

MINUTES

COMMITTEE: MANAGEMENT COMMITTEE

DATE: 29th AUGUST 2022

VENUE: REMOTELY VIA ZOOM/OR AT 40 WEST STEWART STREET

TIME: 6:30 PM

PRESENT:

**SANDRA MCMENAMIN (VICE CHAIR)
DOREEN WILLIAMS (SECRETARY)
RONNY LEE
SHELLY MCILROY
VERONICA RASMUSSEN
LUCY NEILSON (CO-OPTEE)**

IN ATTENDANCE: -

**NICK JARDINE CHIEF EXECUTIVE OFFICER (JOB SHARE)
ANNE CULLEY, CHIEF EXECUTIVE OFFICER (JOB SHARE)
HAZEL AITKEN, HOUSING MANAGER (HM)
BRIAN PRATIES, DEVELOPMENT & ASSET MANAGEMENT
MANAGER (D&AMM)
SUK HOPPER, MAINTENANCE MANAGER (MM)
KES CAMERON, FINANCE MANAGER (FM)
KIRSTY DAVIS, OFFICE MANAGER (MINUTE TAKER)
CAMERON BOYD, TIAA, (ITEM 4.2 ONLY)**

APOLOGIES:-

**ANTHONY WILSON
JAMES PATON
VIVIENNE HEARTON
ROSS AHLFELD (CHAIR)**

REFERENCE:

MIN/MAN/29AUG2022/KPD

Item		Lead Action	Time-scale
1.0	<p>CHAIRPERSON'S REMARKS</p> <p>In the absence of the Chair the Vice-Chair welcomed all to the meeting. Members noted that Elaine Byrne of Arneil Johnson would now be observing the October Management Committee meeting instead of this evening.</p> <p>The Vice-Chair also advised that Cameron Boyd, tiao would be joining the meeting to discuss Item 4.2 which would be brought forward following Item 2.0, Deferred Items.</p>		
1.1	<p>Health and Safety</p> <p>The Vice-Chair advised all members should be aware of their own Health and Safety responsibilities whilst attending meetings remotely.</p>		
1.2	<p>Apologies</p> <p>Apologies were received from Anthony Wilson, James Paton, Vivienne Hearon and Ross Ahlfeld.</p>		
1.3	<p>Declaration of Interest</p> <p>There was none.</p>		
1.4	<p>Gift & Hospitality Register</p> <p>There were no items.</p>		
2.0	<p>DEFERRED ITEMS</p> <p>Noted by Members.</p>		
3.0	<p>FOR DECISION</p>		
3.1	<p>Business plan 2022-24 Review</p> <p>The CEO Job Share (AC) talked through this report. Members noted that during the options appraisal exercise the Management Committee decision was that Oak Tree remain as an independent organisation. The Business Plan has therefore been updated to record this decision. The CEO Job Share (AC) also advised that minor changes (added detail) had been made following post budget work and the 2 year budget updated.</p> <p>Members unanimously approved the updated Business Plan 2022-24. The CEO Job Share (AC) advised this document would now be updated on the OTHA website.</p>		
3.2	<p>Standing Orders Review</p> <p>The CEO Job Share (AC) talked through this report. Members noted that Items 3.4; 3.6; 3.7 had been reviewed whilst Items 3.2; 3.3; 3.5; 3.8 will have their review period extended, with a presentation date of December 2022.</p> <p>This was noted and approved by Members.</p>	CEO (AC)	Dec 22

Item		Lead Action	Time-scale
	Standing Orders review extended, to be presented in December 2022.		
3.3	Delegated Authorities/Scheme of Delegation Review extended, to be presented in December 2022.	CEO (AC)	Dec 22
3.4	Committee Code of Conduct Review Members approved this document for signing. Office Manager (OM) to issue to Members for signature.	OM	Aug 22
3.5	Governing Body Members Guide Review Review extended, to be presented in December 2022.	CEO (AC)	Dec 22
3.6	Disclosure of Interest Review Members approved this document for signing. Office Manager (OM) to issue to Members for signature.	OM	Aug 22
3.7	Rules of the Association/Eligibility for Committee Review Members approved this document for signing. Office Manager (OM) to issue to Members for signature.	OM	Aug 22
3.8	Management Committee Remit Review Review extended, to be presented in December 2022.		
3.9	Annual Procurement Report The Development & Asset Management Manager (DAAM) talked through this report (deferred from June 2022). Members noted that this document is presented on an annual basis and also available on our website. Following discussion it was agreed that, as procurement levels are under the threshold, this report is therefore no longer required. It was noted that should procurement increase this report will return. Spend will be monitored via the Housing & Technical Services Sub Committee, the minutes of which are presented to Management Committee for approval/ratification.		
3.10	Internal Management Planning Day A general discussion took place regarding Members wishes for the format of the next Internal Management Planning Day.		

Members agreed that:-

- **All Committee & Staff to meet together**
- **Saturday – full day session (during February / March 2023)**
- **Preferred venue – Tontine Hotel, Greenock**
- **Topics will include (however not limited to) vision/values/objectives/pestle/swot**

Item		Lead Action	Time-scale
	<ul style="list-style-type: none"> • Following IMP Managers to present sections priorities to Management Committee meeting. 		
	The CEO Job Share (NJ) to come back with a couple of dates in February 2023 for consideration. Likely via Doodle Poll	CEO (NJ)	Sep/Oct 22
3.11	Item previously Withdrawn		
3.12	<p>Pension Trust Financial Assessment</p> <p>The Finance Manager (FM) updated Members that following Oak Tree’s Annual Financial Assessment we have received a “Low Risk” category.</p>		
3.13	<p>Annual Skills Audit – Review of 2021 Action Plan - Update</p> <p>The CEO Job Share (AC) advised this closing down report for 2021-22 was for Members to note.</p> <p>Members noted the OM would be in touch shortly with dates for Skills Appraisals following recent cancellations by the Consultant.</p>	OM	Sep 22
3.14	<p>Grant Planning Target / Development Activity Going Forward</p> <p>The CEO Job Share (NJ) presented this paper. A discussion took place with following 2 recommendations agreed:-</p> <p>Committee instructed the Development Manager to investigate the most cost effective way of completing the development project at Strone Farm, Greenock and bring back plans as soon as is possible.</p> <p>Committee confirmed that we will not undertake or investigate further development activity until Inverclyde Council complete their Local Housing Strategy review and this can be examined to ascertain how it will affect OTHA. In addition to aid these discussions at that time an analysis of available development funding should be produced to ensure development activity is cost effective.</p>	DAAM	ASA P
3.15	<p>SHIP Submission Report</p> <p>The Development & Asset Management Manager talked through this report which provide Committee with details of the projects that will be recorded in OTHA’s 2023-2028 Strategic Housing Investment Programme submission to Inverclyde Council (SHIP). Members noted the 3 projects contained within the SHIP.</p>		
3.16	<p>Sustainability Policy Statement</p> <p>Members noted the content of the Sustainability Policy Statement and unanimously agreed for this document to be</p>		

Item		Lead Action	Time-scale
	signed by the Vice Chair and Chief Executive Officer (Job Share).		
3.17	<p>Reactive Repairs Contractor Insolvency Members noted the content of the report and the update as given by the Maintenance Manager.</p> <p>Following discussion, the recommendations of the report were approved.</p>		
3.18	<p>Combined Specialist Services Out of Court Settlement The Maintenance Manager talked through this report. Members gave approval for the Out of Court settlement as detailed within the report.</p>		
3.19	<p>CEO Job Share & Consequential Structure The CEO (Job Share NJ) spoke to the report. Committee noted the CEO Job Share (AC) notification of leaving organisation as per Job Share agreement / Contract of Employment. Recommendations are:</p> <ul style="list-style-type: none"> • CEO returns to 1FTE as per contract of employment/job share agreement. • Current Grade 7 upgraded to G8 Compliance Officer. • Backfill for this is the upgrade of G5 to G6 and advertise G4 on a 1FTE 1 year fixed term. <p>A member queried why not doing a full external recruitment for the G8 role. The CEO (Job Share NJ) noted 3 reasons for this;</p> <ul style="list-style-type: none"> • Fixed term contracts don't tend to result in good uptake. • Current G7 is already doing a large part of the role. • Fall back easier should role's not be required in the structure moving forward. <p>Committee unanimously agreed the recommendations.</p>		
4.0	FOR INFORMATION/DISCUSSION		
4.1	<p>EICR Monthly Update Report The Development & Asset Management Manager (DAAM) updated Members that 556 EICRs remain outstanding. Members noted that the Contractor has allocated additional resources to this project. The CEO (Job Share NJ) has updated the Scottish Housing Regulator with this figure. Members noted the positive progress.</p>		

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4.2	<p>Internal Audit – Assurance Review of Procurement Cameron Boyd from TIAA talked through the Assurance Review of the recent Procurement Audit. The Development & Asset Management Manager updated that all recommendations are being addressed and all moving forward to address matters. The CEO (Job Share AC) advised that the CPD element has been picked up by the Senior HR Officer. Members thanked Cameron from tiaa for his review.</p>	Senior HR Officer	ASA P
4.3	<p>AGM Feedback/Discussion/Q&E Members gave positive feedback on the Chairpersons presentation and good turnout of Members and invited guests at the recent AGM. The CEO Job Share (NJ) advised there was a 16% turnout.</p>		
4.4	<p>Sub Committee Confirmation & Date for FSGPSC Members confirmed their Sub Committee selection and noted the request for any other interested Members to join the FSGP Sub Committee if they are able to due to lesser numbers.</p> <p>The CEO Job Share (NJ) confirmed there were places for additional Co-Optee’s on the Management Committee. This was noted by Members who advised they would advise should they become aware of any interested parties. The CEO Job Share (AC) advised that the current Chair has advised of potential date clashes with the meeting/work calendar which is the reason for his apologies this evening. The Chair will advise clashes/way forward soonest.</p>	All Chair	
4.5	<p>2022/23 IMP 1st Quarter Review & Policy Review Timetable Noted by Members.</p>		
4.5.1	<p>Updated 2022/23 IMP Workplan (taking cognisance of investigation report) Noted by Members.</p>		
4.6	<p>2022/23 Risk Map 1st Quarter Review The CEO Job Share (AC) advised this document would be re-issued as some updates and directional arrows require to be added. This was noted by Members.</p>	CEO (AC)	ASA P
4.7	<p>2022/23 Customer Care 1st Quarter Review The Housing Manager updated the “Acknowledge or fully respond to a written enquiry” statistic was 100%. The content of the report was noted by members. Quarterly report to the steering group.</p>		

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4.8	<p>2022/23 Complaints 1st Quarter Report</p> <p>The contents of the 2022/23 Complaints 1st Quarter Report were noted by Committee. Members noted the format of the report has been updated to tie in with the SPSO recommendations and would be available on the website for our customers.</p> <p>The contents of the report were noted by Committee.</p>		
4.9	<p>2022/23 Wider Action 1st Quarter</p> <p>The contents of the report were noted by Members. A discussion took place where Members noted that whilst the Energy Activators post is ending in September a new funding stream came online today which is being considered. Members acknowledged the difficulties tenants are currently facing and agreed any form of advice or financial support is a positive step. It was also noted that the Inverclyde Housing Association Forum (IHAF) would be discussing this and similar items.</p>		
4.10	<p>Cheque Signatories – Changes following AGM</p> <p>The Finance Manager confirmed that following the AGM the 3 x Office bearers would become cheque signatories. This was noted by Members.</p>		
4.11	<p>Committee Handbook Review</p> <p>The CEO Job Share (AC) advised that due to workload this review had not yet taken place. This will be completed soon and be placed on the new “Decision Time” software platform for reference.</p>	CEO (AC)	Oct 22
5.0	FOR NOTING		
5.1	<p>SHR ~ Shared lessons from compliance review to support RSLs</p> <p>Noted by Members.</p>		
6.0	FOR APPROVAL/RATIFICATION		
6.1	<p>Management Committee Meeting of 27th June 2022</p> <p>The minutes of the Management Committee meeting of 27th June 2022 were proposed by Ronny Lee and seconded by Doreen Williams as a true and accurate record of the meeting.</p>		
6.2	<p>Special Management Committee Meeting of 8th August 2022</p> <p>The minutes of the Special Management Committee meeting of 8th August 2022 were proposed by Ronny Lee and seconded by Doreen Williams as a true and accurate record of the meeting.</p>		

Item		Lead Action	Time-scale
6.3	Post AGM Management Committee Meeting of 16 th August 2022 The minutes of the Post AGM Management Committee meeting of 16th August 2022 were proposed by Veronica Rasmussen and seconded by Ronny Lee as a true and accurate record of the meeting.		
6.4	Finance, Staffing & General Purposes Sub Committee Meeting of 22 nd February 2022 The minutes of the Finance, Staffing & General Purposes Sub Committee meeting of 22nd February 2022 were proposed by Doreen Williams and seconded by Ronny Lee.		
6.5	Housing & Technical Services Sub Committee Meeting of 15 th March 2022 The minutes of the Housing & Technical Services Sub Committee meeting were unable to be ratified at this meeting as only one Member attending the meeting was present this evening. This minute will be taken forward to the next Management Committee meeting.	OM	Oct 22
6.5	Matters Arising There were no matters arising under any Minutes presented.		
6.6	Use of Seal Members granted retrospective permission for the following Use of Seal items:- 4/8/22 – Disposition, Excambion of [REDACTED] Greenock 4/8/22 – Discharge by OTHA in favour of [REDACTED] Greenock Members agreed to extend standing orders for 10 minutes until 8:45pm		
7.0	AFFILIATIONS/TRAINING & CONFERENCES		
7.1	SFHA “Stronger on the other side” Conference – 4 th October – Dynamic Earth, Edinburgh Noted by Members who would advise if interested in attending.		
8.0	A.O.C.B.		
8.1	Man On Inverclyde Members considered this request for a donation via a fundraising event and unanimously agreed to donate the cost of 1 x table - £125.		
8.2	SHAPS – Pension Scheme -online forum Noted by Members.		

Item		Lead Action	Time- scale
8.3	<p>Cloch Housing Association AGM – Wednesday 21st September Members noted the invitation. The CEO Job Share (NJ) advised he would be attending.</p> <p>Larkfield Housing Association AGM – Wednesday 14th September The Vice Chair and Finance Manager advised they would attend this event.</p> <p>There being no further business the meeting closed at 8:40pm with a vote of thanks to the Vice-Chair.</p>		