

MINUTES

ITEM 6.1

COMITTEE: MANAGEMENT COMMITTEE
DATE: MONDAY 29th JUNE 2020
VENUE: VIRTUAL MEETING VIA MICROSOFT TEAMS
TIME: 6:30PM

PRESENT: COLIN CAMPBELL (CHAIR)
JUNE GLANCY (SECRETARY)
VIV HEARTON
RONNY LEE
DAVID MCINDOE
SHARON TRITSCHLER
SANDRA MCMENAMIN

IN ATTENDANCE: - NICK JARDINE CHIEF EXECUTIVE OFFICER (CEO)
ANNE CULLEY, DEPUTE CHIEF EXECUTIVE OFFICER (DCEO)
KES CAMERON, FINANCE MANAGER (FM)
KATE DAHLSTROM, HOUSING SERVICES& PERFORMANCE DIRECTOR (HS&PD)
BRIAN PRATIES, DEVELOPENT/TECHNICAL SERVICES MANAGER
ELAINE BYRNE, ARNEIL JOHNSTON (OBSERVING)
KIRSTY DAVIS, OFFICE MANAGER (MINUTE TAKER)

APOLOGIES:- JACKIE McKELVIE MBE (VICE CHAIR)
SANDRA RORISON
DIANE MCCARNEY
ALANA DURNIN, FINANCE DIRECTOR

REFERENCE: MIN/MAN/29JUN20/KPD

Welcome to Elaine Byrne from Arneil Johnston, observing the meeting tonight

1.0 CHAIRPERSON'S REMARKS

The Chair welcomed Elaine Byrne from Arneil Johnston to the meeting. Members noted that Elaine would be observing this evenings meeting as part of the Committee Annual Review process. The Chair confirmed the two methods of speaking:-

- Raising physical hand, or
- Utilising the Microsoft Teams "hand icon".

1.1 Health and Safety

Members noted all responsible for their own Health & Safety whilst in home environment.

1.2 Apologies

Apologies received from Jackie McKelvie MBE, Sandra Rorison and Diane McCarney.

1.3 Declaration of Interest

There were no Declarations of Interest.

1.4 Gift & Hospitality Register

There were no items.

2.0 DEFERRED ITEMS

Members noted the deferred items.

Members agreed that the Review of the Factoring Policy would be deferred until December 2020.

3.0 FOR DECISION

3.1 ARC Return

The HSPD talked through this report, the contents of which were noted by members. A discussion took place which included explanation/clarification on calculations and figures. Members were satisfied with the content of the ARC Return.

The ARC return was approved for submission to the Scottish Housing Regulator.

3.2 Reactive Repairs ~ Contract Termination ~ Working Party

The Chair updated members on the progress of the working party. **Members noted the content of the report and that a further report would be submitted once tenders have been received by the Association.**

Committee requested their thanks be passed to the staff team for the work done to date and also noted that the letter regarding the interim contractor which was issued to tenants was comforting, informative and well received.

3.3 Budget Review

The FM talked through the Post year-end 2020/21 Budget and Financial Plan. **Members noted and approved.**

Members noted the SHR's Five Year Financial Projections Return will be presented to the Management Committee meeting at the end of August 2020.

3.4 Loan Portfolio SHR Return

The FM talked through the report. **Members approved this return for submission to the Scottish Housing Regulator.**

3.5 Timeline Report from CEO

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

- 3.6 Internal Management Plan ~ Key Objectives
Members noted and approved the elements of Key Objectives for 2020-2023.
- 3.7 AGM Election Details
 The CEO advised that it is looking increasing unlikely that a physical AGM will be able to take place it is therefore more likely that this will take place virtually via Zoom.
Members noted the content of the report and it was agreed the following members would stand down, however in line with all OTHA Shareholding members options, these Members may come forward for re-election.
- **Sharon Tritschler, Sandra Rorison and Diane McCarney.**
 - **Sandra McMenamin (Casual Member)**
- 3.7.1 Virtual AGM
 The DCEO talked through this report, the content of which was noted by Members. **Members unanimously agreed to move the AGM from August 2020 until September 2020, in order to be as inclusive as possible. Following discussion, Members also agreed to delay the adoption of the SFHA Charitable Model Rules 2020 until 2021. The DCEO explained that the Scottish Housing Regulator (SHR) requires to be advised of this, however SHR have confirmed they have no concerns with a delay to Rule Changes this year, due to COVID19.**
- 3.8 Internal Audit – Phases 2020-2021 - Draft
 The DCEO talked though the planned phases. **Members noted and agreed to proceed with Audit Strategy and Annual Internal Audit Plan moving forward as detailed for 2020-2021.**
- 3.9 Ravenscraig Site ~ PR
 The CEO talked through the report, members noted the contents.
Members unanimously agreed that OTHA should become part of the joint response and support Link HA. Members also noted that OTHA presented this information at the 2019 AGM.
- 4.0 FOR INFORMATION/DISCUSSION**
- 4.1 Return to Work (Covid 19)
 The CEO updated members on the latest Government guidelines, with the default position being working from home.
 Members noted that 2 working groups had been established (internal & external) to pull information and new requirements together. A useful guidance document had been prepared by the Social Housing Resilience Group.
Updated information will be provided at the next meeting.
- 4.2 2019/20 IMP 4th Quarter Review & Policy Review Timetable
The CEO talked through the cover report, the contents of which were noted by Members.
 The CEO advised there may be some ROTS (Rental off the Shelf) properties opportunities.
- 4.3 2019/20 Risk Map 4th Quarter Review
Noted by Members.
- 4.4 2019/20 Customer Care 4th Quarter Review
Noted by Members.
- 4.5 2019/20 Complaints 4th Quarter Report
Noted by Members.
The HSPD advised the Annual Complaints Report would be discussed at the next meeting.

- 4.6 2019/20 Cloch 4th Quarter Oversight Report
The FM presented this report. **Noted by Members.**
- 4.7 2019/20 Wider Action 4th Quarter Review
The CEO talked through the report, the contents of which were noted by Members.
- 4.8 Update Registration under Property Factors Act
Noted by Members.
- 4.9 West Stewart Street Progress/Update
The CEO advised this detailed report has been somewhat superseded by contractors having difficulty sourcing materials. **Members noted an updated report will be presented at the next meeting.**
- 4.10 Covid 19 Anchor Funding
The CEO talked through this detailed report, the contents of which were noted by Members.
- 4.11 Annual Report
The DCEO advised due to timing that FSGPSC agreement was sought and agreed for the same style of Annual Report as previous for this year, due to the delay on moving to new office premises, when it had been agreed a 're-brand' of OTHA would be considered. **Members noted and agreed.**
- 4.12 Committee Resignations/Co-options
The Chair advised that the Vice Chair has formally advised her resignation (effective from today's date). All members agreed that the Vice Chair had done an excellent job for OTHA over many, many years and been a first class ambassador. The Chair will respond formally. **It was also agreed that flowers be sent adhering to the Entitlements & Benefits Policy.**
The CEO advised of 2 parties interested in becoming Management Committee members. **Members discussed and agreed to co-opt at this stage with invites to be issued to attend the (virtual) August 2020 meeting.**

The DCEO advised she will pick up with the CEO the following, regarding prospective members:-

- Committee Handbook
- Inductions
- Membership.

5.0 FOR NOTING

- 5.1 Inverclyde Foodbank Thank You Letter
Noted by Members.
- 5.2 SHAPS Update
Noted by Members.

6.0 FOR APPROVAL/RATIFICATION

- 6.1 Management Committee Meeting of 27th April 2020
The minutes of the Management Committee Meeting of 27th April 2020 were proposed by Sandra McMenamain and seconded by June Glancy as a true and accurate record of the meeting.
- 6.2 Finance, Staffing & General Purposes Sub Committee of 26th November 2019
The minutes of the Finance, Staffing & General Purposes Sub Committee of 26th November 2019 were proposed by Colin Campbell and seconded by Ronny Lee.
- 6.3 Matters Arising
Management Committee Meeting of 27th April 2020
There were no matters arising.

Finance, Staffing & General Purposes Sub Committee of 26th November 2019
The Chair advised that Page 1, Item 1.2 should read “An apology was received from Jackie McKelvie” (grammatical error). **There were no other matters arising.**

A member left the meeting due to technical difficulties, the meeting was therefore temporarily inquorate.

The Chair requested an extension of standing orders for 15 minutes therefore meeting now closing at 9pm

Technical difficulties were resolved with the member returning to the meeting at 8:50pm.

6.4 Use of Seal
There was no Use of Seal.

7.0 AFFILIATIONS/TRAINING & CONFERENCES

7.1 TIS Invite to AGM

Noted by Members. Sandra McMenamin may be interested in attending the AGM and feedback to Committee.

8.0 A.O.C.B.

OTHA/CHA Separation

Following a request from the Scottish Housing Regulator the CEO asked Members if, with hindsight of the COVID-19 pandemic, they wish to re-consider their decision taken re OTHA/CHA to separate. **Members confirmed they did not wish to reconsider this decision.**

There being no further business the meeting concluded at 8.57pm with a vote of thanks to the Chair.