4        | <p>Risk Management Plan<br/>The CEO advised the purpose of this report is to present the 2023/24 Risk Management Plan/Register for consideration and decision. A Member advised it would be useful to see the risk score after the mitigating event had taken place. The CEO advised the format will be raised at the next Management Team Meeting and Members will be updated at the June Management Committee Meeting. <b>Noted by Members.</b></p>   |                |                |

- 3.5 Internal Audit – Permission to Tender Lead Action Time-scale  
 The SCCO advised the purpose of this report is to seek a decision on how the Association should move forward regarding the procurement of the internal audit. **Management Committee agreed OTHA to procure independently going forward and noted the contents of the draft Tender Brief and timeline.**
- 3.6 Notifiable Events Register – Annual Report  
 The SCCO advised the purpose of this report is to present the Notifiable Events Register. A Member asked if there was any update on progress of EICR. The CEO advised a formal report will be presented to Members at the meeting in May or June. **Noted by Members.**
- 3.7 SHR Regulatory Enquiry  
 The CEO advised the purpose of this report is to advise Members on recent correspondence and discussions with the SHR and setting out options for consideration to move these matters forward positively. The CEO updated Members in relation to Strone Farm Development, that a Consultant from Curb had now been appointed. Members discussed the governance issue, and all noted the importance of attending meetings. **Noted by Members.**
- 3.8 Management Committee Membership / Capacity  
 The CEO advised the purpose of this report is to advise Committee on two resignations and of interest from several new individuals in joining OTHA Committee. Members noted the 2 resignations from V. Hearton and R. Ahlfeld. The CEO gave Members a synopsis on each of the 5 individuals who have expressed an interest in joining Committee. A discussion took place regarding the skills gaps raised in the skills appraisal document in regard to the skills that each individual could bring to Committee. **Members approved Willie Wilson and Paul Findlay to join the Committee as casual members. Members also approved Kay Clark, Olive Yiga, Nance Smith and Alasdair Weir to join the Committee as co-optees. As all spaces were now filled, Members approved that Jim McEleny was welcome to join the Committee as an Observer.** The CEO advised all casual and co-optees could stand for full Committee Membership should they wish at the AGM in August 2023. The CEO also advised an ex-Committee Member has also expressed interest in re-joining Committee at the AGM. The CEO will update the SHR to advise our Committee is now at maximum capacity following a very successful recruitment drive. **All Noted by Members.**

| Full Committee Members  | Casual Members                                | Co-Optees   | Observer    |
|---|---|---|-------------|
| Sandra McMenamin<br>Ronny Lee<br>Veronica Rasmussen<br>Shelly McIlroy<br>Doreen Williams<br>James Paton | Lucy Neilson<br>Willie Wilson<br>Paul Findlay | Kay Clark<br>Olive Yiga<br>Nance Smith<br>Alasdair Weir | Jim McEleny |

**Ronny required to leave the meeting at this point.**

- 3.9 Letting Initiative – [REDACTED] Street  
 As [REDACTED] would require leaving the room for this Item, this would only leave 3 full Committee Members which would be inquorate, therefore this item will be brought back to the meeting in May. **Noted by Members.**

- |            |  | Lead<br>Action | Time-<br>scale |
|------------|--|----------------|----------------|
| 3.10       | <p>Draft ARC Return 2022-23</p> <p>The DOH advised the purpose of this report is to review the ARC data with the Management Committee. The CEO talked through the key observations and key points of this document. The DOH advised an updated report with the remaining items completed will be presented at the May Management Committee Meeting and once approved submission of the final document will take place thereafter. The DOH also advised a separate stock return will be submitted in advance of the 31<sup>st</sup> May deadline. <b>Noted by Members.</b></p>    |                |                |
| 3.11       | <p>Governing Body Annual Review – Permission to Tender</p> <p>The SCCO advised Members the purpose of this report is to present draft tender documentation and timeline in relation to the procurement of services for the Governing Body Annual Review. <b>Members approved the Association to proceed with quick quote procurement using the Public Scotland portal.</b></p>   |                |                |
| 3.12       | <p>Disposal of flat – [REDACTED] Kempock Place</p> <p>The DOH advised members the purpose of this report is to seek approval to accept an offer to purchase the flat at [REDACTED] Kempock Place. <b>Members approved the Association to accept the highest bid of [REDACTED].</b></p>   |                |                |
| <b>4.0</b> | <b>FOR INFORMATION/DISCUSSION</b>  |                |                |
| 4.1        | <p>EICR Final Progress Report</p> <p>The CEO advised Members the final report will be presented at the May/June Management Committee meeting once the final figures have been established. The CEO updated Members that it is unlikely we will have 100% completed within the timescale as some required to be put in abeyance. <b>Noted by Members.</b></p>   |                |                |
| 4.2        | <p>Stock Tour</p> <p>The CEO suggested the stock tour be delayed until after the AGM has taken place as we will have more new Members on board by then who may find this beneficial. <b>Agreed by Members.</b></p>   |                |                |
| 4.3        | <p>Scottish Housing Regulator – Engagement Plan</p> <p>The CEO advised Members the purpose of this report is to present the Engagement Plan issued annually by the SHR. A Member asked if we knew when the SHR would be attending to observe a meeting. The CEO advised we hadn't been informed of a date yet. <b>Noted by Members.</b></p>  |                |                |
| 4.4        | <p>Maple Road update</p> <p>The DOH advised the purpose of this report is to advise Members of the progress being made with the demolition of 12 blocks of flats and the long-term future of the remaining 6 blocks. The DOH advised the flats made available for [REDACTED] were now ready (except for 2) and have now been handed to Inverclyde Council and it is hoped they will be allocated by the end of April. The DOH also advised there may be an opportunity to apply for more grant funding if we have other suitable vacant properties. <b>Noted by Members.</b></p> |                |                |
| 4.5        | <p>SHR Analysis of RSL Audited Financial Statements 2021/22</p> <p>The CEO advised Members this document provides an overview of the Audited Financial Statements submitted to the SHR by RSL's. <b>Noted by Members.</b></p>  |                |                |

- |            |  | Lead   | Time- |
|------------|--|--------|-------|
|            |  | Action | scale |
| 4.6        | 2022/23 Internal Audit Assurance Review of Budgetary Control<br>Martin Ritchie joined the meeting by Zoom and talked through this report advising Members of the substantial assurance level. The CEO advised the minor recommendations would be taken on board. <b>Noted and approved by Members.</b>   |        |       |
| 4.7        | Strone Farm Update Report 1<br>The CEO advised Members the purpose of this report is to update on the progress of this project. [REDACTED]<br>[REDACTED]<br>[REDACTED] A Member asked if there was a timeframe for completion of this development. The CEO advised it was hoped a Contractor would be on site September to December 2023 with completion in 9 months, but this was an estimate. <b>Members noted the content of the report and ratified the in-between meetings decision to appoint the original design team engaged by the Contractor to progress this project.</b> |        |       |
| <b>5.0</b> | <b>FOR NOTING</b>  |        |       |
| 5.1        | Resignation from Management Committee – V Hearton<br><b>Members would like to thank Viv for her service to the Association and to acknowledge this by sending some flowers. Noted by Members.</b>  |        |       |
| 5.2        | Inverclyde Foodbank Thank You Letter<br><b>Noted by Members.</b>   |        |       |
| 5.3        | Starter Packs Thank You Letter<br><b>Noted by Members.</b>   |        |       |
| 5.4        | Children in Poverty Thank You Letter<br><b>Noted by Members.</b>   |        |       |
| 5.5        | SHR Correspondence re Average Weekly Rents<br><b>Noted by Members.</b>   |        |       |
| 5.6        | Glasgow, West of Scotland Forum – Rent Protest<br>The CEO advised the SHO will be attending the GWSF Teams meeting on this subject. <b>Noted by Members.</b>   |        |       |
| 5.7        | EVH – Update on Terms & Conditions Consultation<br>The CEO advised OTHA had accepted these changes and these would now be incorporated into our Terms and Conditions of Employment. <b>Noted by Members.</b>   |        |       |
| <b>6.0</b> | <b>FOR APPROVAL/RATIFICATION</b>   |        |       |
| 6.1        | Management Committee Meeting minutes of 13 <sup>th</sup> February 2023<br>The minutes of the Management Committee meeting of 13 <sup>th</sup> February 2023 were proposed by Veronica Rasmussen and seconded by Lucy Neilson as a true and accurate record of the meeting.   |        |       |
| 6.2        | Housing & Technical Services Sub Committee Meeting of 20 <sup>th</sup> September 2022<br>The CEO advised these minutes require to be approved by Management Committee as the original attendees weren't present at the Housing & Technical meeting on 21 <sup>st</sup> March 2023. These Minutes will now require to be brought back to the May Management Committee Meeting as the original attendees aren't present at this meeting either. <b>Noted by Members.</b>   |        |       |

- |            |   | Lead<br>Action | Time-<br>scale |
|------------|---|----------------|----------------|
| 6.4        | Finance, Staffing & General Purposes Sub Committee of 17 <sup>th</sup> January 2023<br>The CEO advised these Minutes will require to be brought back to the May Management Committee meeting as the original attendees aren't present at this meeting. <b>Noted by Members.</b>                           |                |                |
| 6.5        | Ratification of Decision Between Meetings   |                |                |
| 6.5.1      | Ratification of Decision Between Meetings – Entitlements, Payments and Benefits Policy Decision 27.02.23<br>The DOH advised this report was to advise Members of a decision taken in relation to granting a tenancy. <b>Members ratified this decision.</b>   |                |                |
| 6.5.2      | Ratification of Decision Between Meetings – Recruitment of 2 x Repairs Assistants for Maintenance Department 21.03.23<br>The DOP advised Members this report was to advise Members of a decision taken in relation to post changes within the maintenance section. <b>Members ratified this decision.</b> |                |                |
| 6.5.3      | Ratification of Decision Between Meetings – Close Decoration 2022/23 Award<br>The DOP advised Members this report was to advise Members of a decision taken in relation to awarding a close decoration contract to [REDACTED]<br>[REDACTED]<br>[REDACTED] <b>Members ratified this decision.</b>          |                |                |
| 6.5.4      | Ratification of Decision Between Meetings – Bathroom Replacement Contract 2022/23 Award<br>The DOP advised Members this report was to advise Members of a decision taken in relation to awarding a bathroom replacement contract to [REDACTED]<br>[REDACTED] <b>Members ratified this decision.</b>       |                |                |
| 6.6        | Use of Seal<br><b>Members granted permission for signing and sealing of the following:</b><br>Share Membership Applications from (All have paid £1 Membership Fee):<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]   |                |                |
| <b>7.0</b> | <b>AFFILIATIONS/TRAINING &amp; CONFERENCES</b>  |                |                |
| 7.1        | TPAS Membership Renewal<br>The CEO recommended to Members that the Association renew the Annual Subscription to TPAS for 2023/24. <b>Members approved to renew the annual subscription at a cost of [REDACTED].</b>   |                |                |
| 7.2        | Scottish Housing Network Membership Subscription 2023/24<br>The CEO recommended to Members that the Association renew the Annual Subscription to Scotland's Housing Network for 2023/24. <b>Members approved to renew the annual subscription at a cost of [REDACTED].</b>                                |                |                |

- |     |   | Lead   | Time- |
|-----|---|--------|-------|
|     |   | Action | scale |
| 7.3 | Poverty Alliance Membership<br>The CEO recommended to Members that the Association take full annual membership of Poverty Alliance for 2023/24. <b>Members approved this annual subscription for 2023/24 at a cost of [REDACTED].</b>   |        |       |
| 7.4 | GWSF – Summer Regeneration Conference<br>The CEO advised if any Members wished to attend the Regeneration Conference taking place on 23 <sup>rd</sup> June 2023 to let us know. The CEO advised his intended to go and would offer transport to anyone else attending. [REDACTED] expressed an interest in attending this Conference. <b>Noted by Members.</b>  |        |       |
| 7.5 | SFHA Housing Scotland Annual Conference<br>The CEO advised if any Members wished to attend the SFHA Housing Scotland Annual Conference taking place on 6 <sup>th</sup> and 7 <sup>th</sup> June 2023 to let us know. A few Members advised they would like to see the full programme when it is available. The CEO advised the would be brought back to the May meeting when the full programme should be available. <b>Noted by Members.</b> |        |       |
| 7.6 | SFHA CEO Bulletin 2022/23<br><b>Noted by Members.</b>   |        |       |
| 7.7 | EVH Governing Body Leadership Programme<br>The CEO advised if any Members wished to attend the Leadership Programme taking place over 6 sessions from August to October 2023 to let us know. Willie Wilson expressed an interest in attending this programme. The CEO advised we would hopefully get some more interested parties, following any new Committee Members joining at the AGM. <b>Noted by Members.</b>                           |        |       |
| 8.0 | <b>A.O.C.B.</b> <ul style="list-style-type: none"> <li>• The CEO asked if anyone wishing to attend the EVH AGM on 19<sup>th</sup> May 2023, to let us know. <b>Noted by Members.</b></li> <li>• The Chair and all Members present wished the DOH Hazel Aitken best wishes on her upcoming retirement and thanked Hazel for all her work and contribution to OTHA over many years.</li> </ul>  |        |       |

**The meeting finished at 8.15pm with a vote of thanks to the Chair.**