

MINUTES

COMMITTEE: MANAGEMENT COMMITTEE

DATE: MONDAY 31st MARCH 2025

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

TIME: 6:30 PM

PRESENT: SANDRA MCMENAMIN (SM) (CHAIR)
RONNY LEE (RL)
NANCE SMITH (NS) (*virtual*)
MARGARET MCKAY (MM)
WILLIE WILSON (WW) (*virtual*)
JIM MCELENY (JM_cE)
OLIVE YIGA (OY)

IN ATTENDANCE: - SEAN CONNOR, CHIEF EXECUTIVE OFFICER (CEO) (*virtual*)
SUKHDEEP HOPPER, DIRECTOR OF PROPERTY (DOP)
KES CAMERON, DIRECTOR OF FINANCE (DOF)
MARY MCCREADIE, CORPORATE SERVICES & ADMIN
SUPERVISOR (MINUTE TAKER)

APOLOGIES:- JUNE GLANCY (JG) (SECRETARY)
VERONICA RASMUSSEN (VM) (VICE-CHAIR)
DOREEN WILLIAMS (DW)
JAMES PATON (JP)

REFERENCE: MIN/MAN/31MAR25/MMCC

Item	Lead Action	Time- scale
1.0 CHAIRPERSON'S REMARKS		
	The Chair welcomed everyone to the Meeting.	
1.1 Health and Safety	The Chair advised members of the relevant Health & Safety procedures.	
1.2 Apologies	Apologies were received from JG, VR, JP and DW.	
1.3 Declaration of Interest	There were no declarations of interest.	
1.4 Gift & Hospitality Register	Members noted the following items received: [REDACTED] [REDACTED]	
2.0 FOR APPROVAL / RATIFICATION		
2.1 Management Committee Meeting Minutes of 17 th February 2025	The CEO advised he proposed a change to Item 4.1 of this Minute, which will be circulated to MC by email following the meeting. With this amendment, the minutes of the Management Committee Meeting of 17 th February 2025 were proposed by MM and seconded by RL as a true and accurate record of the meeting.	
2.2 Matters Arising	There were no matters arising.	
2.3 Use of Seal	Members granted permission for signing and sealing of the following Share Membership Applications: [REDACTED] (£1 Membership paid). [REDACTED] (£1 Membership paid). [REDACTED] (£1 Membership paid). Members also granted retrospective Use of Seal for the following: 12/03/25 – Disposition & Exclusive Occupancy Agreement, Shared Ownership, 25% Share, [REDACTED]	
3.0 DEFERRED ITEMS/ROLLING ACTION SCHEDULE		
	Members noted the Deferred Items, which will all be presented at the April meeting.	
4.0 FOR DECISION		
4.1 RBS Loan Signatories	The DOF talked through this report and appendices. Members noted and approved the loan signatories for RBS, and the relevant documents were signed at the end of the meeting.	

Item		Lead Action	Time- scale
4.2	<p>Loan Default Letter</p> <p>The DOF talked through this report and Appendices. Members noted and approved the DOF and CEO to sign the letter on behalf of OTHA, and noted the payment for the cost of the letter had already been processed.</p>		
5.0	FOR DISCUSSION		
5.1	<p>Risk Strategy Report</p> <p>The CEO talked through this report advising of the steps taken to date, plans to improve the risk management framework, and the importance of prioritising identified risks through an updated structured risk matrix. A Member advised the Appendix document wasn't attached to this report. The CEO apologised for this oversight and advised this would be forwarded to Members by email. Noted by Members.</p>		
5.2	<p>ICT Service Review</p> <p>The CEO provided an update to Members on the current ICT service, advising that a review will be undertaken over the next three months in light of recent internal changes. Specifically, [REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>Given this shift, the OTHA Leadership Team will carry out a comprehensive review of the ICT function to assess whether the existing shared service model remains fit for purpose. The review will focus on the Association's future digital needs and the development of a new digital strategy.</p> <p>As part of this work, a fully costed options appraisal will be carried out. This will explore:</p> <ul style="list-style-type: none"> • The current shared service model • Alternative service delivery models, including a hybrid approach • Bringing the ICT service fully in-house • A full systems architecture review <p>The review will also consider the requirements for delivering a new housing management system, which is planned for implementation within the next two years.</p> <p>During discussion, Members raised concerns around:</p> <ul style="list-style-type: none"> • Procurement and contract arrangements with existing third-party ICT providers • Risks associated with service continuity and change • The importance of consistency during any transition <p>Members agreed that no decision would be taken without a detailed options appraisal and requested that a full report be brought back with findings and recommendations by late summer 2025.</p>	CEO	Aug 25

Item		Lead Action	Time- scale
6.0	FOR INFORMATION / ASSURANCE		
6.1	SHR Enquiry - Strone Farm update The CEO talked through this report updating Members on the recent developments concerning this project. Members noted the content of the report and endorsed ongoing engagement with key stakeholders.		
6.2	SHR Loan Portfolio Return – In-Year Return The DOF talked through this report. Members noted the report and acknowledged the return was submitted to the SHR on 26th February 2025.		
6.3	Striking off – OTHI The DOF advised the process to close down OTHI has commenced, and this can take up to 3 months. Once confirmed this will be a Notifiable Event and reported as such to the SHR. Noted by Members.		
6.4	Finance, Staffing & General Purposes Sub-Committee of 19 th November 2024 Noted by Members.		
6.5	Housing & Technical Services Sub-Committee of 10 th December 2024 Noted by Members.		
7.0	AFFILIATIONS/TRAINING & CONFERENCES		
7.1	SFHA Membership Renewal The CEO advised membership was now due for renewal for 2025 and recommended renewing the annual subscription with SFHA. The CEO also reminded Members they can sign up using their OTHA Email to access news and services provided by SFHA. Approved by Members.		
7.2	TPAS Membership Renewal The CEO advised membership was now due for renewal for 2025 and recommended renewing the annual subscription with TPAS. Approved by Members.		
7.3	SHN Membership Renewal The CEO advised membership was now due for renewal for 2025 and recommended renewing the annual subscription with SHN. Approved by Members.		
7.4	SCVO Membership The CEO advised the Associations Membership of SCVO lapsed some time ago and recommended we subscribe to access any funding opportunities that may be available. Approved by Members.		
8.0	A.O.C.B.		
8.1	Annual Assurance Statement Working Group The CEO referred to the email sent by the SC&GO to form an Annual Assurance Statement Working Group involving Committee and Staff. JG, NS, SM & MM all expressed an interest in joining the Working Group.		

Item

Lead
Action

Time-
scale

It was expected the meeting to take place at 3.30-4pm on the previously circulated dates.

The meeting finished at 7.10 pm with a vote of thanks to the Chair.