

MINUTES

ITEM 6.1

COMITTEE: MANAGEMENT COMMITTEE
DATE: MONDAY 27th APRIL 2020
VENUE: VIRTUAL MEETING VIA MICROSOFT TEAMS
TIME: 6:30PM

PRESENT: COLIN CAMPBELL (CHAIR)
JUNE GLANCY (SECRETARY)
VIV HEARTON
RONNY LEE
DAVID MCINDOE
SANDRA RORISON
SANDRA MCMENAMIN (CO-OPTEE)

IN ATTENDANCE: - NICK JARDINE CHIEF EXECUTIVE OFFICER (CEO)
ANNE CULLEY, DEPUTE CHIEF EXECUTIVE OFFICER (DCEO)
ALANA DURNIN, FINANCE DIRECTOR (FD)
KATE DAHLSTROM, HOUSING SERVICES& PERFORMANCE DIRECTOR (HS&PD)
BRIAN PRATIES, DEVELOPENT/TECHNICAL SERVICES MANAGER
KIRSTY DAVIS, OFFICE MANAGER (MINUTE TAKER)

APOLOGIES:- JACKIE McKELVIE MBE (VICE CHAIR)
DIANE MCCARNEY
SHARON TRITSCHLER

REFERENCE: MIN/MAN/27APRIL20/KPD

1.0 CHAIRPERSON'S REMARKS

The Chair welcomed all Members to Oak Tree's first "virtual" Management Committee Meeting because of the Government restrictions, due to COVID19.

1.1 Health and Safety

Members noted their individual Health & Safety criteria.

1.2 Apologies

Apologies were received from Jackie McKelvie MBE, Diane McCarney and Sharon Tritschler.

1.3 Declaration of Interest

The DCEO advised of a Declaration of Interest on behalf of Sandra McMenant regarding Item 3.9.

1.4 Gift & Hospitality Register

There were no items recorded.

2.0 DEFERRED ITEMS

Members noted and agreed the following timescales:-

- Procurement Report ~ August 2020
- Factoring Policy review ~ August 2020
- West Stewart Street/OTHA~Cloch Separation/SMT Re-Structure ~ timeline report for 3 individual reports ~ May 2020

3.0 FOR DECISION

3.1 Strategic Plan & Internal Management Plan

Members acknowledged that due to COVID-19 it had not been possible to hold the annual Internal Planning day, **therefore it was agreed to that "portion-controlled" strategy meetings with Members/SMT be arranged via Microsoft Teams to discuss. Timescale for this approximately two weeks.** Members noted the author of this report was indeed the CEO, not DCEO.

3.2 Action Plan

Members noted that some elements of the Workplan would require to be reviewed once more information becomes known.

3.3 Risk Map

Members noted the content of the 2020-21 Risk Map.

It was agreed that some minor adjustments were required to the Risk Map and it would be updated.

3.4 COVID-19 Governance Briefing

Members noted the content of this briefing.

3.5 Update of Delegated Authorities re Online Banking

The FD talked through this report, which was noted by members.

Recommendations of the report were approved, proposed by June Glancy and seconded by Vivienne Hearton.

3.6 Treasury Activity Update

The FD talked through this report, the content of which was noted by members. The FD updated the Management Committee on the costs for legal fees to progress with the Nationwide Loan Agreement.

The updated figures based on a quote received today were:

- Nationwide Legal Fees - the 1st quote received has come in at between £10k and £12k plus VAT, the report referred to RBS' legal fees of circa £6.5k plus VAT, (two other quotes are due from Nationwide)
- BTO have confirmed they will do an initial review of the Nationwide Loan Agreement versus the RBS one for £1k plus VAT

Following the above, and if we wanted to proceed after BTO's initial review, their additional fee could be in the region of £6.1k - based on the RBS 2018 loan agreement review costs, however a quote has still to be received. Once this final review is done, we would then decide if we wanted to accept the terms of the loan agreement, therefore the sunk costs could be in the region of £25k, if we do not go ahead following the legal review on our behalf.

Members unanimously agreed to proceed with investigation.

3.7 Notifiable Event: Notification of Termination of Reactive Repairs Contract

The CEO advised Members that OTHA had received Notification of Termination from the Reactive Repairs Contractor advising termination of the contract on 30th June 2020.

A discussion took place and it was agreed to set up a Working Party to discuss the way forward.

3.8 Stock Tour

All agreed there would be no stock tour planned during the current climate.

3.9 Co-opted Member to Casual Member – Sandra McMenamin

The DCEO advised members that following a recent resignation there is now an opportunity for the co-opted member to change to a casual member.

Members discussed (with the Chair advising that any member could private message him via Teams) and upon the recommendation of the Chair and Vice Chair, agreed that Sandra McMenamin would now transfer to a Casual Member, which would also permit Sandra to count towards a quorum.

4.0 FOR INFORMATION/DISCUSSION

4.1 Annual Procurement Report/Procurement Strategy

Agreed under Item 2.0, deferred until August 2020.

4.2 Notifiable Events Register ~ Annual Report

The DCEO presented this report. Noted by Members.

4.3 2019/20 Year End Audit Planning Letter

The FD talked through this report, members noted that OTHA are piloting a remote audit. **The content of the report and Audit plan was noted by members.**

4.4 2019/20 Cloch 3rd Quarter Oversight Report

The FD talked through the contents of this report, which were noted by members.

4.5 West Stewart Street Progress Report

The DTSM updated members that he has been in discussion with consultants (some of which are on Furlough Leave) and that the handover date had moved to September 2020, however due to Covid-19 conditions there is potential for further delays. **Members acknowledged that this matter was outwith anyone's control.**

4.6 Annual Assurance Statement ~ Compliance & Improvement Action Plan

The DCEO talked through the contents of this report. Members noted the Compliance & Improvement Action Plan.

5.0 FOR NOTING

5.1 The Pension Trust ~ March 2020 update

Noted by members.

5.2 Assurance Review of Tenant Participation 2019/20

Members noted the Audit report.

5.3 Assurance Review of Complaints Management 2019/20

- Members noted the Audit report.**
- 5.4 Assurance Review of Allocations 2019/20
- Members noted the Audit report.**
- 5.5 Assurance Review of Voids Management 2019/20
- Members noted the Audit report.**
- 5.6 Follow Up Review
- Members noted the Follow-Up review report.** The HSPD updated members that the Allocations software update is likely to be implemented by September 2020.
- 5.7 Ardgowan Hospice Thank You Letter
- Noted by Members.**
- 5.8 SHR Monthly Coronavirus COVID 19 Information Return
- Noted by Members.**

6.0 FOR APPROVAL/RATIFICATION

- 6.1 Management Committee Meeting of 17th February 2020
- The minutes of the Management Committee meeting of 17th February 2020 were proposed by June Glancy and seconded by David McIndoe as a true and accurate record of the meeting.**
- 6.5 Matters Arising
- Management Committee Meeting of 17th February 2020
- There were no matters arising.**
- 6.6 Use of Seal
- Members granted retrospective Use of Seal for the following items:-**

Date of Sealing	Description & Address
24 th February 2020	Re-sale of [REDACTED], Greenock
25 th February 2020	Transfer of Ground at Strone Farm, Greenock & Kirn Drive, Gourcock
11 th March 2020	Deed of Servitude – Ravenscraig Hospital Site
18 th March 2020	Post Purchase Agreement between OTHA & Alex McKay
18 th March 2020	Deed of Servitude – Ravenscraig Land Transaction

7.0 AFFILIATIONS/TRAINING & CONFERENCES

- 7.1 TPAS Membership
- Members discussed and agreed to re-affiliate with TPAS.**
- 7.2 GWSF Cancellation of Summer Regeneration Conference
- Noted by Members.**

8.0 A.O.C.B. EVH AGM

Members noted that notification has been received of delay to the EVH AGM for a period of 3 months – event now looks likely to take place early July 2020.

CIH Subscription

Members discussed and agreed to this levy of £350.

Letter from SHR

Members noted the CEO's update on the content of a letter received from SHR:-

1. No engagement plan issued in March 2020 due to the pandemic(COVID19)
2. ARC return submission now moved to end of July 2020.

Annual Skills Audit

The DCEO updated members following a discussion with Arneil Johnston regarding the 3-year programme of Committee Skills Audit and Annual Review, which all are aware is an SHR regulatory requirement. **Members noted that following a recent meeting the DCEO/DC-Cloch/Arneil Johnston (AJ), are working together to review the self-assessment questionnaire which will then be issued. It is likely that 1-2-1 interviews will be carried out with AJ online.** The DCEO acknowledged that training had been limited due to the work involved for Committee regarding the OTHA/CHA future and will required to be developed further during 2020-2022.

Teams Meeting

Following a request for feedback from the Chair on the platform for this evening's meeting, some members advised they had experienced "audio feedback", however overall this meeting format had worked well. **This would be given some consideration prior to next meeting.**

The meeting closed at 7:50pm with a vote of thanks to the Chair.