

MINUTES

COMMITTEE: MANAGEMENT COMMITTEE

DATE: 31st OCTOBER 2022 (MEETING HELD 7TH NOVEMBER 2022)

VENUE: HYBRID ~ REMOTELY VIA ZOOM / CONFERENCE ROOM

TIME: 6:30 PM

PRESENT: SANDRA MCMENAMIN (VICE CHAIR)
DOREEN WILLIAMS (SECRETARY)
RONNY LEE
JAMES PATON
VERONICA RASMUSSEN
ROSS AHLFELD
SHELLY MCILROY

IN ATTENDANCE: - ELAINE BYRNE, ARNEIL JOHNSON (OBSERVING)
CAMERON BOYD, tiaa, (ITEM 4.2 ONLY)
NICK JARDINE CHIEF EXECUTIVE OFFICER (JOB SHARE)
JULIE MCEWAN, SENIOR HOUSING OFFICER (SHO)
SUK HOPPER, MAINTENANCE MANAGER (MM)
KES CAMERON, FINANCE MANAGER (FM)
KIRSTY DAVIS, OFFICE MANAGER (MINUTE TAKER)

APOLOGIES:- ANTHONY WILSON
VIVIENNE HEARTON
LUCY NEILSON (CO-OPTEE)
BRIAN PRATIES, DEVELOPMENT & ASSET MANAGEMENT
MANAGER (D&AMM)

REFERENCE: MIN/MAN/7THNOVEMBER 2022/KPD

Welcome to

Item		Lead Action	Time-scale
1.0	CHAIRPERSON'S REMARKS		
	<p>All members to this Management Committee meeting which had been convened to discuss the remainder of the agenda items, with the exception of item 3.2, which had been discussed at the meeting held on 31st October 2022.</p> <p>In the absence of a Chair, the Vice Chair welcomed Elaine Byrne, Arneil Johnson (observing this evening's meeting) and all Members to the meeting. The Vice Chair also advised members that Cameron Boyd, tiaa, would attend the meeting (virtually) to present Item 4.2 following Item 2.0. This was noted by Members.</p>		
1.1	<p>Health and Safety</p> <p>The Chair advised all members should be aware of their own Health and Safety responsibilities if attending meeting remotely and advised Members attending from the office of the exit plan.</p>		
1.2	<p>Apologies</p> <p>Apologies were received from Tony Wilson, Vivienne Hearton and Lucy Neilson for this meeting,</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>		
1.5	<p>Resignation of Chair</p> <p>Members noted the resignation of Chair with understanding and were pleased to note that whilst stepping down as Chair, he would remain as a Member of the Management Committee for the foreseeable future.</p>		
2.0	DEFERRED ITEMS		
	<p>The deferred items list was noted by Members.</p> <p>As agreed, Item 4.2 was discussion and Cameron Boyd of tiaa joined the meeting at this point to present this single agenda Item.</p>		
3.0	FOR DECISION		
3.1	<p>Election of Chair</p> <p>Members noted correspondence received, Item 1.5 and agreed to have a vote by show of hands to fill the position of Chair.</p> <p>Nomination: Ronny lee</p> <p>Proposed by: Veronica Rasmussen</p> <p>Ronny Lee declined the nomination</p>		

Item

Lead
Action Time-
 scale

Nomination: Sandra McMenamin
Proposed by: James Paton
Seconded by: Doreen Williams
Sandra McMenamin accepted the nomination

There being no further nominations Sandra McMenamin was therefore elected unopposed to the position of Chair.

This therefore leaves a vacancy for Vice Chair; voting was cast as follows: -

Vice chair
Nomination: Ronny Lee
Nomination by: James Paton
Ronny Lee declined the nomination

Nomination: Veronica Rasmussen
Proposed by: James Paton
Seconded by: Doreen Williams
Veronica Rasmussen accepted the nomination

There being no further nominations, Veronica Rasmussen was therefore elected unopposed to the position of Vice Chair.

Ronny Lee advised he would be prepared to be more than happy to act as a mentor, to provide advice and support. The Chair and Vice Chair both thanked Ronny for this kind offer advising they would be pleased to accept this resource.

3.2 SHR Regulatory Compliance, Action Plan & Final Assurance Statement

Discussed and approved at the meeting held on 31st October 2022.

3.3 Asset Management Strategy/Action Plan/SAMS

Deferred to December to allow the D&AMM to present.

3.4 OSCR Return

The FD talked through this return, the contents of which were noted and all approved for submission to OSCR. **Members unanimously approved the submission of the return.**

3.5 Rent Increase Consultation

The CEO talked through the content of the report including the historical process of consultation

Item	Lead Action	Time-scale
<p>Members noted the assumptions as detailed in the report compared to the actual projections also noting the significant impact on the OTHA budget.</p> <p>Reference was made regarding a previous survey (2 years ago) regarding response rates, comments, feedback etc.</p> <p>Members noted the consultation exercises currently being considered. Members acknowledged that their primary responsibility is to the viability of the organisation and as such in order to be viable going forward there may therefore require to be reductions temporarily to service provision.</p> <p>All noted that a Scottish Government decision is due in January 2023.</p> <p>The FM advised she would be attending the SFHA Finance Conference and hoped to glean some further information at this event. The FM will also be discussing Covenants within the next few weeks with a view to adjusting if required.</p> <p>Further discussion to be had in January when further updates have been advised by Scottish Government.</p>		
<p>3.6 H&S Safety Policy Statement Review</p> <p>Members noted the content of the Safety Policy Statement and agreed that this document would be signed by the Chair and the CEO (Job Share), with Members also signing the Responsibilities for Health & Safety.</p>		
<p>3.7 Performance Report with Benchmarks</p> <p>The CEO (Job Share) talked briefly through this report the contents of which were noted by members. Members noted OTHA's performance within all areas reported.</p> <p>A discussion took place which included depopulation / development /Inverclyde as an area and the strategies required to address and deal with these elements.</p>		
<p>3.7.1 Appendix - SHN Performance Visit presentation</p> <p>Members noted the detailed performance analysis of the SHN also noting this is likely to come back for discussion at the IMP Day.</p> <p>A discussion took place on the volatility of the labour market at the moment and the impact this is having on procurement for the Association. Noted.</p>		
<p>3.8 Charter Report to Tenants</p> <p>The Charter Report to Tenants was noted by Members.</p> <p>Members also noted that we are getting feedback on this as requested in covering letter.</p>		

Item	Lead Action	Time-scale
<p>3.9 Factoring Admin Fee – Annual Uplift The FD talked through the report, the content of which was noted by Members. Members unanimously approved the Factoring Admin Fee Annual Uplift of 7.5% fee will be £152.10.</p>		
<p>3.10 EICR Report The CEO updated Members of the current outstanding figure. This was noted by members.</p>		
<p>3.11 EESSH Progress Report Deferred for D&AMM at December meeting.</p>		
<p>3.12 Internal Management Planning Day ~ Doodle Poll Results The CEO (Job Share) advised the results of the Doodle Poll. Members discussed and agreed on Saturday, February 25th as the date and the Tontine Hotel, Greenock as the venue.</p>		
<p>3.13 Smarter Buys Annual Report The CEO advised that the Smarter Buys project has gone into liquidations. Suggestion to have a conversation with Smarter Buys to try and source an alternative provider. Update to be given in January 2023.</p>		
<p>3.14 Salary Sacrifice Policy Review The CEO presented this policy review, this was noted and approved by Members. Members noted the next review period.</p>		
<p>3.15 Festive Period Arrangements – Office Opening The CEO (Job Share) advised Committee of the previous pattern of office opening during the festive period and talked through the emergency protocol which is put in place should it be required. This was noted by Member’s. Members discussed and agreed the following: -</p> <p>The office will close on Friday 23rd December 2022 at 4pm, with staff taking Thursday 29th/Friday 30th December 2022 as Annual Leave or flexi with office re-opening on Thursday 5th January 2023. Members unanimously approved these arrangements, acknowledging the emergency protocols in place should they be required.</p>		
<p>4.0 FOR INFORMATION/DISCUSSION</p>		
<p>4.1 Maple Road – Update As per Deferred Items this report will be presented at December 2022 meeting. Brief update given that demolition will begin after Christmas period. There will be consultation with tenants.</p>		

Item		Lead Action	Time- scale
	Proximity to the Wemyss Bay railway line and non-traditional build (Wilson Blocks) were also discussed.		
	Item 4.2 was discussed following Item 2.0 as stated earlier		
4.2	2022/23 Internal Audit Assurance Review of Equality & Diversity Cameron Boyd, tiaa, presented this item to Members. Members were pleased to note Substantial Assurance was recorded following the Internal Audit Assurance Review of Equality & Diversity. The Vice Chair thanked Cameron for his presentation, and he left the meeting at this point 6.35pm.		
4.3	2022/23 Management Committee Planner/Calendar of Meetings Members noted the content of the 2022/23 Management Committee Planner and the Calendar of Meetings.		
4.4	Committee Handbook Review The CEO (Job Share) advised that the Committee Handbook would be reviewed and updated, following which it will be available on the Decision Time web portal. This was noted by Members.		
4.5	GWSF September Update Noted by Members.		
4.6	Scottish Housing Associations' Pension Scheme (SHAPS) Report As per the Deferred Items report this will be presented in December 22.		
5.0	FOR NOTING		
5.1	SHR Social Housing Charter: Our Headline National Analysis and Landlord Reports 2021/22 Noted by Members.		
6.0	FOR APPROVAL/RATIFICATION		
6.1	Management Committee Meeting of 29 th August 2022 The minutes of the Management Committee meeting of 29th August 2022 were proposed by Doreen Williams and seconded by Veronica Rasmussen as a true and accurate record of the meeting.		
6.2	Housing & Technical Services Sub Committee Meeting of 15 th March 2022 The minutes of the Housing & Technical Services Sub Committee meeting of 15th March 2022 required to be deferred until the December meeting for approval due to attendees at this meeting not present this evening.		

Item	Lead Action	Time-scale
<p>6.3 Housing & Technical Services Sub Committee Meeting of 21st June 2022 The minutes of the Housing & Technical Services Sub Committee meeting of 21st June 2022 were proposed by Ronny Lee and seconded by Shelly McIlroy as a true and accurate record of the meeting.</p>		
<p>6.4 Finance, Staffing & General Purposes Sub Committee of 23rd November 2021 The CEO (Job Share) advised these minutes were being presented this evening following scrutiny whilst completing the AAS it was noted these had been missed for ratification at the Management Committee. Members noted this and all agreed this proves the diligence taken during the AAS process. The minutes of the Finance, Staffing & General Purposes Sub Committee were proposed by Doreen Williams and seconded by Sandra McMenamin.</p>		
<p>6.5 Finance, Staffing & General Purposes Sub Committee of 16th June 2022 The minutes of the Finance, Staffing & General Purposes Sub Committee of 16th June 2022 were proposed by Doreen Williams and seconded by Ronny Lee as a true and accurate record of the meeting.</p>		
<p>6.6 Matters Arising Management Committee Meeting of 29th August 2022 There was none. Housing & Technical Services Sub Committee Meeting of 15th March 2022 There was none. Housing & Technical Services Sub Committee Meeting of 21st June 2022 There was none. Finance, Staffing & General Purposes Sub Committee of 23rd November 2021 There was none. Finance, Staffing & General Purposes Sub Committee of 16th June 2022 There was none.</p>		
<p>6.7 Ratification of Decisions Between Meetings 6.7.1 Entitlement and Payments Policy Decision 20-9-22 Members noted and ratified the Between Meetings Decision. 6.7.2 Entitlement and Payments Policy Decision 3-10-22 Members noted and ratified the Between Meetings Decision. 6.7.3 Entitlement and Payments Policy Decision 10-10-22 Members noted and ratified the Between Meetings Decision.</p>		

Item	Lead Action	Time-scale
6.7.4 Entitlement and Payments Policy Decision 19-10-22 Members noted and ratified the Between Meetings Decision.		
6.8 Use of Seal Members granted retrospective permission for the following Use of Seal item: - 30/8/22 – Disposition, Shared Ownership ¼ Share, [REDACTED], Greenock		
Share Membership application from Lucy Neilson was approved for signing and sealing.		
7.0 AFFILIATIONS/TRAINING & CONFERENCES		
7.1 Positive Action in Housing – AGM – 4 th November 2022 Noted by Members, who will advise if available to attend.		
8.0 A.O.C.B.		
8.1 Christmas Committee & Staff Event Following a brief discussion, a decision was taken to organise a Christmas dinner on Friday 9th December 2022.		
8.2 Ratification of Decision Between Meetings – 41 High Street lease. Following discussion Members ratified the decision to let the former office premises as detailed within the report on a full repairing and insuring lease for 5 years.		
8.3 Ratification of Decision between Meetings -Void Décor Contractor. Members unanimously approved this decision as detailed in the report.		
8.4 Resignation from Management Committee – The CEO (Job Share) advised a letter had been received from Anthony wilson advising that he is standing down from Committee with immediate effect due to competing commitments. Members noted this, the CEO (Job Share) to acknowledge correspondence and thank the member for their contribution to Oak Tree Housing Association.		
8.5 Branchton Community Centre – Kindness Awards The CEO (Job Share) advised that an invitation had been extended for 2 members to attend their event on Sunday 13 th November at the Waterfront Cinema at 2pm for 2:30pm. 3 Members advised they would be interested in attending.		
8.6 West Stewart Street, Basement Office The CEO (Job Share) updated members that following a viewing of the basement office space, Financial Fitness had expressed an interest in leasing the space when their current lease expires in Feb/March 2023. Members discussed and agreed for negotiations to take place.		
8.7 EVH Wages Ballot 23/24 The CEO (Job Share) presented this item of correspondence and all noted response required by midday, 30 th November		

Item

Lead
Action

Time-
scale

2022. Members noted the content of the offer. **It was agreed that Decision Time would be utilised to allow Members to vote in order that a response be issued by 28th November 2022.**

8.8

Stock Tour

The SHO extended an offer to all Committee Members to take part in a stock tour to see OTHA's new stock, possible date of 7th December (date and time to be confirmed). Members were keen to take up this offer.

There being no further business the meeting closed at 8.15pm with a vote of thanks to the Chair.