

# MINUTES

ITEM 6.1

**COMITTEE:** MANAGEMENT COMMITTEE  
**DATE:** MONDAY 30<sup>TH</sup> AUGUST 2021  
**VENUE:** VIRTUAL MEETING VIA ZOOM  
**TIME:** 6:30PM

---

**PRESENT:** VIVIENNE HEARTON (CHAIR)  
JUNE GLANCY  
SHELLY MCILROY  
SANDRA MCMENAMIN  
SANDRA RORISON  
ANTHONY WILSON  
RONNY LEE (CO-OPTEE)

---

**IN ATTENDANCE: -** ANNE CULLEY, CHIEF EXECUTIVE OFFICER (JOB SHARE)  
HAZEL AITKEN, HOUSING MANAGER (HM)  
SUK HOPPER, MAINTENANCE MANAGER (MM)  
KES CAMERON, FINANCE MANAGER (FM)  
SEAN MARSHALL, SNR DEVELOPMENT OFFICER  
ELAINE BYRNE, ARNEIL JOHNSON (OBSERVING)  
MARTIN RITCHIE, TIAA, ITEM 4.12 ONLY  
KIRSTY DAVIS, OFFICE MANAGER (OM) (MINUTE TAKER)

---

**APOLOGIES:-** JAMES PATON (VICE CHAIR)  
DOREEN WILLIAMS (SECRETARY)  
NICK JARDINE CHIEF EXECUTIVE OFFICER (JOB SHARE)

---

**REFERENCE:** MIN/MAN/30AUG21/KPD

---

## 1.0 CHAIRPERSON'S REMARKS

The Chair welcomed Elaine Byrne, Arneil-Johnston (observing the meeting) and Martin Ritchie, tiaa (Item 4.12) to the meeting.

### 1.1 Health and Safety

The Chair advised all members should be aware of their own Health and Safety responsibilities whilst attending meetings remotely.

### 1.2 Apologies

Apologies were received from James Paton, Doreen Williams and Nick Jardine.

### 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 list.**

## 3.0 FOR DECISION

### 3.1 Standing Orders Review

The CEO (Job Share) talked through this item, which was noted by Members.

**Members approved the Standing Order changes review.**

### 3.2 Scheme of Delegation Review

**Members noted the Scheme of Delegation Review and unanimously approved this for immediate use.**

### 3.3 Committee Code of Conduct Review

The CEO (Job Share) talked through the main changes. **Members noted this document would be issued for signing following the meeting.**

### 3.4 Governing Body Members Guide Review

**Members noted this document and that it would be included within the Committee Handbook.**

### 3.5 Disclosure of Interest Review

**Members noted and unanimously approved the updated Disclosure of Interest.**

**Members noted this document would be issued for signing following the meeting.**

### 3.6 Rules of the Association/Eligibility for Committee Review

Members noted these correspond with the new Rules. **Members noted these would be issued for signing following the meeting.**

### 3.7 Management Committee Remit Review

**Noted and unanimously approved by Members.**

### 3.8 Annual Procurement Report/Procurement Strategy

**This item was deferred.**

### 3.9 Annual Skills Audit Action Plan 2020 - Update

**The CEO (Job Share) talked through this report the contents of which were noted by members.**

### 3.10 Internal Management Planning Day

The CEO (Job Share) advised that this item would now be deferred **(for discussion) and will move to the October 2021 agenda.**

### 3.11 Regulatory Standards 5, 6 Regulatory Standard 7

**Members noted discussed and approved the content of the report and Regulatory Standards 5 & 6.**

**Regulatory Standard 7 will be presented at the October meeting** where all Regulatory Standards will be linked together for the Annual Assurance Statement.

3.12 Sub Committee Confirmation

**Members noted the Sub-Committee breakdown and it was agreed that R Lee would be added to both FSGPSC and HTSSC Sub-Committee's.**

3.13 SHR Loan Portfolio

The FM talked through the summary of the loans held by Oak Tree Housing Association. **These were noted and the portfolio was unanimously approved for submission to the SHR.**

3.14 Group Accounts

**The FM summarised the Group Accounts for OTHA/Cloch and OTHI, which were noted and unanimously approved by Members.** As Cloch HA are no longer a subsidiary of OTHA the Association can now apply for exemption from Group accounts. Members noted there have been no changes to the loan funding agreement that Cloch HA has with OTHA.

**The Group Accounts will be issued to the Chair/Vice/Secretary for electronic signature. The Chair requested this via text.**

3.15 Review of Unacceptable Actions Policy

**The HM talked through several suggested changes, which were noted and unanimously approved by Members.**

3.16 Salary Sacrifice Policy

The CEO (Job Share) talked through this report (held over from the inqurate June meeting). **The Policy was unanimously approved.**

#### **4.0 FOR INFORMATION/DISCUSSION**

4.1 Committee Handbook Review 2021

**The CEO (Job Share) advised the Committee Handbook review is currently ongoing and would be issued to Members in due course.**

4.2 AGM Feedback/discussion/Q&E

Members noted both the SGM and AGM were well attended. Quorum required was 20. There were 28 members present for the SGM and 30 for the AGM. Members agreed that the "Afternoon Tea in a Box" was a nice touch, with the whole event being well attended, well organised and well-spaced out. Overall, it was extremely well managed and executed. **Members requested their thanks be passed to the staff involved.**

4.3 2021/22 IMP 1<sup>st</sup> Quarter Review & Policy Review Timetable

Representatives from each department talked through the relevant areas. **Information was noted by Members.**

4.4 2021/22 Risk Map 1<sup>st</sup> Quarter Review

**The Management Team members talked through the front-page report, which was noted by Members.**

4.5 2021/22 Customer Care 1<sup>st</sup> Quarter Review

**Members noted the content of this report.**

4.6 2021/22 Complaints 1<sup>st</sup> Quarter Report

**The HM presented this report, the contents of which were noted by Members.**

4.7 2021/22 Wider Action 1<sup>st</sup> Quarter Report

**Noted by Members.**

4.8 Cheque Signatories ~ Changes following AGM

**Members noted that cheque signatories (both Committee and Staff) will be updated following the recent AGM and SMT restructure.**

4.9 Cloch HA 4<sup>th</sup> Quarter Oversight Report

**The FM presented the final Cloch Oversight Report, which was noted by Members. The FM advised that this report ends the Association's responsibilities for Cloch HA.**

4.10 Annual Complaints Report 2020/21

**Noted by Members.**

4.11 Tenant Satisfaction Survey

**The HM talked through this report, which was noted by Members.**

4.12 Business Plan Internal Audit Review

**The Auditor updated members on the recent Business Plan Internal Audit Review, which had achieved "Substantial Assurance". Committee noted the Report contents and were pleased with the substantial assurance level being awarded.**

## **5.0 FOR NOTING**

5.1 Annual Property Factor Register

**The MM presented this item, which was noted by Members.**

5.2 Thank You Card

**Noted by Members.**

5.3 Decisions Between Meetings

- Financial (verbal)
  - **The FM updated on 2 Decisions Between Meetings, which were ratified by Members:-**
    - post year end budget 21/22
    - 5 year financial forecast – Financial Return
- Co-opted Management Committee Member (verbal)
  - The CEO (job share - AC) advised this item will be clarified in due course by the CEO (job share – NJ)

## **6.0 FOR APPROVAL/RATIFICATION**

6.1 Management Committee Meeting of 24<sup>th</sup> May 2021

**The minutes of the Management Committee meeting of 24<sup>th</sup> May 2021 were proposed by Anthony Wilson and seconded by June Glancy as a true and accurate record of the meeting.**

6.2 Post AGM Management Committee Meeting of 17<sup>th</sup> August 2021

**The minutes of the Post AGM Management Committee meeting of 17<sup>th</sup> August 2021 were proposed by Shelly McIlroy and seconded by Sandra McMenamin as a true and accurate record of the meeting.**

6.3 Special Management Committee Meeting of 2<sup>nd</sup> August 2021

**The minutes of the Special Management Committee meeting of the 2<sup>nd</sup> August 2021 were proposed by June Glancy and seconded by Sandra McMenamin as a true and accurate record of the meeting.**

6.4 Finance, Staffing & General Purposes Sub Committee of 8<sup>th</sup> March 2021

**The minutes of the Finance, Staffing & General Purposes Sub Committee meeting of 8<sup>th</sup> March 2021 were proposed by Sandra McMenamin and seconded by June Glancy.**

6.5 Matters Arising

6.1 Management Committee Meeting of 24<sup>th</sup> May 2021

**There were no matters arising.**

6.2 Post AGM Management Committee Meeting of 17<sup>th</sup> August 2021

**There were no matters arising.**

6.3 Special Management Committee Meeting of 2<sup>nd</sup> August 2021

**There were no matters arising.**

6.4 Finance, Staffing & General Purposes Sub Committee of 8<sup>th</sup> March 2021

**There were no matters arising.**

6.6 Use of Seal

**There was no Use of Seal.**

7.0 **AFFILIATIONS/TRAINING & CONFERENCES**

**There was no business.**

8.0 **A.O.C.B.**

Loan Funding

The FM updated Members on current loan funding applications as follows:-

- Nationwide (£3m loan).  
Currently looking at the OTHA, 30 year planned maintenance profile. This loan has currently been put on hold until matters relating to our Stock Condition Survey, are finalised later in the year.
- RBS  
£1M interim support loan, by extending the existing loan agreement proposed, to keep cash flow balance at £5M.

No approvals required at the moment as still in planning stages.

Libor transition work currently being undertaken also.

Potential co-opted member

The CEO (Job Share) updated Members regarding an expression of interest having been received. **Following discussion, Members unanimously agreed to take this forward and extend an invitation to be co-opted on to the Committee, with the Chair also adding, the co-opted member may wish to just observe the next meeting.**

Tenant Engagement Officer

The Chair requested an update on a possible "Tenant Engagement Officer" following a story in the local press. **The CEO (job share) advised she will clarify with the Chair, when back in the office later in the week.**

**There being no further business the meeting closed at 8:25pm with a vote of thanks to the Chair.**