

Orkney Housing Association Limited

Minutes of a Meeting of the Management Committee of Orkney Housing Association Limited held on Wednesday 28 August 2019 at 11.30am in the Association's office.

Present: Fiona Lettice (Chair), Wendy Baikie, Philip Cook, Dave Dawson, Linda Forbes (via Skype), Jason Taylor and Roella Wilson.

In attendance: Craig Spence (Chief Executive - CE)
Sandy Dennison (Finance Manager - FM)
Richard Flett (Development & Properties Manager – DPM)
Mhairi Hughes (Head of Corporate Governance - HCG)
Connie Shearer (Minute Taker)

PART 1 – STANDING ITEMS

1.1 Apologies for absence

Apologies had been received from Elaine Grieve, John Rodwell, John Stockan and Bill Wallace.

1.2 Declarations of (a) interest and (b) hospitality given/received in last 12 months for any items on the agenda.

There were no declarations of interest.

PART 2 – STRATEGY

S1 Strategic Housing Investment Plan (SHIP) (Paper No MC/19/44)

S1.1 The DPM said the SHIP covers a 5 year period and is reviewed annually. Little had changed with OHAL's programme which allows development of 20 units per year in-line with our Business Plan, although some projects had been moved due to Scottish Water issues.

S1.2 Highlighting Table 1 of Attachment 2, he said he hoped that Sunnybank, The Crafty and Orphir projects would reach approval stage this year. As there is some uncertainty about developing in Kirkwall (our high demand area), a Design and Build project for 20 units has been included in 2020/21 and the development at Soulisquoy shown in 2022/23. It is hoped that any delay on one will allow the other to proceed and these projects are therefore interchangeable. There is uncertainty but the SHIP gives Scottish Government a programme of what is being proposed over the next 5 years and allows funding to be allocated on this basis.

S1.3 A member expressed concern about the need to consider building for older people as there are many people living in big houses who would like to sell up and move but there are no appropriate properties available. The DPM explained that there are projects (both OIC and OHAL) being looked at for Soulisquoy, St Margaret's Hope and Garson in Stromness.

S1.4 The biggest challenge for the SHIP is that the waste water infrastructure in Kirkwall is at capacity. As this is the area most people are applying to live in, something needs to be done about this. The DPM said the Scottish Government are aware of the issues and that OIC and Scottish Water are currently looking at solutions.

- S1.5 The SHIP must now go to OIC for approval then to Scottish Government. The DPM said the Association hoped to do 20 units per year as per the SHIP but said this may change.
- S1.6 Members then adopted the programme for OHAL projects as detailed within the Strategic Housing Investment Programme 2020/21 – 2024/25.

PART 3 – GOVERNANCE & ASSURANCE

G1 Flexitime Policy (Paper No MC/19/45)

- G1.1 The CE gave background information about this Policy, explaining that requests for the Association to consider flexitime had come through the recent staff survey. Following a discussion with OIC Head of HR and Performance, it was decided to adapt the OIC's policy and consult staff on the OIC original, and revised OHAL options. A draft policy went out to staff for consultation and, following discussion and clarification of a few points, the result was in favour of adopting a flexitime policy and using OHAL's version.
- G1.2 The CE answered members' queries regarding working hours and explained the time recording process.
- G1.3 Members then:
- a) noted the progress to date, the consultation carried out with staff and the responses;
 - b) approved the Flexitime Policy as appended, to commence on 01 October 2019, when the TOIL Policy will be withdrawn (staff will have to 31.03.20 to use up any remaining TOIL balances; and
 - c) noted that the Flexitime Policy will be a Tier 2 Policy and be reviewed after the first 12 months of operation.

Any Other Urgent Business

There being no further business, the meeting closed at 11.50pm.

Signed:

Date:

Chair