

COMITTEE: MANAGEMENT COMMITTEE
DATE: MONDAY 28TH OCTOBER 2019
VENUE: CONFERENCE ROOM
TIME: 6:30PM

ITEM 6.1

PRESENT: COLIN CAMPBELL (CHAIR)
JACKIE McKELVIE MBE (VICE CHAIR)
JUNE GLANCY (SECRETARY)
JEANETTE DILLON
VIVIENNE HEARTON
RONNY LEE
DIANE MCCARNEY
SANDRA MCMENAMIN (CO-OPTEE)
SANDRA RORISON

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

APOLOGIES:- DAVID MCINDOE
SHARON TRITSCHLER

REFERENCE: MIN/MAN/28OCT19/KPD

1.0 CHAIRPERSON'S REMARKS

The Chair welcomed Sandra McMenamin to the meeting. Sandra has been co-opted on to the Committee. Members introduced themselves.

1.1 Health and Safety

Members noted the relevant Health & Safety information as advised by the Chair.

1.2 Apologies

Apologies were received by Sharon Tritschler. Member noted that David McIndoe remains on a leave of absence.

1.3 Declaration of Interest

There were none.

1.4 Gift & Hospitality Register

Members noted 3 items which had been received:-

- Baby gift for a staff member
- Bottle of Liqueur for Energy Activator for good service (to be raffled for charity)
- Bottle of Whisky for staff member's retirement, deemed acceptable to pass direct to the staff member concerned, on this occasion.

The Gifts & Hospitality Register was duly signed by the Chair.

2.0 DEFERRED ITEMS

2.1 Asset Management Strategy/Action Plan/SAMS

Members noted the SAMS analysis will be presented in December 2019.

2.2 GPT Agreement

Noted by Members. The DTSM advised this may indeed roll on as a deferred item dependent on receipt from Inverclyde Council.

2.3 SHIP Programme Confirmation

Noted by Members. The DTSM advised this may indeed roll on as a deferred item dependent on receipt from Inverclyde Council.

2.4 Internal Management Planning Day

Members noted this would be an agenda item for December 2019.

3.0 FOR DECISION

3.1 Factoring Administration Fee ~ Annual Uplift

The FM presented the report which was discussed by members. **The recommendations of the report were approved by members.**

3.2 Safety Policy Statement Review

Members reviewed, noted and adopted the Health & Safety Policy Statement. The Policy Statement was signed by the Chair and CEO.

3.3 Mid-Year Budget Review / 30 Year Cost Projections

The FM talked through the mid-year budget review, the contents of which were noted by members.

Following discussion members approved the proposed changes to the 2019/20 Budget. The FM advised the information will be updated in the Financial Business Planning model to ensure the financial information is as up-to-date as possible to enable sound decisions regarding the 2020/21 rent consultation process.

3.4 Consolidated Accounts

The FM talked through Consolidated Accounts. **Committee approved the Consolidated Accounts for sign off.**

3.5 SHR Regulatory Compliance, Action Plan update & Final Annual Assurance Statement for SHR

The DCEO talked through the report and the 5 appendices. As members are aware Annual Assurance Statements are new and will be central to landlord self-assurance. The statements are a way for OTHA's Committee to assure firstly themselves, then tenants and service users, that OTHA comply with regulatory requirements and are meeting all of the required legal duties. The DCEO also demonstrated the OTHA's electronic network live system, highlighting appropriate folders containing the required back-up evidence. Members considered and discussed all information presented.

Members noted the contents of the report/appendices and all information/evidence presented. It was agreed that both OTHA and CHA logos

appear on the Annual Assurance statement as Parent /Subsidiary with OTHA being satisfied that to the best of Committees knowledge, OTHA and its Subsidiary Cloch, are compliant with the regulatory framework.

The Governing Body agreed and approved the Assurance Statement for submission to the Scottish Housing Regulator (SHR).

The Annual Assurance Statement by the Governing Body of Oak Tree Housing Association Ltd – October 2019, was then duly signed and dated by the Chair.

The Chair requested an annual update on the Register of Notifiable Events. The DCEO advised this would be presented during April 2020, at the end of the period, being March 2020, with any Notifiable Events taking place, being advised to Committee, at each Management Committee meeting as required.

- 3.6 Data Protection Policy
The DCEO talked through this updated policy. **Members noted and unanimously approved the policy for immediate use.**
- 3.7 Freedom of Information Policy
The DCEO talked through the Freedom of Information Policy. **Members noted and unanimously approved the policy for immediate use.**
- 3.8 Development Services
The DM talked through this report, regarding some development services being provided to OTHA by Link HA, the contents of which were noted by members. The DECO also advised members that approximately £112K would be received from Cloch over the course of a development project that Cloch are undertaking and which OTHA is providing development services.
Following discussion Committee agreed with the recommendations of the report.
- 3.9 Planned & Cyclical Maintenance Programme Pre Inspections Outcome Report
The DM talked through this report. Members noted this report was being presented at this meeting due to the HTSSC meeting being inquorate.
Members noted the content of the report and agreed with the report recommendations.
- 3.10 SHAPS Defined Benefit Pension Schemes ~ Pension Changes/2018 Triennial Valuation
The CEO talked through this report and updated members on additional information received since production of the report.
Members noted the content of the report and the contents of the Detailed Guide from Employers 30th September 2018 Valuation Report.
Following discussion Members instructed a consultation with staff on the contents of this paper prior to determining how to proceed.
It was agreed that staff consultation take place and the results modelled in a report to be presented to Management Committee at its December 2019 meeting. The CEO advised Management Committee may wish to seek independent advice (services of Chiene & Tait were previously utilised).
- 3.11 Finance Director Appointed to SFHA Board/Resigning from Remarkable Board
The DCEO advised members that the FD has been appointed to the SFHA Board with support from OTHA and as a result of this would be resigning from the Re-Markable Board, (IIP), having served as a Board member for a number of years. The FD left the meeting at this point. Members viewed the FD's appointment to the SFHA Board positively and agreed to the following breakdown of time allowance to attend: - 4 full days, 2 x ½ days & 2 "Away" days. The FD returned to the meeting and was advised of the time allowance approved.

- 3.12 Christmas Office Arrangements/Event
Members discussed OTHA's office arrangements over the festive period. Members noted that systems are in place for key staff to be contacted/available as required should an emergency/disaster arise. With these systems and assurances in place, members agreed the following:-

- OTHA office will close at 2pm on Tuesday 24th December and re-open on Monday 6th January 2020

Members also discussed and agreed that due to the success of last year's Committee/Staff event that this again be held at "My Kitchen" in Gourrock on Friday 13th December at 5:30pm.

4.0 FOR INFORMATION/DISCUSSION

4.1 Performance Report with Benchmarks

The HSPD talked through this report, the content of which was noted by members.

4.2 Smarter Buys Annual Report

The CEO talked through this report. **Members noted the content and agreed this was a niche service being offered to tenants.**

4.3 Charter Report to Tenants

Members noted the content of the Oak Tree Outcomes report which has been issued to all tenants along with the Scottish Housing Regulator Landlord Report for Oak Tree Housing Association Ltd.

4.4 EESSH Progress Report

Members noted the content of the report which shows the progress towards EESSH compliance.

4.5 OSCR Return

The OSCR Return was approved by Members.

4.6 Financial Ombudsman Service ~ Decision re Complaint

Noted by Members.

4.7 West Stewart Street ~ Update

The DM talked through this report. **Members noted currently on programme and thanked the DM for a solid, detailed report.**

4.8 Maple Road ~ Update

The HSPD talked through this report. **Following a discussion, it was agreed that a report modelling different scenarios, including a major intervention plan be prepared for the December 2019 Management Committee meeting in order that Members can make a firm decision for going forward.**

4.9 Options Appraisal ~ Update

The DCEO updated members that the consultant has prepared a report with options for consideration, which will be issued to both Committee's in advance of the meeting on 5th November.
It was also agreed to move location for 5th November due to numbers attending.

4.10 Freedom of Information ~ Publication Scheme/Guide to Info

Members noted the content of the report and attached appendix. **Committee approved delegated authority to the DCEO to ensure compliance with the Model Publication Scheme (MPS) to ensure OTHA meet obligations in line with required timescales.**

4.11 Decision outwith Meeting – Entitlements, Payments & Benefits Policy

Members noted and ratified the "Between Meetings Decision" taken.

The "Between Meetings Decision" Register was signed by the Chair.

4.12 Decision outwith Meeting – Signing of Lease of 39 High Street

Members noted and ratified the "Between Meetings Decision" taken.

The "Between Meetings Decision" Register was signed by the Office Bearers.

4.13 Decision outwith Meeting – Garvald Street Dispute Settlement & Kirn Drive/Glenbrae Road Excambion

Members noted and ratified the "Between Meetings Decision" taken.

The "Between Meetings Decision" Register was signed by the Office Bearers.

5.0 FOR NOTING

- 5.1 Scottish Public Services Ombudsman ~ Decision Notice
Noted by Members.
- 5.2 Investors in People - Feedback Report
Report was noted by Members and it was unanimously agreed that time be set aside at the December 2019 meeting to discuss. Members also agreed that report be released to staff team.
- 5.3 SFHA – Suggested Clauses for use in Annual Assurance Statements
Noted by Members.
- 5.4 Non-compliance with gas safety Inspection
Noted by Members. Whilst members were indeed concerned regarding this matter, the DTSM updated and assured members that additional mitigation procedures have now been put in place.

6.0 FOR APPROVAL/RATIFICATION

- 6.1 Management Committee Meeting of 26th August 2019
The minutes of the Management Committee Meeting of 26th August 2019 were proposed by June Glancy and seconded by Jackie McKelvie as a true and accurate record of the meeting.
- 6.2 Joint Internal Audit Committee Meeting of 9th May 2019
The minutes of the Joint Internal Audit Meeting of 9th May 2019 were proposed by Ronny Lee and seconded by Jackie McKelvie.
- 6.3 Finance, Staffing & General Purposes Sub Committee of 5th June 2019
The minutes of the Finance, Staffing & General Purposes Sub Committee of 5th June 2019 were proposed by Ronny Lee and seconded by Viv Hearton.
- 6.4 Matters Arising
 - 6.4.1 Management Committee Meeting of 26th August 2019
 - 3.3 ~ Temporary Development Senior Officer & HR Support ~ The DCEO advised these matters were now moving forward. Referring to item 3.8 of this meeting.
 - 4.1 ~ SHR Notifiable Event ~ This matter is now closed.
 - 4.3 ~ West Stewart Street ~ Boundary Walls ~ Structural Engineer investigation ongoing. Matters are resolved regarding the adjacent car park title.
 - 6.4.2 Joint Internal Audit Committee Meeting of 9th May 2019
There were no matters arising.
 - 6.4.3 Finance, Staffing & General Purposes Sub Committee of 5th June 2019
There were no matters arising.
- 6.5 Use of Seal
Members granted retrospective Use of Seal for the following:-
 - 30th August 2019
Shared Ownership Resale – [REDACTED]
Disposition & Exclusive Occupancy Agreement
 - 2nd September 2019
Minute of Agreement between Inverclyde Council & Oak Tree Housing regarding Auchmead Road
 - 20th September 2019
Disposition for ¾ share, Shared Ownership, [REDACTED]
 - 20th September 2019
Shared Ownership Occupancy Agreement, [REDACTED]
 - 26th September 2019
Exclusive Occupancy Agreement & Disposition, Shared Ownership ¼ Share, [REDACTED]

7.0 AFFILIATIONS/TRAINING & CONFERENCES

- 7.1 EVH ~ Annual Conference ~ 22-24 November 2019
Noted by Members.

8.0 A.O.C.B.

GWSF Conference ~ 15h November 2019 ~ Noted by Members.

TPAS ~ Best Practice Digital Involvement Award. The DCEO advised members that OTHA's submission has been shortlisted for the Best Practice in Digital Involvement category. Winners will be announced at the Gala Awards Ceremony on 4th December 2019.

The DCEO advised of two staff members long term service milestones and a staff members family bereavement.

There being no further business the meeting closed at 8.25pm with a vote of thanks to the Chair.