

MINUTES

ITEM 6.1

COMITTEE: MANAGEMENT COMMITTEE
DATE: MONDAY 25th OCTOBER 2021
VENUE: VIRTUAL MEETING VIA ZOOM
TIME: 6:30PM

PRESENT: VIVIENNE HEARTON (CHAIR)
SANDRA MCMENAMIN
ANTHONY WILSON
SANDRA RORISON
RONNY LEE (CO-OPTEE)

IN ATTENDANCE: - NICK JARDINE CHIEF EXECUTIVE OFFICER (JOB SHARE)
ANNE CULLEY, CHIEF EXECUTIVE OFFICER (JOB SHARE)
ALANA DURIN, FINANCE DIRECTOR (FD)
HAZEL AITKEN, HOUSING MANAGER (HM)
SUK HOPPER, MAINTENANCE MANAGER (MM)
SEAN MARSHALL, SNR DEVELOPMENT OFFICER
KIRSTY DAVIS, OFFICE MANAGER (OM) (MINUTE TAKER)

APOLOGIES:- JUNE GLANCY
VERONICA RASMUSSEN (CO-OPTEE)
DOREEN WILLIAMS (SECRETARY)
SHELLY MCILROY
JAMES PATON (VICE CHAIR)

REFERENCE: MIN/MAN/25OCT21/KPD

In order to achieve a quorum (4) a phone round was required therefore the meeting start time was delayed until quorum achieved at 6:55pm.

1.0 CHAIRPERSON'S REMARKS

1.1 Health and Safety

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

The Chair updated Members on a resignation received from J. Glancy following 9 years' service. Members requested that their thanks for this service be passed on and agreed that flowers and a card be sent to the retiring Member by way of gratitude.

The CEO (Job Share) AC advised members that as a result of a resignation being received, an option to move a Member from "co-optee" to "casual member" status is now available. Following discussion, and with the Member's approval, it was unanimously agreed that R. Lee become a "casual member".

1.2 Apologies

Apologies were received from Veronica Rasmussen, James Paton, Shelly McIlroy, and Doreen Williams.

1.3 Declaration of Interest

There were no Declarations of Interest.

1.4 Gift & Hospitality Register

Members noted the following two items received:-

Date	Item/Reason
2 nd August 21	Tenant – box of chocolates – thanks to staff
30 September 21	Tenant – flowers for HSS team member – thank you

2.0 DEFERRED ITEMS

The CEO (Job Share) NJ talked through the Deferred Items Report. Members noted and approved the Deferred Items list.

3.0 FOR DECISION

3.1 Regulatory Standard No. 7 Annual Assurance Statement

The CEO (Job Share) AC talked through the Regulatory Standard No. 7, the contents of which were noted, including the following changes at item 7.10, to the Compliance Column, based on further discussion with the FD:-

"Treasury Management Policy, Treasury Management Reports, including Quarterly Loan Analysis Summary, Loan agreements, Security valuation every 3 years / potential to release security depending on outcome, Adhoc & Finance Director reports as necessary." **Members approved the Regulatory Standard No. 7 Self Assurance Document.**

3.2 Scottish Housing Regulator (SHR) Regulatory Compliance, Action Plan (Deferred to Dec 2021 meeting) & Final Annual Assurance Statement for SHR.

The CEO (Job Share) AC talked through the Final Annual Assurance Statement (AAS) report and for SHR submission the AAS, required by end of October. Members acknowledged the importance of the Management Committee Annual Assurance Statement. **Members were shown evidence (via screen share) from the central network of all relevant folders, reports, statistics and were**

reassured with the evidence provided and unanimously agreed on their Final Assurance Statement to be signed by the Chair and submitted to the SHR.

3.3 Asset Management Strategy/Action Plan/SAMS

The CEO (Job Share) NJ explained the timing/format and content of this report are out of sync with the rest of the organisations internal plan. Members agreed the Asset Management Strategy should take place in May/June to tie in with other major reports. It was agreed this will now be added into the work-plan. The CEO (Job Share) NJ suggested that a consultant be utilised to assist with the work on the next phase of the Asset Management Plan. Members noted the cost for this would be in the region of £8k and approved this spend. Members noted the Asset Management Activity Plan.

A discussion took place on timing and format of an Internal Planning Day. The following points were raised/discussed:-

- Include Asset Management in Internal Planning programme (perhaps 1/1.5 hour session)
- Option of splitting over 4 evening meetings (rather than full day Saturday session)
 - 2 members advised no appetite for a further 4 evening meetings over and above current programme
 - 2 members advised home commitments would make attendance at a full day session more challenging for them
- Members noted difficulty of getting optimum turnout from either Committee or Staff on a Saturday
- Possible alternative may be for “Wednesday morning” staff sessions and additional 30 minute slots after scheduled Management Committee meetings.
- Members noted that achieving quorums for planned meetings is also a matter for concern.

It was agreed that the Management Team will consider options of ways forward.

3.4 OSCR Return

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

3.5 Libor Transition Update

The FD gave a presentation on Libor Transition. Members noted the presentation and approved the recommendations of the report. Members noted the next steps as stated in the report and noted that this will return in December 2021 for final approval/signing.

3.6 Allocations Policy

This item is deferred until December 2021.

3.7 Factoring Policy Review

This item is deferred until December 2021.

3.8 Factoring Admin Fee ~ Annual Uplift

The FD talked through the report, the content of which was noted by Members. Members approved the Factoring Admin Fee Annual Uplift.

- 3.9 Equal Opportunity & Diversity Policy
This item is deferred until February 2022.
- 3.10 Safety Policy Statement Review
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).
- 3.11 GPT Agreement
Deferred to February 2022.
- 3.12 2022-27 SHIP Submission Report
The Senior Development Officer talked through the report, the content of which was noted by Members. Members approved the recommendations of the report. A Member asked where is the site a Drumfrochar Road, and was advised it was at the corner of Lynedoch Street.
- 3.14 Annual Procurement Report/Procurement Strategy
The Senior Development Officer talked through this report which was noted by Members. **Members gave approval to upload this information to the website.**
- 3.15 Christmas Arrangements – Office Opening
The CEO (Job Share) AC 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:-

Closing Friday 24th December 2021 at 2pm(staff working that day to be given time until 4pm) – taking Thu 30th/Fri 31st Dec as Annual Leave or flexi with (office closing right through) with office re-opening on Thursday 6th January 2022 (likely with a skeleton staff for the 6th/7th January 2022). **Members unanimously approved.**
- 3.16 Office Air Filtration Systems
The CEO (Job Share) AC advised the Management Team had discussed and would like to proceed with an air filtration system for infection control. This item is out with budget. Specialist advice will be sought. Costs are increasing and report request was for £11k, however would like to increase request to £13k. **Members discussed and approved spend for the Air Filtration system once specialist advice obtained pertinent to West Stewart Street.**
- 3.17 Co-Opted Member
The CEO (Job Share) NJ updated members on discussions with Ross Ahfeld of ICDT and can co-opt this evening and thereafter seek full membership. Broad local knowledge and delivered a few community projects over a few years. **Members agreed to offer co-option to Ross Ahfeld of ICDT.**
- 4.0 FOR INFORMATION/DISCUSSION**
- 4.1 Performance Report with Benchmarks
The Housing Manager (HM) gave a brief summary of this report which was noted by Members. The Chair asked regarding ASB cases unresolved, which was explained by the HM.

- 4.2 Charter Report to Tenants
Noted by Members.
- 4.3 Smarter Buys Annual Report
The CEO (Job Share) NJ gave the background to Smarter Buys. Members noted the content of the report. A member asked how tenants would benefit from this, which as explained by the CEO (Job Share) NJ.
- 4.4 Maple Road Report
Members noted the 6 monthly report presented by the Housing Manager (HM). A member questioned about being aware of no current contact with a tenant. The HM will arrange with the officer dealing with Maple Road, to make contact. 19-29, with the exception of the 2 owners are empty. 13 is also empty. A member asked if the 2 owners were residing in the property. The HM advised they were landlords not living locally.
- Suspension of standing orders until 8:40pm – all agreed, in order to conclude the business of the meeting.
- 4.5 SHAPS
Item deferred until December 2021.
- 4.6 EVH Representative
Papers to come to the office.
- 4.7 Selection of Sub-Committees (if not already selected)
Move to the next meeting. Discuss at December.
- 4.8 Internal Management Planning Day
Already discussed under Item 3.3.
- 4.9 Committee Handbook – USB
The CEO (Job Share) AC advised a USB would be posted to members and would also be updated to Admin Control, in due course.
- 4.10 Community Recovery Fund 2 – Grant Funding
The CEO (Job Share) NJ presented this report, the contents of which were noted by members.
- 4.11 EESSH Progress Report
The Maintenance Manager (MM) talked through this report, the contents of which were noted by Members. New piece of software being looked at for EESSH2.
- 5.0 FOR NOTING**
- 5.1 E.V.H. – Monthly Briefing (September '21)
Noted by Members.
- 5.2 PATH Annual Report
Noted by Members.
- 5.3 [REDACTED] – 20 Year Long Service Award – 5th November 2021
Noted by Members. A member commented that there is a lot to be said for OTHA, with staff's length of service, which should be admired.

6.0 FOR APPROVAL/RATIFICATION

- 6.1 Management Committee Meeting Minutes of 30th August 2021
The minutes of the Management Committee meeting of 30th August 2021 were proposed by and seconded by as a true and accurate record of the meeting. Tony Wilson and seconded by Sandra McMenamin.
- 6.2 Housing & Technical Services Sub Committee Meeting of 6th April 2021
The minutes of the Housing & Technical Services Sub Committee meeting of 6th April 2021, need to move to December 2021 for approval.
- 6.3 Housing & Technical Services Sub Committee Meeting of 29th June 2021
The minutes of the Housing & Technical Services Sub Committee meeting of 29th June 2021 were proposed by Tony Wilson and seconded by Sandra Rorison.
- 6.3 Matters Arising
Management Committee Meeting Minutes of 30th August 2021
There were no matters arising.

Housing & Technical Services Sub Committee Meeting of 6th April 2021
Refer to item 6.2. Require to move to December 2021.

Housing & Technical Services Sub Committee Meeting of 29th June 2021
There were no matters arising.

6.4 Use of Seal

Members granted approval for the following Share Membership application form for signing & sealing: - [REDACTED], Greenock, PA16 0RB

Members granted retrospective Use of Seal for the following:-

Date	Description & Address
14 July 2021	S/O Tranche increase [REDACTED], Greenock
22 July 2021	Exclusive Occupancy Agreement - [REDACTED], Greenock
15 September 2021	[REDACTED], Minute of Extension of Lease of [REDACTED] Street, Greenock
01 October 2021	Disposition Excambion [REDACTED], Greenock
01 October 2021	Settlement Agreement between OTHA & [REDACTED] Street
01 October 2021	Minute of Agreement between OTHA & [REDACTED] Street, Greenock
01 October 2021	Minute of Agreement between OTHA & [REDACTED] Street, Greenock
01 October 2021	Minute of Agreement between OTHA & [REDACTED] Street, Greenock
01 October 2021	Minute of Agreement between OTHA & [REDACTED] Street, Greenock

7.0 AFFILIATIONS/TRAINING & CONFERENCES

- 7.1 PATH – Friends of PATH Affiliation Renewal (£500)
Members approved PATH Affiliation Renewal.

7.2 GWSF Membership Gathering ~ 19th November 2021
Noted by Members. This is an online event, if interested let Kirsty know.

8.0 **A.O.C.B.**
Change of Address and new Model 2020 rules, FCA approval now received.

Apologies from Viv for the meeting for 6th December (Man Com)

The meeting closed at 8:36pm with a vote of thanks to the Chair.