

## 6pm – Presentation by Director of Finance: Current Financial Climate

### MINUTES

**COMMITTEE:** MANAGEMENT COMMITTEE

**DATE:** MONDAY 26<sup>th</sup> JUNE 2023

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

**TIME:** 6:30 PM

---

**PRESENT:** SANDRA MCMENAMIN (CHAIR)  
VERONICA RASMUSSEN (VICE-CHAIR)  
RONNY LEE  
SHELLY MCILROY  
LUCY NEILSON (CASUAL) (*virtual*)  
PAUL FINDLAY (CASUAL) (*virtual*)  
OLIVE YIGA (CO-OPTEE) (*virtual*)  
WILLIE WILSON (CO-OPTEE)  
ALASDAIR WEIR (CO-OPTEE)  
JIM MCELENY (OBSERVER)

---

**IN ATTENDANCE: -** NICK JARDINE CHIEF EXECUTIVE OFFICER  
SUKHDEEP HOPPER, DIRECTOR OF PROPERTY (DOP)  
KES CAMERON, DIRECTOR OF FINANCE (DOF)  
JULIE MCEWAN, DIRECTOR OF HOUSING (DOH)  
KIRSTY DAVIS, SENIOR COMPLIANCE & CORPORATE  
OFFICER (SCCO)  
MARY MCCREADIE, CORPORATE SERVICES & ADMIN  
SUPERVISOR (MINUTE TAKER)  
CAMERON BOYD, TIAA (ITEMS 3.1/3.3/4.2/4.3/4.4 ONLY)  
(*virtual*)

---

**APOLOGIES:-** DOREEN WILLIAMS  
JAMES PATON  
NANCE SMITH (CO-OPTEE)  
KAY CLARK (CO-OPTEE)

---

**REFERENCE:** MIN/MAN/26JUN23/MMCC

---

## TIAA to present 3.3 / 4.2 / 4.3 / 4.4

		Lead Action	Time-scale
<b>1.0 CHAIRPERSON'S REMARKS</b>			
	Each attendee introduced themselves and the Chair gave a warm welcome to everyone attending.		
1.1	<b>Health and Safety</b> 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	<b>Apologies</b> Apologies were received from Committee Members Nance Smith, Doreen Williams, James Paton and Kay Clark.		
1.3	<b>Declaration of Interest</b> There were none.		
1.4	<b>Gift &amp; Hospitality Register</b> Members noted 2 items received on 06/06/23 & 23/06/23, as noted in the Register.		
<b>2.0 DEFERRED ITEMS</b>	Noted by Members.		
<b>3.0 FOR DECISION</b>			
3.1	<b>EICR Report</b> The CEO talked through this report. The CEO advised Members his recommendation was to commission tiaa to produce a further updated report once the 2022/23 ARC results are published by the SHR so a comparison can be carried out with other HA's. The CEO advised thereafter an annual report on SHQS and EESSH would be presented to Committee. The DOP advised there were currently 65 properties outstanding in terms of EICR compliance with 13 of them in abeyance. An update on progressing these will be given at the next H&TSSC. <b>Members approved the recommendation in the report for tiaa to commission an updated reported once the 22/23 ARC results are published.</b>	CEO  CEO	Oct 23  Nov 23
3.2	<b>2023/24 Post Year End Budget Review</b> The DOF talked through this report explaining the changes since the final budget was approved by Committee in February 2023. The DOP advised the reduction in the planned maintenance budget was due to only remedial works required at Houston Street rather than a full refurbishment. <b>Members approved the 2023/24 Post Year End Budget.</b>		

- 3.3 Audit Strategy & Annual Internal Audit Plan  
Cameron from tiaa talked through this report highlighting the rolling strategic plan and the annual plan for 23/24. **Members approved the Audit Strategy and Annual Internal Plan for 2023/24.**
- 3.4 Annual Assurance Statement Action Plan Update  
The SCCO presented the updated Annual Assurance Statement Action Plan for 2022/23 which was noted by Members.
- 3.5 Governing Body Annual Review – Tender Update  
The SCCO talked through this report which relates to a recent procurement exercise carried out in relation to Governing Body Annual Review Assessments. **Following discussion and some clarification on Item 2.4, Members unanimously agreed with the report recommendation.**
- 3.6 Draft Management Committee Content Planner  
The SCCO presented the draft Content Planner for 23/24. A Member advised this was a great piece of work. **Members approved the Content Planner.**
- 3.7 Draft Management Committee & Sub Committee Timetable  
The SCCO presented the Draft Management & Sub-Committee Timetable for 2023/24 **which was approved by Members.**
- 3.8 OTHA Annual General Meeting Election Details  
The CEO talked through this report advising Committee on the proposed details of this year’s AGM. The CEO advised existing Members required to stand down under Rule 39, are not required to complete a Nomination Form. The SCCO advised Members there will be a post AGM meeting in the Tontine Hotel which all Members are required to attend. In regard to Item 3.3b Michelle McIlroy confirmed she would stand down. **Noted by Members.**
- 3.9 AGM Planning (Hub / Q&A Session)  
The CEO advised Members in the last few years a “live hub”, with representation from each functional team, has been available prior to the AGM which allows up to the minute responses to customer enquiries. Members noted this has proved popular in previous years. The CEO also advised we have used a Q&A session previously where attendees are required to submit questions prior to the meeting. The CEO asked Members to decide what format would be their preference. Following a discussion, Members agreed for a Hub to take place prior to the AGM.

#### 4.0 FOR INFORMATION/DISCUSSION

- 4.1 OTHA/SHR Governance / Management Committee Membership Capacity

The CEO talked through this report. **Members approved the interested applicant to be invited to join Management Committee in an observer capacity.** The Chair advised that following our recent successful Management Committee recruitment campaign and growing Committee numbers that this may be an opportune time for any Members who have been unable to attend meetings or have increasing commitments elsewhere to consider whether they wish to remain. The CEO advised if any Members not currently on a Sub-Committee but interested in joining either the Finance Staffing and General Purposes Sub Committee (FSGPSC) or the Housing and Technical Services Sub Committee (HTSSC) to let us know.

#### 4.1.1 OTHA/SHR Strone Farm Monthly Update

The CEO talked through this report providing information on the progress of this development. A Member asked if the SHR had now been notified re the status of Items 4.1 and 4.1.1. The CEO advised these issues still ongoing and he anticipated the SHR would sit in at a Management Committee meeting following the AGM.

#### 4.2 Internal Audit Follow Up Audit Final Report

Cameron Boyd from tiaa talked through this report advising Members of the one outstanding Item – EICR compliance, which was discussed under Item 3.1. Cameron advised the new implementation date for EICR compliance had been set for September 2023. Cameron also advised on recommendations in relation to the fire risk assessments and legionella inspections. The DOP advised that both issues were now in hand and a legionella inspection regime was now in place. The DOP also advised we present quarterly reports on our Landlord Safety Manual to the FS&GPSC. Following a question from a Member regarding the reasons why there had been an oversight in terms of the outstanding items, a discussion ensued with the CEO advising this was mainly due to staffing issues. **Members noted Internal Audit Follow Up Audit Final Report.**

#### 4.3 Internal Audit Planned & Cyclical Internal Audit Final Report

Cameron Boyd from tiaa presented his report, advising Members the Association has attained “reasonable assurance” following the Assurance review of Planned & Cyclical Maintenance. Cameron talked through the two Important and two routine recommendations. The DOP advised we were now up to speed with all P&C maintenance for 19/20 & 21/22 and were now moving on with the 23/24 programme. The DOP also advised she is liaising with the DOF in terms of the budget to avoid any breach of covenants. The DOF advised in terms of the SQL report, this was now in place, and this will be updated each quarter at the H&TSSC. The DOP also assured Members that training had been provided to relevant staff and procedure notes drafted to keep the stock condition database fully updated.

	Lead Action	Time-scale
4.4 Internal Audit Annual Report 2022/23 Cameron Boyd from tiaa talked through the Annual Report. Cameron advised the actual days coverage had increased mainly due to the review of Planned & Cyclical Maintenance which required a separate report (not joint with Cloch HA) and an additional review requested for the investigation of EICR non-compliance. <b>Noted by Members.</b>		
4.5 SHR Recording of Decisions and Discussions The SCCO talked through this report highlighting the key recommendations that Management Committee should consider in regard to recommended guidance from the SHR on recording decisions & discussions at Board meetings. <b>Following a discussion, Members approved with the recommendations of the report.</b> Members commented that the Rolling Action Schedule would be a particularly helpful document to implement.	SCCO	Aug 23
4.6 Data Protection Annual Report The SCCO talked through this Report in regard to the ongoing GDPR work being carried out by the Association. <b>Noted by Members.</b>		
<b>5.0 FOR NOTING</b>		
5.1 No items for noting.		
<b>6.0 FOR APPROVAL/RATIFICATION</b>		
6.1 Management Committee Meeting of 22 <sup>nd</sup> May 2023 The minutes of the Management Committee meeting of 22 <sup>nd</sup> May 2023 were proposed by Sandra McMenamin and seconded by Willie Wilson <b>as a true and accurate record of the meeting.</b>		
6.2 Housing & Technical Services Sub Committee Meeting of 20 <sup>th</sup> September 2022 The minutes of the Housing & Technical Services Sub-Committee meeting of 20 <sup>th</sup> September 2022 were proposed by Ronny Lee and seconded by Veronica Rasmussen.		
6.3 Finance, Staffing & General Purposes Sub Committee of 21 <sup>st</sup> February 2023 The minutes of the Finance, Staffing & General Purposes Sub-Committee meeting of 21 <sup>st</sup> February 2023 were proposed by Sandra McMenamin and seconded by Ronny Lee.		
6.4 Matters Arising There were no matters arising.		
6.5 Use of Seal		

**Members granted retrospective Use of Seal for the following: -**

15/06/23 – Disposition for Sale of [REDACTED]  
[REDACTED]

**Members also granted permission for signing and sealing of the following: -**

Share Membership Applications from [REDACTED]  
[REDACTED] (each paid £1 membership).

## 7.0 AFFILIATIONS/TRAINING & CONFERENCES

### 7.1 GWSF Board Nominations

The CEO advised that GWSF are looking for new Board Members and asked if anyone would be interested in joining. Members advised they would think this over and advise the CEO should they wish to join the GWSF Board.



### 7.2 Share Governing Body Retreat

The CEO suggested that we defer this item to the August meeting after the AGM has taken place. **Agreed by Members.**

### 7.3 SFHA A.G.M.

The CEO suggested that we defer this item to the August meeting after the AGM has taken place. **Agreed by Members.**

## 8.0 A.O.C.B.

The CEO advised the H&TSSC Meeting on 20<sup>th</sup> June 2023 was postponed due to severe flooding in the area and this would now be rescheduled for Tuesday 18<sup>th</sup> July 2023. **Agreed by Members.**

The DOF advised as part of the Association's IT Strategy, the IT department requires to change the servers, and this will be carried out on the weekend of 8<sup>th</sup> September 2023. The IT Manager has requested, to give them the maximum of time to do this, if the office & phones could close at 2pm on Friday 8<sup>th</sup> September to allow them to down the systems. The DOF advised she would also require liaising with Financial Fitness as this will also affect them. **Members approved this request.**

The DOH advised the annual garden competition was being resurrected for 2023 and she was looking for some volunteers to assist in judging the competition. A Member suggested pairing up with the local Branchton Gardening Group as they may be able to assist with this.

**There being no further business, the meeting closed at 7.55pm with a vote of thanks to the Chair.**