

# Management Committee Update

Issue 18

November 2019



Orkney Housing Association is governed by a voluntary Management Committee elected at our AGM in September each year. The Committee's role is to set and monitor our strategy and performance. Day to day operational management is carried out by the Leadership Team. Some of the Committee's main functions include: approving budgets, reviewing policies, diligent financial management, major decision making and organisational direction and good governance to ensure statutory and regulatory requirements are met. An update is issued following each formal Management Committee meeting (6 per year).

## OHAL Management Committee 2019/20



Pictured left to right, back row - Elaine Grieve, John White, Dave Dawson, John Rodwell & Linda Forbes (on screen), Jason Taylor, Philip Cook; Front row: Fiona Lettice, Roella Wilson & Wendy Baikie (missing from photo, Bill Wallace)

### Members present 27 November '19

- Wendy Baikie
- Philip Cook
- Dave Dawson
- Elaine Grieve
- Fiona Lettice
- John Rodwell
- Jason Taylor
- John White
- Roella Wilson

## Governance Matters

### Scottish Housing Regulator Self Assessment Update

It was agreed that this should become a standing item at each meeting to evidence continual self assessment against the Regulatory Framework. Members agreed that no material changes were required to be made to the Annual Assurance Statement, noted that no Notifiable Events have been reported to the SHR, and the additions to the Evidence Bank.

### Annual Committee Timetable

Committee members agreed a timetable of meeting dates for the financial year 2020/21, including the 2020 AGM, business planning sessions and the Summer Engagement Event. They also noted standing items for each meeting.

### Policy/Procedure Reviews

A new Freedom of Information & Environmental Information Regulation Policy was adopted and amendments agreed to the Services Policy, Finance Policy and Policy & Planning Framework.

### Addition of Maintenance Contractor to Approved List

Committee members approved the addition of 2 new maintenance contractors to the list.

## Rent Review 2020/21

Detailed financial projections were presented to members outlining multiple scenarios. Comparisons were made with similar sized & located landlords and consideration was given to affordability, Scottish Housing Regulator guidelines and requirements of the Housing (Scotland) Act. After considerable discussion, members agreed 4 options on which residents will be consulted in early January 2020.

## Performance

### Business Plan Progress

This report detailed the progress made with the 2019-22 Business Plan which can be viewed on our website. Relating to the 2019/20 plan, of the 17 actions in the operational plan, 5 have been completed, 5 partially and 7 are not yet due. Of the 18 Key Performance Indicators (KPIs), 13 were achieved, 4 were not but are expected to be achieved at the financial year-end, and one is an annual figure which is not yet available. Members also received an update on internal control measures and monitoring of the risk contained in the Risk Register.

### Development Update

Work is progressing on the 8 rented properties at [Walliwall Phase 5 in Kirkwall](#), which are due to be handed over in January 2020. In accordance with our new Local Lettings Initiative, these properties have been offered to tenants wishing to transfer, resulting in the Association effectively addressing the housing needs of 16 households.

The site at [The Crafty, Kirkwall](#) has been subject to delays with planning, which will have to be resolved prior to entering into any contract.

The draft development brief for the site at [Upper Sunnybank, Stromness](#) is currently out for public consultation until 12 December; following this the plans will progress through planning in 2020.

It was agreed that the development at [Kirk Park, Orphir](#) would contain 8 rented units and tender documents will be prepared in early 2020.

### 6 Month Complaints & Compliments Report

Information on the number of complaints received in the year to date was presented to members. Of the 48 reported, 32 were in connection to the garden and grounds maintenance service, 18 of which were upheld. On a more positive note, during the same period we received 90 unsolicited compliments.

### Authority for Eviction

Members were asked to approve a Decree of Eviction for 3 cases involving continued non-payment of rent. This is always viewed a last resort when we are unable to engage tenants to work with us to find a suitable resolution.

## Strategy

### 2020/21 Business Planning

Members reconfirmed the current Vision, Mission and Corporate Outcomes per the current 3 Year Business Plan and instructed staff to work up the 2020/21 appendices.

### Revised 2019/20 Budget

To ensure that the Association remains financially prudent members were asked to approve for the first time, a revised budget for the current financial year. This revision resulted from unforeseen factors which saw reductions in some of the budgeted costs. The decision was taken to inform members of this additional surplus at an early stage, which will be added to reserves to enable future works to

be carried out to maintain the high standards of our properties.

### Interest Rate Hedging

Members received a presentation followed by a question & answer session with an external advisor. This enabled members to consider and discuss the options and risks related to further fixing some or part of the Association's loans, bearing in mind the requirement for compliance with our Treasury Management Policy and loan covenants.

Members agreed that the Chief Executive & Director of Finance & Asset Management should continue to work with the advisor and our main loan provider to seek the best solution for the Association.

### Resident Panel Estate Inspection Scrutiny Report

Following a lot of work and input from members of the Resident Panel, their scrutiny report is now in draft.

The report contains information and findings from their initial estate visit and includes some recommendations.

However the group realise their findings are somewhat limited and plan to carry out more visits in 2020, before finalising the report.

In the interim period the report will be presented to the Management Committee for discussion.

Resident Panel members will receive initial feedback from the Head of Housing & Customer Services.



Anyone interested in getting involved with the Association can contact Suzy Boardman on 01856 875253 ext 205 or [suzy.boardman@ohal.org.uk](mailto:suzy.boardman@ohal.org.uk)