

MINUTES

COMMITTEE: MANAGEMENT COMMITTEE

DATE: MONDAY 12th FEBRUARY 2024

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

TIME: 6:30 PM

PRESENT: SANDRA MCMENAMIN (SM) (CHAIR)
NANCE SMITH (NS) (*virtual*)
RONNY LEE (RL)
WILLIE WILSON (WW)
JUNE GLANCY (JG)
JIM MCELENY (JM_cE)
ALASDAIR WEIR (AW)

IN ATTENDANCE: - NICK JARDINE, 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)
FREYA LEES, NORTH STAR CONSULTING (ITEM 4.1 ONLY) (*virtual*)

APOLOGIES:- DOREEN WILLIAMS (DW)
JAMES PATON (JP)
VERONICA RASMUSSEN (VM) (VICE-CHAIR)
LUCY NEILSON (LN)
OLIVE YIGA (OY)
KAY CLARK (KC) (Casual)
PAUL FINDLAY (PF) (Leave of Absence)

REFERENCE: MIN/MAN/12FEB24/MMCC

Item	Lead Action	Time-scale
1.0 CHAIRPERSON'S REMARKS		
The Chair welcomed everyone to the Meeting advising that Freya Lees from North Star Consulting would be joining the meeting remotely to present Item 4.8, which would be heard immediately after Item 1.4.		
1.1 Health and Safety		
The Chair advised all members should be aware of their own Health and Safety responsibilities whilst attending meetings remotely and advised the appropriate Health & Safety procedures for those attending from the office premises.		
1.2 Apologies		
Apologies were received from DW, JP, VR, LN, OY and KC. PF Is currently on a Leave of Absence.		
1.3 Declaration of Interest		
None.		
1.4 Gift & Hospitality Register		
Members were advised of 1 entry recorded in the Gift & Hospitality Register that was received on 31 st January 2024.		
2.0 FOR APPROVAL / RATIFICATION		
2.1 Management Committee Meeting Minutes of 15 th January 2024		
The minutes of the Management Committee Meeting of 15 th January 2024 were proposed by NS and seconded by WW as a true and accurate record of the meeting.		
2.2 Matters Arising		
A Member asked if there was an update on Item 5.3 in respect of [REDACTED] [REDACTED] The DOF advised there will be no update on this until the tender costs are received. A Member asked if there was an update on Item 5.5 in respect of selecting Sub-Committees. The SCGO advised she had hoped to speak to KC but she had tendered apologies for this meeting.		
2.3 Use of Seal		
There was no Use of Seal since the last meeting.		
3.0 DEFERRED ITEMS/ROLLING ACTION SCHEDULE		
The CEO talked through the Rolling Action Schedule. Members approved the SCGO's request that the Customer Care Charter be deferred until next month to allow consultation to take place. Noted by Members.	SCGO	25/03
4.0 FOR DECISION		
4.1 2024/25 Final Draft Budget		
The DOF talked through this report in detail. A Member asked if we are on track with the loans due to mature and do we receive external advice on this. The DOF advised we had spoken to the treasury management consultants regarding this, and any proposals will be brought to Committee. We do use a treasury management specialist for advice and		

Item

Lead
Action

Time-
scale

they review our Treasury Management Policy. **Members reviewed and approved the 2024/25 Final Budget, noting the proposed changes as detailed in section 2 of the report. Committee noted the budget will be reviewed at various points throughout the year, as is the usual process, and will come to the MC for approval.**

4.2 Financial Plan – 5 Year Financial Statements and 30 Year Cashflow Projections

The DOF gave a power-point presentation to Members on the Association’s Financial Plan covering the operating context, financial plan assumptions, loan funding and interest, rent uplift proposal, cash flow forecast, 5-year covenant testing and concluded with a summary. Following the presentation, the CEO asked if all Members fully understood the information detailed in the presentation. All Members confirmed they understood the information presented to them. **Members approved the Financial Plan including the 5-year Financial Statements and 30 Year Cashflow Projections.**

4.3 Financial Plan Sensitivity Testing

The DOF gave a power-point presentation to Members of the possible risks facing OTHA by looking at how the cashflow reacts to changes in certain key financial planning assumptions, against the 30-year financial plan. The DOP also highlighted to Members the impact that the Social Housing Net Zero (SHNZ) Targets would have on our Financial Plan should this go ahead. The DOP and some other staff members will be attending a seminar on this issue later this month. **Members noted the contents of the report and the presentation.**

4.4 Rent Consultation

The DOH talked through this report and Appendices in detail. A Member commented that even with a 6.1% increase, OTHA are still in a favourable position in comparison to other RSL’s. **The DOH talked through this report and Appendices in detail. Having considered the content of the report, Members approved the standard rent increase at 6.1% and this will also apply to all tenancies, occupancy agreements, domestic leases and sharing owners.**

4.5 Service Charge Review

The DOH talked through this report and Policy, making recommendations for the services charged to be applied for 2024/25. **Members approved the service charges specified in the Service Charge Policy for 2024/25.**

4.6 Customer Care Charter Review

Members noted this Item had been included in the Rolling Action Schedule and was deferred until March 2024.

4.7 Rent Policy Review

The DOH talked through this report advising that following a review there were no changes required to the Policy at this time. **Noted by Members.**

Item	Lead Action	Time-scale
<p>4.8 Governing Body Appraisal Presentation Freya Lees from North Star Consulting gave a power-point presentation on her findings of the recent Board Appraisals. Freya covered themes from individual appraisals, collective appraisals and devised a Board Development Plan. Members noted the content and thanked Freya for her Presentation. The CEO advised an Action Plan and timetable will be presented to the March Management Committee Meeting. A discussion ensued on whether Members wish to draft a short bio about themselves for our website, with there being mixed feelings about this. The CEO advised this can be discussed and considered at the March Management Committee Meeting.</p>	CEO	25/03
<p>4.9 EVH Employers Ballot – Pay Negotiations The CEO advised each EVH Member organisation has been asked to vote on whether to accept the offer as outlined in the letter. The CEO advised the Trade Union suggested to their members to reject this offer. Members advised they wish to accept the offer as outlined in the letter and for this to be signed and sent to EVH by the CEO.</p>	CEO	23/02
<p>4.10 2 Houston Street The DOP talked through this report. A Member advised he would approve on this occasion but asked if there was a way to prevent this happening in the future. The DOP advised this was the first time this had happened to OTHA and that the use of confidential clauses by property consultants was used across the sector. The CEO advised we had previously employed a consultant and that is something that we could review in the future. Following discussion and consideration, Members approved with the recommendation of the report.</p>		
<p>5.0 FOR DISCUSSION</p>		
<p>5.1 Internal Management Planning Day The CEO advised Members had been asked to complete a Doodlepoll and select which dates they would be available to attend an IMP Day. The CEO confirmed the most popular date is 2nd March with further information and venue to be confirmed shortly. Noted by Members.</p>		
<p>5.2 Donations – spend to date The DOF advised Members approved a budget of £1,000 at the AGM in August 2023 but so far only £50 had been donated. The DOF advised any charity seeking donations, should be submitted to us in writing. The DOP also updated Members that following approval at the Jan MC Meeting for The Bell Group to donate £500 [REDACTED] [REDACTED] [REDACTED] [REDACTED] Noted by Members.</p>		
<p>6.0 FOR INFORMATION / ASSURANCE</p>		
<p>6.1 2023/24 IMP 3rd Quarter Review The CEO talked through this report. Noted by Members.</p>		
<p>6.2 2023/24 Policy Review Timetable 3rd Quarter Review The CEO talked through this report. Noted by Members.</p>		

Item		Lead Action	Time- scale
6.3	<p>2023/24 Risk Map 3rd Quarter Review The CEO talked through this report. A Member asked if there was any update on the RAAC Surveys. The DOP advised 12 properties had been identified by 1 of our Maintenance Officers and our Contractors will now progress with opening these up for the structural engineers to assess. Noted by Members.</p>		
6.4	<p>2023/24 Customer Care 3rd Quarter Review The SCGO talked through this report. Noted by Members.</p>		
6.5	<p>2023/24 Complaints 3rd Quarter Review The DOP talked through this report. Noted by Members.</p>		
6.6	<p>2023/24 Wider Action 3rd Quarter Report The CEO talked through this report. Noted by Members.</p>		
6.7	<p>2023/24 FOI/GDPR 3rd Quarter Review The SCGO talked through this report. Noted by Members.</p>		
6.8	<p>2023/24 Annual Assurance Statement Action Plan 3rd Quarter Report The CEO talked through this report. The CEO advised in relation to the Strone Farm Development, expressions of interest had been received from 2 Contractors from within the CURB Framework and it is hoped a report will be submitted to the next MC Meeting for decision. The CEO also advised it is hoped the findings of the independent investigation to be presented at the next meeting.</p>	CEO	25/03
	<p>A Member asked when the Homelessness training was expected to be held. The SCGO advised both Homelessness training and Charitable Trustee training would be carried out within the next few months.</p>		
	<p>A Member asked what the response was for the Tenant Scrutiny Panel. The SCGO advised there has been 1 enquiry received so this will be pushed again in the next Newsletter. The CEO advised the Management Team had recently discussed employing a Community Engagement Officer and this will be discussed at the Internal Planning Day in March. Noted by Members.</p>	CEO	25/03
6.9	<p>RSL Adaptations Spend Review 2023/24 The DOP talked through this report. A Member suggested consideration to increasing the annual budget for adaptations be discussed at a future meeting. Noted by Members.</p>		
6.10	<p>Subsidiary Update to Parent The DOF talked through this report. Noted by Members.</p>		
6.11	<p>Strone Farm Update Report 8 The CEO talked through this report. The DOF also confirmed the lenders had been kept up-to-date with the current position. Noted by Members.</p>		

Item

Lead
Action Time-
scale

7.0 AFFILIATIONS/TRAINING & CONFERENCES

7.1 SFHA Annual Conference 11-12th June 2024

The CEO advised if any Members wished to attend the Conference to notify us. **Noted by Members.**

7.2 EVH Annual Conference 17-19th May 2024

The CEO advised if any Members wished to attend the Conference to notify us. **Noted by Members.**

7.3 Share Annual Conference 15-16th March 2024

The SCGO advised we aren't current members of Share but they now have a new membership pricing strategy so this is something that may be reconsidered for the future. The CEO advised if any Members wished to attend the Conference to notify us. **Noted by Members.**

8.0 A.O.C.B.

A Member asked following the GB Skills Appraisal Presentation, do we have a specified number of both tenant and non-tenant Committee Members. The CEO advised we don't specify a percentage of tenant or non-tenant Members.

A Member asked if our current staff structure is available to view on the website. The CEO confirmed this was available within the staff section of our website.

Three Members gave feedback on a recent EVH Finance course they attended which received mixed reviews.

The Corporate Services and Admin Supervisor advised IT requested Members to hand in their iPad as they require to be updated.

The meeting finished at 8.30pm with a vote of thanks to the Chair.