

MINUTES

COMMITTEE: MANAGEMENT COMMITTEE

DATE: MONDAY 25th AUGUST 2025

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

TIME: 6:30 PM

PRESENT: SANDRA MCMENAMIN (SM) (CHAIR)
JUNE GLANCY (JG) (SECRETARY)
JIM MCELENY (JM_cE)
WILLIE WILSON (WW)
RONNY LEE (RL)
NANCE SMITH (NS)
OLIVE YIGA (OY) (virtual)
MARGARET MCKAY (MM)
KIRSTY WILSON (KW)(CO-OPTEE)

IN ATTENDANCE: - SEAN CONNOR, CHIEF EXECUTIVE OFFICER (CEO)
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)

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

REFERENCE: MIN/MAN/25AUG25/MMCC

Item	Lead Action	Time-scale
1.0 CHAIRPERSON'S REMARKS The Chair welcomed everyone to the meeting and a special thank you to KW, attending her first meeting since joining the Management Committee as a Co-Optee.		
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 There were no declarations of interest.		
1.4 Gift & Hospitality Register Members noted the following items received: 09/07/25 [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]		
RL congratulated the Chair, Vice Chair and Secretary for being re-elected at the recent AGM. RL also thanked the Chair for her excellent speech, and this was echoed by all Members.		
2.0 FOR APPROVAL / RATIFICATION		
2.1 Management Committee Meeting Minutes of 30 th June 2025 The minutes of the Management Committee Meeting of 30 th June 2025 were proposed by JG and seconded by JM as a true and accurate record of the meeting.		
2.2 Special Management Committee Meeting of 4 th August 2025 The minutes of the Special Management Committee Meeting of 4 th August 2025 were proposed by NS and seconded by JMcE as a true and accurate record of the meeting.		
2.3 Post AGM Management Committee Meeting of 12 th August 2025 The minutes of the Post AGM Meeting of 12 th August 2025 were proposed by MM and seconded by JG as a true and accurate record of the meeting.		
2.4 Matters Arising No Matters Arising.		
2.5 Use of Seal Members granted permission for signing and sealing of 2 Share Membership Certificates following recent applications made from: [REDACTED] (£1 Membership paid) [REDACTED] (£1 Membership paid)		

Item		Lead Action	Time- scale
3.0	DEFERRED ITEMS/ROLLING ACTION SCHEDULE		
	There were 2 outstanding deferred items, one on the Agenda for this meeting & the other will be presented in September. Noted by Members.		
4.0	FOR DECISION		
4.1	Standing Orders		
	The SCGO advised Items 4.1-4.7 has all been reviewed in line with guidance from SFHA, SHR and tailored to align with the OTHA governance structure. Members noted a typo on page 7, it should read "The Chair must not serve...". With this additional change, Members noted and approved the document for immediate use.		
4.2	Scheme of Delegated Authority		
	The SCGO advised members of the updates following the review process. Members noted and approved the document for immediate use.		
4.3	Code of Conduct Review – Committee		
	The SCGO advised members of the updates following the review process. Members noted and approved the document for immediate use. Members also approved and adopted the Protocol for Dealing with an Alleged Breach of the Code of Conduct (Appendix C).		
4.4	Disclosure of Interest		
	The SCGO advised members of the updates following the review process. Members noted and approved the document for immediate use.		
4.5	Management Committee Remit		
	The SCGO advised members of the updates following the review process. Members noted and approved the document for immediate use.		
4.6	Rules of the Association / Eligibility for Committee		
	The SCGO advised members of the updates following the review process. Members noted and approved the document for immediate use.		
4.7	Governing Body Members Guide		
	A Member asked for clarification (Page 5, paragraph 2) on who reviews the effectiveness of the contributions made by individual Committee Members. The SCGO confirmed this was during the Annual Skills Appraisal with the individual Committee Member and a Consultant. A Member asked if this process would be changing. The SCGO advised Members will receive an update at the next meeting to clarify any upcoming changes. Members noted and approved the document for immediate use.		
4.8	Cheque Signatories (changes following AGM)		
	The DOF advised there were no changes required to the Cheque Signatories as the Office Bearers remained the same as the previous year. Noted by Members.		
4.9	ICT Options Appraisal		

Item		Lead Action	Time-scale
	[REDACTED]		
	[REDACTED]		
	[REDACTED]		
	[REDACTED]		
	[REDACTED]		
	[REDACTED]		
	[REDACTED]		
	[REDACTED]		
	[REDACTED]		
4.10	<p>SHIP Submission Report</p> <p>The CEO advised he had met with Inverclyde Council on a number of occasions to discuss SHIP and he plans to visit some potential sites in the next few weeks. OTHA have noted interest on the Clune Park Site. The DOP and DOH will be attending the Inverclyde Housing Summit Delivery Group on 10th September. A Member asked what other RSL's had submitted in the SHIP Report. The CEO confirmed; [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED] A Member commented the underspend in Inverclyde was quite concerning and lack of development in this area could have serious repercussions. Noted by Members.</p>		
4.11	<p>Sustainability Statement</p> <p>The SCGO advised the Sustainability Statement is presented annually and it states the Associations aims and objectives in contributing to the development of sustainable communities with Inverclyde. Members approved the Statement and this was signed by the Chair. Members also noted the SCGO's update that the CEO/ET would be working towards a Sustainability Strategy for presentation towards Quarter 4 of 2025/26.</p>	CEO	Qtr 4
4.12	<p>Development Strategy - request to move to Quarter 4</p> <p>Members approved the Development Strategy be moved to Quarter 4.</p>	CEO	Qtr 4
4.13	<p>Business Continuity / Disaster Recovery Policy Review – request to move to October 2025</p> <p>Members approved the Business Continuity / Disaster Recovery Policy Review be moved to Quarter 4.</p>	CEO	Qtr 4
4.14	<p>Homeless / Disturbance Policy</p> <p>The DOH presented the report and highlighted the proposed changes and additions to the Homeless/Disturbance Policy. No feedback was submitted during the recent consultation. Members approved the Policy for immediate use.</p>		
4.15	<p>Social Housing Safety Network Scotland Membership</p> <p>The DOP presented the report seeking approval for membership. Membership will enhance the Association's access to best practice guidance, regulatory updates and peer learning in relation to tenant and property safety. It will also support continuous improvement in compliance, risk management and professional development across relevant teams. Members approved the Association to proceed with Membership of the Social Housing Safety Network Scotland.</p>		

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4.16	<p>Tenancy Sustainment Policy</p> <p>The DOH presented the report informing Members this was a new Policy. A Member asked if this could become an in-house service in the future. The DOH advised we currently have the services of Link Living through a shared service agreement with LHA but it was hoped to build the Community Engagement Team In-House in the future. Members agreed it would be beneficial to consider moving this service In-House. Members approved the Policy for immediate use.</p>		
4.17	<p>Redress Policy</p> <p>The DOH presented the report informing Members this Policy was newly created following a recent incident where there wasn't clear guidance. This Policy has been created to give staff clear guidance for any future incidents. Members approved the Policy for immediate use.</p>		
4.18	<p>Sequestration Write Off</p> <p>The DOH presented the report advising Members this report is normally produced annually in December, but it had been presented earlier to allow a tenant who had been through sequestration to remedy this process quicker. Members approved the proposed write off of £[REDACTED]</p>		
4.19	<p>Nationwide Know Your Client checks</p> <p>The DOF presented the report advising Members as part of Money Laundering Regulations our lenders have requested information on our signatories and trustees. Members agreed to pass the required information to the DOF after the meeting and consented this to be passed to the Lender. Members also approved the Executive Team members as signatories of all business savings account with ..., in line with the financial regulations and the Mandate was duly signed by the Chair.</p>		
4.20	<p>Strone Farm Update</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>		
4.21	<p>Annual Skills Audit Reporting - September Agenda</p> <p>The SCHO advised it was likely [REDACTED] would observe the October Meeting as part of the Annual Skills process. Members approved the Annual Skills Audit reporting to be moved to September.</p>		
5.0	FOR DISCUSSION		
5.1	<p>AGM Feedback/discussion/Q&A</p> <p>Another very successful AGM was held on 12th August, with a strong turnout.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>		

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	Members asked for name badges to be provided to all Committee attending these events in the future. A Member asked if the attendance reflected the areas we represent. The DOH advised this is something that will be looked at in the future as part of customer profiling. A Member commented the method used for the prize draw worked very well.		
5.2	Sub-Committee Confirmation Each Member has now selected the Sub-Committee they will join. It was felt the FS&GPSC would benefit from another Member. JMcE volunteered to join the FS&GPSC and this was approved by all present. Noted by Members.		
5.3	Management Committee Recruitment Update The CEO confirmed the recruitment campaign is still live and we have received 5 application requests. Two application forms had been submitted and the Chair and CEO met with both candidates and proposed they are invited to join the Management Committee as Co-Opted Members. Approved by Members. A Member commented the logistics of the meeting room may cause an issue should the numbers increase to the maximum 15. The CEO advised this will be discussed by the Executive Team.	CEO	
5.4	Internal Management Planning The CEO advised discussions were now taking place for the 2026/27 IMP and asked Members to think about themes and priorities. A Member advised it might be worth looking at the number of RSLs operating in Inverclyde, which could increase competition. The DOH advised this hasn't been an issue but can't say it won't be in the future. [REDACTED] [REDACTED] [REDACTED] [REDACTED] A review will require to take place as all co-partners should be responsible for the admin process, but this isn't happening.		
6.0	FOR INFORMATION / ASSURANCE		
6.1	2025/26 IMP 1 st Quarter Review Noted by Members.		
6.2	2025/26 Policy Review Timetable 1 st Quarter Review Noted by Members.		
6.3	2025/26 Risk Map 1st Quarter Review A Member asked [REDACTED] the Risk Map as the risk has already happened. The CEO advised this was discussed by the Executive Team and it was agreed to keep it on at the moment as there are still mitigating circumstances. Noted by Members.		
6.4	2025/26 Customer Care 1st Quarter Review The SCGO presented this report and gave some additional Customer Care Stats which were shown on screen at the AGM. A Member suggested that the highlight slides be incorporated into the main presentation rather than being on screen after the presentation. The CEO advised this would be considered and possibly another monitor could show the highlights on a loop. Noted by Members.		
6.5	2025/26 Complaints 1st Quarter Report		

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	The DOH advised of a typo under Section 7, where 11 compliments were received, not 15 as shown in the report. Noted by Members.		
6.6	2025/26 Customer Engagement 1st Quarter Report A Member asked what the uptake was for the upcoming Activate Course. The DOH advised they had 16 attendees and have a reserve list. The Chair asked for her thanks to be passed to the Community Engagement Officer for her work with this. Noted by Members.		
6.7	2025/26 FOI/GDPR 1st Quarter Report The SCGO presented the report, giving details of requests and breaches where requested. Noted by Members.		
6.8	2024/25 Annual Assurance Statement Action Plan Final Report - move to September Agenda Members approved the AAS Action Plan Final Report be moved to September.	CEO	Sep 25
6.9	Committee Handbook Review The SCGO advised the Handbook is updated annually and this will be uploaded to Decision Time for the September meeting. Noted by Members.	SCGO	Sep 25
6.10	2025/26 Internal Audit – Tenancy Support and Debt Management Report move to September Agenda Members approved the Internal Audit Tenancy Support & Debt Management Report be moved to September.	SCGO	Sep 25
6.11	SHAPS 2024 Valuation The DOF presented the report which advised on the outcome of the 2024 SHAPS Triennial Valuation. A Member asked how this would affect any staff wishing to join the pension scheme. The DOF advised as the Defined Benefit scheme is now closed, they would join the Defined Contribution Scheme. Several Members would be interested in attending a detailed training session on the pension scheme. The DOF advised this would be arranged and an invite would be sent to all Members. Members agreed to progress as normal with contributions being paid monthly.		
6.12	Changes in Charity Law The DOF presented the report, summarising the changes in Charity Law. Members noted the content of the report and noted they will be asked to sign a disclaimer confirming they are not automatically disqualified from acting as a charity trustee.		
6.13	Data Use and Access Act 2025 The SCGO presented the report updating Members on the legislative changes required by the introduction of The Data (Use and Access) Act 2025. Members approved the legislative changes to the following documents: Privacy Notices; Data Subjects Right Procedure; Data Protection Impact Assessments; Data Protection Policy and Data Breach Procedure.		
7.0	AFFILIATIONS/TRAINING & CONFERENCES		
7.1	Net Zero Training (Agree Date & Time) The DOP advised a Training Session would be held for Members to provide a clear and accessible overview of the upcoming Social Housing Net Zero Standard. This will cover what this means for Oak Tree's homes and		

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	investment plans and will give members the knowledge and confidence to support informed decision-making as we move forward. Following discussion, it was agreed to host the Training session prior to the next Management Committee Meeting on Monday 22nd September at 5.30pm. Details will be emailed to all Members.		
7.2	TIS Tenant Participation Summit The CEO advised last year's event was attended by Members and Staff and feedback was good. If anyone wishes to attend, please let Mary know. Noted by Members.		
7.3	TIS Annual Membership Members approved TIS Annual Membership from June 25 to June 26.		
8.0	A.O.C.B. The Chair advised OTHA are now Members of Inverclyde Chamber of Commerce. Following the recent upgrade from iPads to laptops for Members, it was noted the battery life of the laptops wasn't good and several had drained during the meeting despite being fully charged. The DOF will discuss this with IT. The SCGO advised KW she will be in touch to schedule an induction with herself and the CEO.	SCGO	

The meeting finished at 8.30pm with a vote of thanks to the Chair.