

MINUTES

COMMITTEE: MANAGEMENT COMMITTEE

DATE: MONDAY 30th JUNE 2025

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

TIME: 6:30 PM

PRESENT: VERONICA RASMUSSEN (VM) (VICE-CHAIR)
JUNE GLANCY (JG) (SECRETARY)
JIM MCELENY (JM_cE)
WILLIE WILSON (WW)
DOREEN WILLIAMS (DW) (*virtual*)
JAMES PATON (JP) (*virtual*)

IN ATTENDANCE: - SEAN CONNOR, CHIEF EXECUTIVE OFFICER (CEO)
KES CAMERON, DIRECTOR OF FINANCE (DOF)
KIRSTY DAVIS, SENIOR COMPLIANCE & GOVERNANCE OFFICER
(SCGO)
MARY MCCREADIE, CORPORATE SERVICES & ADMIN
SUPERVISOR (MINUTE TAKER)
DAVID ROBINSON (OBSERVER)

APOLOGIES:- SANDRA MCMENAMIN (SM) (CHAIR)
RONNY LEE (RL)
NANCE SMITH (NS)
OLIVE YIGA (OY)
MARGARET MCKAY (MM)
KIRSTY WILSON (KW)(CO-OPTEE)

REFERENCE: MIN/MAN/30JUN25/MMCC

Item	Lead Action	Time-scale
<p>1.0 CHAIRPERSON'S REMARKS</p> <p>The Vice-Chair chaired the meeting in the absence of the Chairperson and welcomed everyone to the Meeting. The Chair introduced David Robinson, following his expression of interest to join the Management Committee, and advised David would be observing the meeting.</p> <p>1.1 Health and Safety The Chair advised members of the relevant Health & Safety procedures.</p> <p>1.2 Apologies Apologies were received from SM, RL, NS, OY and MM.</p> <p>1.3 Declaration of Interest There were no declarations of interest.</p> <p>1.4 Gift & Hospitality Register Members noted the following items received:</p> <p>13/06/25 [REDACTED]</p> <p>13/06/25 [REDACTED]</p>		
<p>2.0 FOR APPROVAL / RATIFICATION</p> <p>2.1 Management Committee Meeting Minutes of 19th May 2025 The minutes of the Management Committee Meeting of 19th May 2025 were proposed by JM and seconded by JG as a true and accurate record of the meeting.</p> <p>2.2 Matters Arising No Matters Arising.</p> <p>2.3 Use of Seal Members granted retrospective Use of Seal for the following: 05/06/25 – Disposition & Exclusive Occupancy Agreement, Shared Ownership Resale, [REDACTED]</p> <p>2.4 SHR Loan Portfolio Return The DOF presented the Loan Portfolio Report. Due to the timing of this meeting and the filing deadline to the SHR, the FS&GPSC approved the return at their meeting on 27th May 2025 and this now required to be ratified by the MC. Members noted the content of the report and appendix and ratified the submitted LP Return.</p>		
<p>3.0 DEFERRED ITEMS/ROLLING ACTION SCHEDULE</p> <p>There were two outstanding items, one which will be presented later in the meeting and the other in August 2025. Noted by Members.</p>		
<p>4.0 FOR DECISION</p> <p>4.1 2025/26 Post Year End Budget Review The DOF presented the 2025/26 Post Year End Budget Report, detailing the forecasted surplus, reserves and covenant position along with a note</p>		

of the key changes to the 2025/26 budget since the final draft was approved on 27th February 2025. **Members reviewed the report and appendices and approved the 2025/26 Post Year End Budget, noting the budget amendments, updated position, and bank covenant projections.**

4.2 AGM Election Details and Presentation Format

The SCGO presented her report advising Committee on the proposed details of this year's AGM. In line with our Rules, Members noted VR requires to stand down. **Following a discussion, it was agreed JM and JG will also stand down. All 3 Members intend to stand again at the AGM. Therefore, in line with Rule 39.4, VR, JM and JG can stand for re-election without being nominated.** The SCGO further advised that DW and JP had intimated they will be standing down at the AGM and thanked them for their service to OTHA over the years. It was noted KW, Co-optee and MM, Casual Member also require to stand down. Invitations for the AGM will be sent out around 9th July 2025. **Noted by Members.**

4.3 AGM Planning Hub/Q&A

The SCGO advised following the success of the previous years, it was proposed hosting the live hub event from 6:15-7pm and this will be hosted by staff from all departments. The Chair's speech was being revamped to a shorter version, and it was hoped recent drone footage of our stock and landscaping team at work would be shown. The 2025 AGM will be hosted as a hybrid meeting, a first for the Association. Members discussed the format of the meeting and agreed with the proposals. Members were also in agreement for a short Q&A session to take place immediately after the AGM to respond to pre-submitted questions. **Noted by Members.**

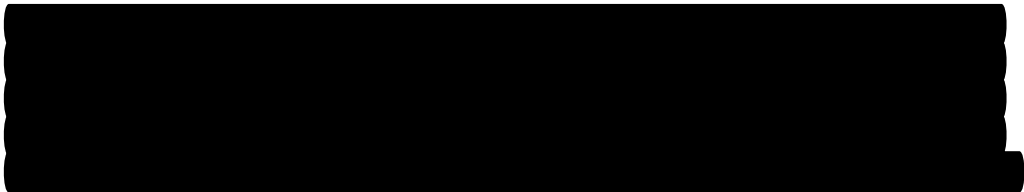
4.4 Procurement Strategy Review

The CEO requested this review be deferred until September 2025. This is to allow a more robust review following a number of changes in procurement, and to tailor the document to our operational needs. **Members approved deferment until September 2025.**

4.5 Changeworks Net Zero Housing Strategy Proposal

The CEO presented this report seeking Committee approval to appoint Changeworks as a Strategic Partner to deliver the initial phase of the Association's Net Zero Strategy. The appointment would support the Association in delivering a data-led, costed and long term strategy aligned with SHNZS and to enable integration with the Associations 30 year investment programme. A Member asked for clarification on the Power BI Report. The CEO explained this was a dashboard presentation as opposed to a spreadsheet format. **Members approved the appointment of Changeworks and approved stage 1 of the Changeworks proposal to include the Power BI Report.** The CEO advised Members were not being asked to approve Stages 2 and 3 at this stage.

Item		Lead Action	Time- scale
4.6	<p>Equality, Diversity and Inclusion Policy Review</p> <p>The CEO presented his report and talked through the proposed changes to the EDI Policy. The draft policy was externally reviewed by an EDI Consultant, who provided constructive feedback and recommended several enhancements to strengthen the Policy. Members noted the proposed changes and approved the EDI Policy. Members also agreed to the implementation of training, monitoring and reporting measures and agreed to support the commitment to review the Policy every 3 years or in line with legal and regulatory updates.</p>		
4.7	<p>Business Plan – updates</p> <p>The CEO provided Management Committee with an update on the review of the Association’s Business Plan 2024-2027 following completion of year one. A Member asked if there will be an update issued annually moving forward. The CEO confirmed an addendum will be issued annually. Members noted the content of the Business Plan Addendum June 2025 and approved the approach taken in reviewing and updating the 2024-27 Business Plan.</p>		
5.0	<p>FOR DISCUSSION</p> <p>There were no items for discussion.</p>		
6.0	<p>FOR INFORMATION / ASSURANCE</p>		
6.1	<p>Review of 2024/25 Fraud Register</p> <p>The DOF presented this report confirming there have been no entries recorded in the register during 2024/25. Noted by Members.</p>		
6.2	<p>Data Protection Report</p> <p>The SCGO presented this report updating Members on the Data Protection statistics and ongoing compliance. The SCGO gave members a look behind the statistics with a breakdown of the types of enquiries received in the year and how the information is processed. A Member asked for clarification on who our Data Controller was. OTHA are the data controller. The SCGO confirmed [REDACTED] from RGDP is our Data Protection Officer and the SCGO is the Association’s Data Lead. Noted by Members.</p>		
6.3	<p>Strone Farm Update</p> <p>[REDACTED]</p>		

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6.4	Annual Assurance Statement Action Plan Update The SCGO presented this report providing an update of the AAS Action Plan 2024/25. Members noted the content of the report and the updated Action Plan.		
6.5	Property Factor Register Annual Update The CEO presented this report confirming the annual update has now taken place. Noted by Members.		
6.6	Finance, Staffing & General Purposes Sub-Committee of 18 th February 2025 Noted by Members.		
6.7	Housing & Technical Services Sub-Committee of 18 th March 2025 Noted by Members.		
6.8	Changes in Charity Law The DOF presented this report advising Members as OTHA are a registered charity, they must follow the Charities and Trustee Investment (Scotland) Act 2005 and updated Members on the summary of changes. The DOF confirmed a form will be sent to all Committee Members following the meeting to gather the required information. A Member asked if the PVG Scheme extends to Management Committee members. The SCGO confirmed SFHA recently advised this wasn't applicable at present. Noted by Members.		
6.9	Update on Engagement Plan with the SHR The CEO presented a report alongside the Scottish Housing Regulator's revised Engagement Plan, noting that the Committee had been copied into the SHR's correspondence, which will also be published on the SHR Landlord Portal. The CEO confirmed that the updated Engagement Plan reflects a return to standard regulatory engagement and confirms that the Association continues to meet all regulatory requirements. Members noted the revised Engagement Plan and the SHR's confirmation of compliance. Members also noted the formal closure of the previously notified Notifiable Event and approved the Association's continued commitment to keeping the SHR informed of any material financial changes, particularly in relation to the Strone Farm demolition phase.		
7.0	AFFILIATIONS/TRAINING & CONFERENCES		
7.1	Quality Efficiency Forum (QEF) – 2025-26 Membership Renewal Members approved QEF Membership Renewal for 2025/26.		
7.2	SURF 2025-26 Membership Renewal Members approved SURF Membership Renewal for 2025/26.		

8.0 A.O.C.B.

The CEO advised that the Association has launched its Customer First Strategy, with a series of workshops now underway, facilitated by Ben Elmer-White. Two Customer Profiling Sessions are scheduled to take place on 6th and 27th August from 1–4pm in the Conference Room. An email invitation will be issued to Committee Members, and those interested in attending are asked to contact the DOH to confirm their attendance if interested.

The DOF advised the Ipads issued to Committee no longer meet security requirements and will be replaced with laptops in due course. IT staff will be in touch with Members soon regarding this. A Member asked for the timescale, with the DOF advising this would be over the next 6 weeks.

The meeting finished at 7.20pm with a vote of thanks to the Chair.