

# MINUTES

**COMMITTEE:** MANAGEMENT COMMITTEE

**DATE:** MONDAY 28<sup>th</sup> APRIL 2025

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

**TIME:** 6:30 PM

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**PRESENT:** SANDRA MCMENAMIN (SM) (CHAIR)  
VERONICA RASMUSSEN (VM) (VICE-CHAIR)  
JUNE GLANCY (JG) (SECRETARY)  
RONNY LEE (RL)  
NANCE SMITH (NS)  
JIM MCELENY (JM<sub>c</sub>E)  
OLIVE YIGA (OY)

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**IN ATTENDANCE: -** SEAN CONNOR, CHIEF EXECUTIVE OFFICER (CEO)  
SUKHDEEP HOPPER, DIRECTOR OF PROPERTY (DOP)  
KES CAMERON, DIRECTOR OF FINANCE (DOF)  
JULIE MCEWAN, DIRECTOR OF HOUSING (DOH)  
KIRSTY DAVIS, SENIOR COMPLIANCE & GOVERNANCE OFFICER  
(SCGO)  
MARY MCCREADIE, CORPORATE SERVICES & ADMIN  
SUPERVISOR (MINUTE TAKER)  
EWAN BARR, IT MANAGER (FOR ITEMS 1.0-3.0 & 4.7 & 6.1)  
MARTIN RITCHIE, TIAA (ITEMS 4.7, 6.1 & 6.2) (*virtual*)

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**APOLOGIES:-** MARGARET MCKAY (MM)  
WILLIE WILSON (WW)  
DOREEN WILLIAMS (DW)  
JAMES PATON (JP)

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**REFERENCE:** MIN/MAN/28APR25/MMCC

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Item		Lead Action	Time- scale
<b>1.0 CHAIRPERSON'S REMARKS</b>			
	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 MM, WW, DW and JP.		
1.3	Declaration of Interest		
	There were no declarations of interest.		
1.4	Gift & Hospitality Register		
	No items were received since the last meeting.		
<b><i>At this point of the Meeting, Martin Ritchie from TIAA joined virtually and presented Items 4.7, 6.1 &amp; 6.2.</i></b>			
<b>2.0 FOR APPROVAL / RATIFICATION</b>			
2.1	Management Committee Meeting Minutes of 31 <sup>st</sup> March 2025		
	The minutes of the Management Committee Meeting of 31 <sup>st</sup> March 2025 were proposed by JM and seconded by NS as a true and accurate record of the meeting.		
2.2	Matters Arising		
	A Member advised the Appendix to the Risk Strategy Report (Item 5.1) had now been received by email.		
2.3	Use of Seal		
	No Items.		
<b>3.0 DEFERRED ITEMS/ROLLING ACTION SCHEDULE</b>			
	Members noted 3 Items are being presented later in the meeting and the final Item will be presented in August 2025.		
<b>4.0 FOR DECISION</b>			
4.1	Internal Management Plan 2025/26		
	The CEO updated Members on the IMP 25/26 which has been updated, building on the outcomes from the Strategic Planning Day. The plan sets out clear departmental priorities, key projects, performance measures and timelines. <b>Members noted the updated IMP Plan and approved the continued development and implementation of the plan, including the upcoming staff engagement session.</b>		
4.2	Draft Policy Review Timetable		
	The SCGO presented the Policy Review Timetable which highlights all policies due for renewal from April 2025 to March 2026. <b>Noted by Members.</b>		

Item		Lead Action	Time- scale
4.3	<p>Committee Member Recruitment Policy</p> <p>The SCGO advised this Policy has been reviewed following the updated SHR's Regulatory Framework (2024) and guidance issued by SFHA. A Member asked the process, if a Committee Member reached 9 years in post. The SCGO advised of the 9 Year Rule where any Committee Member who has continuous service of 9 years or more would be asked to demonstrate their continued effectiveness as a Committee Member before they may stand for re-election. The SCGO advised although the Role Descriptions weren't due for review until June, they were reviewed as part of this exercise. Members agreed this Policy review was an excellent piece of work. <b>Members approved the Policy and Role Descriptions for immediate use.</b></p>		
4.4	<p>Membership Policy</p> <p>The SCGO presented the Policy and talked through the proposed changes. <b>Members approved the Policy for immediate use.</b></p>		
4.5	<p>Risk Register 2025/26</p> <p>The CEO presented the Risk Register and Matrix. This has been updated following the strategic review initiated earlier in the year, which reflects feedback from the Executive Team and the March Management Committee Session. The updated documents have been designed to support improved governance, prioritisation and strategic oversight. They provide a more focussed and accountable framework for identifying and mitigating risks across all areas of the organisation. A Member commented this was a great piece of work and splitting strategic and operational risks is very helpful as Management Committee lead the strategic direction of the organisation. Members agreed the updated Register is more refined, easier to follow and will assist with managing the risks over the coming year. <b>Members approved the Risk Register and Matrix and commended the Executive Team for the work involved in this review.</b></p>		
4.6	<p>Activate Course</p> <p>The CEO advised of a proposal for OTHA to host the Activate Course over the summer of 2025 in partnership with the University of Glasgow. The course will be open to Staff, Management Committee and Tenants and will support the Association's wider goals around empowerment, capacity building and community engagement. One Member advised they had completed this course, and another had completed one similar and both agreed it instilled confidence and assisted with progression into further education and community roles. <b>Members approved delivery of the Activate course at OTHA over summer 2025, endorsed the required spend and to promote participation among Committee Members, Staff and Tenants.</b></p>		
4.7	<p>2025-56 Internal Audit - Draft Audit Strategy and Annual Plan 2025/26</p> <p>MR from Tiaa presented the Draft Audit Strategy and Annual Plan, advising on the review areas for 2025/26. A Member advised the review</p>		

Item

Lead  
Action

Time-  
scale

areas were topical and well chosen areas to focus on. **Members approved the Audit Strategy and Annual Plan for 2025/26.**

**5.0 FOR DISCUSSION**

5.1 No items.

**6.0 FOR INFORMATION / ASSURANCE**

6.1 2024-25 Internal Audit Draft Report -ICT Review of Cyber Security  
MR from TIAA presented the findings from the recent Cyber Security review with the Association receiving reasonable assurance. MR advised this is a positive outcome, we are nearer the top end of the scale and substantial assurance in this category for an organisation of our size and nature is particularly rare. MR talked through the recommendations advising Cyber control moves rapidly, so there are always going to be recommendations. A Member asked the IT Manager for assurance that all matters had now been progressed between OTHA and the Association's external IT support company. The IT Manager advised he had spoken to them following the report findings, and they will provide policies in relation to ISO. The IT Manager advised the Association had already planned to investigate Cyber Security Essential Plus accreditation and this would come to the MT for consideration in due course. **Noted by Members.**

6.2 2024-25 Internal Audit – Follow Up Review  
MR of TIAA presented the Internal Audit Follow-Up-Review and talked through the control issues implemented and those outstanding. **Noted by Members.**

6.3 SHR Enquiry - Strone Farm update

[REDACTED]

Item		Lead Action CEO	Time- scale
6.4	<p>Notifiable Events Register – Annual Report</p> <p>The SCGO updated Members on the Notifiable Events created from April 2024 to March 2025.</p> <p></p> <p></p> <p></p> <p></p> <p></p> <p><b>Noted by Members.</b></p>		
6.5	<p>CEO Update</p> <p>The CEO presented this report giving an overview of the key activities undertaken from January to April 2025. A Member advised this was a very informative and useful report. <b>Noted by Members.</b></p>		
6.6	<p>Committee Member Application</p> <p>The Chair advised of a recent application made to join Committee. The applicant is familiar with housing law and has experience of working within HA's. <b>Members approved the CEO and Chair to meet with the applicant and invite them to a future meeting with a view to them joining the MC.</b></p>	CEO	
6.7	<p>Bunston Grove Post Grant Award Letter</p> <p>The CEO advised of a letter received from the Scottish Government which confirms the HAG funding allocated to the turnkey development at Bunston Grove (where OTHA took 71 units from Link Group/Curb out of 198 total units built). The CEO advised although this appeared to be an administrative process, he would ask a Solicitor to look over it. A Member commented it should be a straightforward admin process as this was a turnkey development. The DOF advised it was, but OTHA took the properties before the entire development was complete so we had been waiting on confirmation of the HAG amount from the SG. The DOF confirmed that the figure on the award letter matched the HAG OTHA accounted for in the 22/23 financial statements. <b>Members noted the letter and approved the CEO to consult with a Solicitor.</b></p>	CEO	
7.0	<b>AFFILIATIONS/TRAINING &amp; CONFERENCES</b>		
7.1	<p>GWSF Membership Renewal</p> <p>The CEO advised membership was now due for renewal for 2025/26 and recommended renewing the annual subscription. <b>Approved by Members.</b></p>		
7.2	<p>Starter Packs – Thank You Letter</p> <p>Members noted the letter received following a recent donation by the Association.</p>		

Item		Lead Action	Time- scale
7.3	Children in Poverty – Thank You Letter Members noted the letter received following a recent donation by the Association.		
<b>8.0</b>	<b>A.O.C.B.</b>		
8.1	The SCGO advised on 30 <sup>th</sup> June, there will be a MC training session on finance. A 2 hour training session on Risk Management also requires to be scheduled and the SCGO will send a DoodlePoll with a selection of dates/times for June 2025.		
8.2	The DOH advised the Association had now created a Community Involvement Team with staff representation across all departments. The Group are organising a gala day, open to all customers which will take place at the office on Saturday 2 <sup>nd</sup> August 2025 and it was hoped MC Members would be in attendance. The DOH also advised of a walk with a local rambling club and to contact her if interested in taking part.		
8.3	A Member asked if MC Meetings always require taking place on a Monday. The SCGO advised this is decided on annually at the Post AGM. A Member also asked if a separate audit committee would be considered. The CEO advised an exercise will take place to decide what is reported to the MC and the Subs and this would also be considered.		

**The meeting finished at 8.15pm with a vote of thanks to the Chair.**