

MINUTES

COMMITTEE: MANAGEMENT COMMITTEE

DATE: 27th JUNE 2022

VENUE: REMOTELY VIA ZOOM

TIME: 6:30 PM

**PRESENT: VIVIENNE HEARTON (CHAIR)
 JAMES PATON (VICE CHAIR)
 DOREEN WILLIAMS (SECRETARY)
 SANDRA RORISON
 ANTHONY WILSON
 RONNY LEE (CASUAL)**

**IN ATTENDANCE: - NICK JARDINE CHIEF EXECUTIVE OFFICER (JOB SHARE)
 ANNE CULLEY, CHIEF EXECUTIVE OFFICER (JOB SHARE)
 PETER MACDONALD, SENIOR MAINTENANCE OFFICER (SMO)
 KES CAMERON, FINANCE MANAGER (FM)
 KIRSTY DAVIS, OFFICE MANAGER (MINUTE TAKER)
 SEAN MARSHALL (SDO)
 BRIAN PRATIES (DAMM)**

**APOLOGIES: - SANDRA MCMENAMIN (LEAVE OF ABSENCE)
 VERONICA RASMUSSEN (CO-OPTEE)
 MICHELLE MCILROY
 ROSS AHLFELD (CO-OPTEE)
 SUK HOPPER (MAINTENANCE MANAGER)
 HAZEL AITKEN (HOUSING MANAGER)**

REFERENCE: MIN/MAN/270622/KPD

Item		Lead Action	Time-scale
1.0	CHAIRPERSON'S REMARKS		
	The Chair welcomed all Members to the meeting.		
1.1	Health and Safety		
	The Chair advised all members should be aware of their own Health and Safety responsibilities whilst attending meetings remotely. Staff members attending in the office confirmed they were aware of nearest exits and meeting point.		
1.2	Apologies		
	Apologies were received from Veronica Rasmussen and Shelly McIlroy, Suk Hopper and Hazel Aitken.		
1.3	Declaration of Interest		
	The Chair noted Items 3.13.1 and 3.13.2 related to a Member who was present this evening. All agreed these 2 items would be discussed after AOCB in order to allow the member to leave the meeting at that point.		
1.4	Gift & Hospitality Register		
	There was nothing to report		
1.5	Election of Vice Chairperson		
	The Chair advised the Vice Chair had requested to stand down as an office bearer, and as a result the Chair proposed Ronny Lee as the new Vice Chair. This was seconded by Doreen Williams. Ronny Lee accepted the offer and there being no further nominations was therefore elected to Vice Chairperson.		
2.0	DEFERRED ITEMS		
	Noted by Members.		
3.0	FOR DECISION		
3.1	2022/23 Post Year End Budget and Carry Forward for Approval		
	The FM presented the material differences and amendments for approval confirming all had been tested against covenants and updated budgets. These changes were noted by Members and unanimously approved.		
3.2	SHR Loan Portfolio Return		
	The FM gave background regarding this return and talked through the details which were noted by Members. Members approved the SHR Loan Portfolio Return for submission to the Scottish Housing Regulator.	FM	
3.3	Risk Management Strategy		
	The CEO Job Share (NJ) talked through the changes which have been made in the Risk Management Strategy, Members noted the content of the report and contents of both Appendix 1 and 2. Members noted and approved the Risk Management Strategy.		
3.4	Annual Procurement Report/Procurement Strategy	D&AMM	08/22
	The D&AMM talked through this strategy document, advising he had still to complete the Annual Procurement report. The		

Item		Lead Action	Time-scale
	<p>D&AMM advised the Procurement Strategy has been updated following the restructure and also now has hyperlinks inserted along with legislation guides utilised for procurement.</p> <p>Members approved the Procurement Strategy and agreed that the Annual Procurement Report be deferred until the next meeting.</p>		
3.5	<p>Factoring Complaints Policy Review</p> <p>The SMO (Reactive) highlighted the Policy has been updated, incorporating SPSO updates and no longer accepts anonymous complaints from factored owners. Members noted the changes and approved the Factoring Complaints Policy.</p>		
3.6	<p>AGM Election Details</p> <p>The CEO Job Share (NJ) talked through this report. The following was agreed: -</p> <p>Standing down (with a view to standing again) Doreen Williams, Ronny Lee, Veronica Rasmussen and Ross Ahlfeld. Sandra Rorison advised that she would be standing down this year.</p>		
3.7	<p>AGM Planning (Hub/Q&A etc)</p> <p>A discussion took place regarding the format of this years AGM. Members all agreed they would like to interact and re-establish the “pre-covid” style AGM as safely as possible. i.e., returning to a finger buffet with assisted service from venue staff. It was also agreed to host a “live hub” to give real time answers and return to the Q&A session at the close of AGM business.</p>	All	08/22
3.8	<p>Grant Planning Target / Development Activity going forward</p> <p>Deferred until August 2022</p>	D&AMM	08/22
3.9	<p>Post Cloch Separation: Staff Structure Update – Finance Team & Chief Executive Officer Job Share</p> <p>The FM advised she was seeking approval to recruit a Grade 6 Finance Assistant for within the Finance Section.</p> <p>A discussion took place which included the following points: -</p> <ul style="list-style-type: none"> • Cost implications noted • Section resourcing <p>Members unanimously approved the request to recruit 1 x Grade 6 Finance Assistant for the Finance Department.</p>	FM/SHRO	08/22
	<p>The CEO Job Share (NJ) stated there was a 2nd part to this report which referred to the review of the CEO job share post. Members agreed to convene a brief (30 minute) Working Party Meeting during August (members VH/RL/DW). CEO Job Shares’ to suggest some meeting dates (VH unavailable 8th August).</p> <p>It was noted the title of this report on the agenda should be updated to match the title of the report. This was noted and agreed by Members.</p>	CEO	08/22

Item		Lead Action	Time-scale
3.10	<p>Annual Report</p> <p>The CEO Job Share (AC) requested Members approval to retain current Annual Report style until Oak Tree have re-branded.</p>	CEO	09/22
3.11	<p>Members unanimously agreed to retain current format/style.</p> <p>SHR - Notifiable Event and Annual Assurance Statement - Material Non-Compliance – Electrical Installation Condition Reports (EICR's)/Tenant & Resident Safety.</p> <p>The CEO Job Shares updated Members that the Internal Auditor is currently undertaking the investigation, the results of which will be presented at the August 22 Management Committee meeting (possibly the Special August Management Committee Meeting). The CEO Job Share (AC) added that OTHA have to and will move forward from this failure, as an organisation and Management Team, whilst all fully understanding the implications of the non-compliance. Members noted the Annual Assurance Statement submitted to the SHR and as Committee know, this Assurance is an important function of Governance. Regarding this EICR's failure, it is acknowledged that Assurance from the Management Committee to the SHR, is now on-going, that Management Committee are assured that all endeavours are being taken to address and conclude the EICRs and to ensure something like this this will not happen again. Members reiterated to all Officers that the Management Committee will be overseeing this and other matters very closely, going forward.</p> <p>A discussion took place which included updates on the progress of the contractor involved. Members noted that at close of business on 27th June 2022, there were 1,031 EICRs outstanding.</p> <p>Members also asked why an excess of finances had not triggered the findings which eventually came to light nearing completion of the ARC. The CEO Job Shares advised it is likely this matter will track back to 2020 - 2022 and we should await the outcome of the internal audit investigation, adding that underspends do occur, when in particular planned and cyclical maintenance programmes, have not taken place.</p>	CEO	08/22
3.12	<p>This report and update was noted by Members.</p> <p>Co-optee proposal</p> <p>The CEO Job Share (AC) advised early discussions had taken place with a prospective Co-opted member, with the CEO and Ronny Lee, (standing in for the Chairperson), being by way of a Zoom chat. Members noted the prospective Co-optee has a keen interest in housing, a financial background and would like to become involved in this voluntary sector.</p>	CEO	08/22

Item		Lead Action	Time-scale
	<p>Members noted and agreed with the recommendation to appoint the interested party as a Co-optee and to therefore invite same to the next Management Committee Meeting, in this capacity.</p>		
3.13.1	<p>Entitlement Benefits and Payments Decision</p> <p>This item was discussed after AOCB when the member with a “conflict of interest” had left the meeting. Members noted the content of this report, discussed and agreed with the report recommendation.</p>		
3.13.2	<p>Entitlement Benefits and Payments Decision</p> <p>This item was discussed after AOCB when the member with a “conflict of interest” had left the meeting. Members noted the content of this report, discussed and agreed with the report recommendation.</p>		
3.14	<p>Business plan</p> <p>The CEO job share (AC) advised the Business Plan required to be updated in relation to the retirement of any Chief Executive Officer during the life of the 2022-2024 plan. A discussion took place which referred back to the Options Appraisal decisions recently made by Management Committee, in relation to all the work with the external consultant, regarding the OTHA Subsidiary, at the time, Cloch HA. Members noted these decisions should be noted/reflected within the current Business Plan.</p> <p>Members agreed to discuss this further at the Management Committee meeting to be held at the end of August 2022.</p>	CEO	08/22
4.0	FOR INFORMATION/DISCUSSION		
4.1	<p>SHR – Catch-up meeting with Chairperson and CEO – Job-Share</p> <p>The CEO Job Share (NJ) updated members on a very positive meeting held with the CEO Job Share and the Chairperson. Discussion topics included website, minutes, Committee membership/numbers/make-up and the CEO Job Share/review. An Agenda had been agreed and items talked through. Officers again thanked Members for their time to attend meetings.</p> <p>Noted by Members.</p>		
4.2	<p>Annual Property Factors Register</p> <p>The SMO updated members that the Annual Property Factors Register has been updated. Noted by Members.</p>		
4.3	<p>Annual Complaints Report</p> <p>Members noted the content of the Annual Complaints Report.</p>		

Item	Lead Action	Time-scale
4.4		
Committee Annual Performance Review The CEO Job Share (AC) updated Members on the forthcoming Committee Annual Performance Reviews with Arneil Johnston. Members noted there would be an option of interview dates and times available.	OM	08-10-22
4.5		
Data Protection Report Members noted the content of this report.		
4.6	CEO	Mthly
EICR Monthly Update Report (<i>monthly report once format established</i>) This will be presented going forward.		
4.7		
Stock Tour update Members noted that the Doodle poll did not highlight any preference. Members agreed to wait until after the AGM to select another date.	CEO	08/22
4.8		
Final Audit Strategy & Annual Internal Audit Plan 2022/23 Members noted the formalised Final Audit Strategy and Annual Internal Audit Plan 2022/23.	CEO	On-going
4.9		
GWSF Call for Nominations – GWSF Board Member Elections 2022 Members noted and agreed to advise if interested.		
5.0 FOR NOTING		
5.1		
Scottish Housing Association Pension Scheme – May update Members noted the SHAPS update and that communication will be sent out in due course.		
5.2		
Starter Pack Donation ~ Thank You Noted by Members.		
6.0 FOR APPROVAL/RATIFICATION		
6.1		
Management Committee Meeting Minutes of 3 rd May 2022 The minutes of the Management Committee Meeting minutes of the 3rd May were proposed by Doreen Williams and seconded by Tony Wilson as a true and accurate record of the meeting.		
6.2		
Management Committee Meeting Minutes of 23 rd May 2022 The minutes of the Management Committee Meeting of 23rd May 2022 were proposed by Ronny Lee and seconded by Doreen Williams as a true and accurate record of the meeting.		
6.3		
Matters Arising		
6.3.1		
Management Committee Meeting Minutes of 3 rd May 2022 There were no matters arising.		
6.3.2		
Management Committee Meeting Minutes of 23 rd May 2022 There were no matters arising.		
6.4		
Use of Seal Members granted retrospective Use of Seal for the following: -		

Item	Lead Action	Time-scale
12/05/22 – Standard Security by OTHA in favour of RBS re subjects at [REDACTED], Greenock		
17/05/22 - Disposition, Shared Ownership 75% Share, [REDACTED] Greenock		
<p>Members also granted permission for signing and sealing of the following: -</p> <p>Share Membership Application from [REDACTED] (£1 membership).</p>		
7.0 AFFILIATIONS/TRAINING & CONFERENCES		
7.1 Chartered Institute of Housing ~ Partner Invoice	FM	Imme diate
Following discussion renewal was approved unanimously.		
8.0 A.O.C.B.	All	Imme diate
<p>EVH Annual Conference 8th/9th September – members noted and will advise the OM if interested in attending.</p> <p>Management Committee Papers ~ Suggestion</p> <p>A Member suggested that it would perhaps be more helpful for the Officers to reference page numbers relating to the full package of papers rather than individual reports.</p> <p>There being no further business the meeting closed at 8:10pm pm with a vote of thanks to the Chair.</p>		