

MINUTES

COMMITTEE: MANAGEMENT COMMITTEE

DATE: WEDNESDAY 27TH SEPTEMBER 2023

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

TIME: 6:30 PM

PRESENT: SANDRA MCMENAMIN (CHAIR)
VERONICA RASMUSSEN (VICE-CHAIR) *(virtual)*
JIM MCELENY
JUNE GLANCY *(virtual)*
LUCY NEILSON *(virtual)*
NANCE SMITH
RONNY LEE *(virtual)*
WILLIE WILSON

IN ATTENDANCE: - SUKHDEEP HOPPER, DIRECTOR OF PROPERTY (DOP) *(virtual)*
KIRSTY DAVIS, SENIOR COMPLIANCE & CORPORATE OFFICER
(SCCO)
JULIE MCEWAN, DIRECTOR OF HOUSING (DOH)
KES CAMERON, DIRECTOR OF FINANCE (DOF)
MARY MCCREADIE, CORPORATE SERVICES & ADMIN
SUPERVISOR (MINUTE TAKER)
FREYA LEES, NORTH STAR CONSULTING (ITEM 4.1 ONLY) *(virtual)*

APOLOGIES:- LORNA LYLE
PAUL FINDLAY
OLIVE YIGA
DOREEN WILLIAMS
JAMES PATON
ALASDAIR WEIR

REFERENCE: MIN/MAN/27SEP23/MMCC

Item	Lead Action	Time-scale
1.0 CHAIRPERSON'S REMARKS		
1.1 Health and Safety The Chair advised all members should be aware of their own Health and Safety responsibilities whilst attending meetings remotely and advised the appropriate Health & Safety procedures for those attending from the office premises.		
1.2 Apologies Apologies were received from Nick Jardine, CEO, Lorna Lyle, Paul Findlay, Doreen Williams, James Paton and Alasdair Weir, Committee Members. Olive Yiga wasn't present, and no apologies were received.		
1.3 Declaration of Interest There was none.		
1.4 Gift & Hospitality Register Members noted no gifts or hospitality were received since the last meeting.		
<i>Veronica Rasmussen joined the meeting virtually at this point.</i>		
<i>The Chair welcomed Freya Lees from North Star Consulting to the meeting and Item 4.1 was heard at this point.</i>		
2.0 DEFERRED ITEMS / ROLLING ACTION SCHEDULE		
The DOP talked through the Rolling Action Schedule which was noted by Members.		
2.1 Procurement of Consultant – Options Appraisal The DOP advised at the special Management Committee meeting in August, Committee gave approval to procure the services of a Consultant to carry out an Options Appraisal. The DOP further advised that Linda Ewart was conducting a review of Options Appraisals on behalf of SFHA and it is expected this will be concluded by November. The DOP suggested the Procurement of a Consultant should be delayed until this review has taken place so the current version can be utilised. Members agreed to delay procuring a Consultant to carry out the Options Appraisal, until December 2023.	CEO	Dec 23
3.0 FOR DECISION		
3.1 Annual Assurance Statement Evidence Bank Discussion The DOP advised Members each year all RSL's are required to advise the Scottish Housing Regulator if they meet the regulatory standards and requirements, by submitting an Annual Assurance Statement by the deadline of 31 st October. The SCCO demonstrated to Members (in the form of an Excel Spreadsheet) each key area which linked into various documents/website etc to show the actual evidence. The SCCO advised an invitation will be sent to all Members approximately 1 week before the October Management Committee Meeting, where Members are welcome to attend the office to go through the evidence bank in greater detail. A Member advised he noted in the Succession Planning Policy (Item 3.8.1) it referred to an Assurance Sub-Committee, but wasn't aware OTHA have one. The SCCO advised there was previously an Audit Sub-Committee, but this had now been merged into the main Management Committee Meetings. Noted by Members.	SCCO	Oct 23

Item		Lead Action	Time-scale
3.2	<p>Updated Calendar of Meetings and Content Planner</p> <p>The SCCO advised the Calendar of Meetings was included to show the updated MC Meeting dates as approved at the last meeting. The Content Planner had also been updated to take account of the additional MC meetings. A Member asked if a date had been set for the MC meeting in October. The DOP advised the CEO had intended moving this to the 30th of October. The Chair advised she is unavailable to attend the meeting on 30th October. All Members agreed for the MC meeting to be held on 23rd October 2023 due to the Annual Assurance document requiring to be signed by the Chair and the Secretary. Noted by Members.</p>		
3.3	<p>Development Activity Going Forward</p> <p>Members noted this item has been deferred.</p>		
3.4	<p>Management Committee Meetings - Running Order</p> <p>The DOP advised there had been some confusion re the Appendix attached to this document, as the issue of effective recording of meetings had been discussed and resolved at a previous meeting. The DOP advised this item was to discuss the running order of the MC Agenda and the report template. After discussion, Members agreed the approval and ratification of Minutes to be moved to nearer the beginning of the Agenda. A discussion ensued regarding where the recommendation section should be placed in reports. Some Members had attended a training session on how to remain objective and the recommendation from this session was to have the recommendation section at the end of the report. Members agreed that all reports should now have the recommendation section at the end of the report. A Member asked for clarification on why Sub-Committee Minutes that have already been approved at Sub-Committee Meetings are brought to the MC. The SCCO advised Minutes of all the Sub-Committees require to be ratified at the MC.</p>	CEO	Oct 23
3.5	<p>Co-Option to Management Committee</p> <p>The SCCO advised that a former OTHA co-optee who stood down at the AGM had expressed an interest in joining the Management Committee again. Members approved ██████████ to join the Management Committee as a Co-optee and be invited to attend the next MC Meeting. The SCCO advised this would now bring our total Committee Membership to 15.</p>	CEO	Oct 23
3.6	<p>Request for Sabbatical Leave from Management Committee</p> <p>The SCCO advised a request had been received from ██████████ ██████████ for a 3 month leave of absence. A Member asked if this would be a Notifiable Event. The SCCO confirmed "leave of absence" was not a Notifiable Event and if approved, they would both be back with us in January 2024. A Member asked how this would affect the Sub-Committee quorums. The SCCO advised the Member's requesting a leave of absence had previously indicated they wished to join the H&TSSC, but this Sub-Committee was already full, as we cannot exceed 8 Members on a SC, so this would have no impact on Sub-Committee quorum. Members approved a 3-month Leave of Absence for both ██████████ ██████████ and Members asked for their best wishes to be passed on to both.</p>		
3.7	<p>Procurement Strategy</p> <p>The DOP advised this Strategy had been reviewed by the CEO with only minor amendments made. A Member advised there was no mention of local employment/wider action and queried whether this strategy should include a statement of intent. The DOP advised she would clarify this with the CEO, and</p>	CEO	Oct 23

Item

Lead Action Time-scale

it will be brought back to the October MC. **Members approved the Procurement Strategy subject to these additions.**

3.8 SHR Enquiry: Governance

The DOP advised following the SHR's involvement concerning governance issues regarding Succession Planning and Committee Induction, two new Policies have been created. Both Policies have been created using the standard SFHA models and amended for OTHA.

3.8.1 Succession Planning Policy

A Member asked if there was an error at Item 8.4.4 as it refers to an Assurance Sub-Committee. It was advised this was an error. **With the reference to an Assurance Sub-Committee being removed, Members approved the Succession Planning Policy.**

CEO

3.8.2 Committee Induction Policy

Members approved the Committee Induction Policy for immediate use.

4.0 FOR INFORMATION/DISCUSSION

4.1 Management Committee Skills Appraisals – Process and Plan

Freya Lees from North Star Consulting advised Members that it is a requirement of the SHR for all Board Members to undertake an annual performance appraisal to ensure Management Committee is as strong as it can be. Freya talked Members through the steps involved in this process:

- Online Questionnaire
- 1:1 review meetings
- Observation of Board meeting
- Individual Development Plans
- Board Development Plan

A Member asked if there is any preparation work required by Committee Members in advance of the review meetings. Freya advised Members could reflect on Board meetings and what questions to ask and that a topic guide would be issued in advance, which will give examples of questions. An online questionnaire will be issued in advance of the meetings for Members to complete. A Member asked if each Member could receive a copy of their completed questionnaire in advance of the review meeting, which Freya agreed to. Freya advised it was hoped the online questionnaire would be issued late October, then 1:1 meetings, which would include the Chair being present, would be held during November. The meetings will last approximately 45 mins to 1 hour and it would be preferable if, where possible, these could be face to face. The Chair thanked Freya for her presentation.

Ronny Lee entered the meeting virtually during this item (which was presented after Item 1.4) and Willie Wilson joined in person.

4.2 SHR Enquiry

4.2.1 Strone Farm

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Item	Lead Action	Time-scale
<p>[REDACTED]</p>		
<p>Members agreed to remit to the CEO to bring back a report in October detailing the options for them to consider on going forward.</p>	CEO	Oct 23
<p>4.2.2 Governance This Item was covered under Item 3.8.</p>		
<p>4.3 Item was moved to 3.8.1.</p>		
<p>4.4 Item was moved to 3.8.2.</p>		
<p>4.5 Pension Trust Financial Assessment The DOF advised this document is prepared and submitted to the Pensions Trust annually. Noted by Members.</p>		
<p>4.6 Stock Tour Discussion The DOH advised at the recent H&TSSC, a Member asked if there was a stock tour planned. The DOH advised this had been on hold in order that any new Committee Members could also attend. The DOH asked for Members thoughts on whether they would prefer a bus or virtual tour and when they would like this to take place. Members discussed and advised their preference would be a virtual stock tour to take place in the office before a MC meeting.</p>	MT	Oct 23
<p>5.0 FOR NOTING</p>		
<p>5.1 GWSF August Update The DOP advised both herself and the CEO will be attending the GWSF Annual Conference on 1st December and asked if anyone else wished to attend. Two Members intimated their interest. Noted by Members.</p>		
<p>6.0 FOR APPROVAL/RATIFICATION</p>		
<p>6.1 Management Committee Meeting of 28th August 2023 The minutes of the Management Committee meeting of 28th August 2023 were proposed by Veronica Rasmussen and seconded by Jim McEleny as a true and accurate record of the meeting.</p>		

Item	Lead Action	Time-scale
6.2 Housing & Technical Services Sub Committee Meeting of 18 th July 2023 The minutes of the Housing & Technical Services Sub Committee Meeting of 18 th July 2023 were proposed by Sandra McMEnamin and seconded by Ronny Lee.		
6.3 Finance, Staffing & General Purposes Sub Committee Meeting of 5 th June 2023 The minutes of the Finance, Staffing & General Purposes Sub-Committee meeting of 5 th June 2023 were proposed by Willie Wilson and seconded by Nance Smith.		
6.4 Matters Arising There were no matters arising.		
6.5 Use of Seal Members granted permission for signing and sealing of the following: Share Membership Applications from [REDACTED] [REDACTED] (all paid £1 membership).		
7.0 AFFILIATIONS/TRAINING & CONFERENCES		
7.1 Man On Inverclyde Fundraising Event The DOF advised of a request to sponsor a table at a Man On Inverclyde Fundraising Event. A Member who missed the start of the meeting advised of a declaration of interest as they volunteer for Man On, so removed herself from this discussion. Members approved to sponsor a table at the cost of £50.		
8.0 A.O.C.B. There was no other business.		

The meeting finished at 8.10pm with a vote of thanks to the Chair.