

# Management Committee Update

Issue 20



March 2020

ORKNEY  
HOUSING  
ASSOCIATION LIMITED

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

In these uncertain times we are very thankful for technology, allowing us to "see" and talk to people outside of our own households.

Our Committee meeting went ahead as scheduled with all members "present", though somewhat differently with 10 of our members and Connie joining us via Skype, Wendy joined us via telecall and those in the office practicing social distancing and attending only where necessary.



Members present  
25 March 2020

Via Skype -

- Philip Cook
- Dave Dawson
- Linda Forbes
- Fiona Lettice
- John Rodwell
- Jason Taylor
- John White
- Roella Wilson
- Bill Wallace
- Elaine Grieve

Via Telecall -

- Wendy Baikie

**CORONAVIRUS UPDATE** - we are still "open for business" but to ensure the safety of our customers and staff the inner front-door is locked with an intercom system in place. Please, if you need to contact us do so via phone, email or message our Facebook page. Minimum "essential staff" continue to operate from within the office, with more staff working remotely from home. We continue to review this in light of guidance from the Scottish Government.

## Strategy

### 2020/21 Business Plan

Members approved the updated appendices covering the year 2020/21. They noted that the Risk Register was still to be finalised and would be circulated to members for information at a later date. This work had been postponed due to time spent mitigating the impacts of Covid-19 Coronavirus on tenants, staff and the wider community.

### Care & Repair Business Plan

Members were pleased to approve the 2020/21 Care & Repair Business Plan.

### 2020/21 Budget Approval

Members approved the Revenue and Capital Budgets presented.

### Policy/Procedure Reviews

The following were reviewed and approved:

- ◆ Amendment to Treasury Management Policy
- ◆ Revised Treasury Management Strategy

## Governance Matters

### Scottish Housing Regulator Self Assessment Update

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 Scottish Housing Regulator, noted an update regarding Equalities & Human Rights, noted additions to Regulatory Standards Evidence Bank and the contents of the Lessons Learnt Report from the Scottish Housing Regulator.

## Landlord Safety Manual

Members approved the adoption of the Landlord Safety Manual and subsequent Action Plan detailing work required around the creation and review of a number of Policies.

## Additions to the Approved List of Maintenance Contractors

Members approved the addition of the following:

⇒ Murdoch Gardening Services	⇒ Anderson & Cluness Limited
⇒ Ivan Johnston, Painter & Decorator	⇒ K Fraser, Blacksmith, Plumbing & Heating Engineer

## Resolutions & Applications for Membership

Members approved 4 Resolutions and noted no applications for membership had been received.

## Performance

### Development Update

Members noted the current position with the development programme. We have plans to develop in Kirkwall, Orphir, Stromness and Evie. Members noted that as a result of diligent work by staff, legacy project payments have finally been received from Scottish Water going back 16 years!

### Arrears & Bad Debt Write Offs

This paper sought authority to write off bad debts and arrears which have been deemed irrecoverable. Members approved these and also noted the position with write offs for Quarter 4 of 2019/20.

## Information Items

### Staffing & Recruitment Update

Members noted the successful recruitment for the Finance Officer Post and also the update on staff training.

### Committee Training Plan

Members noted progress with the 2019/20 Training Plan which was underspent mainly due to delaying training until new members had settled in. A Training Plan for 2020/21 was discussed and agreed.

### Annual Appraisal Report

Members received a very favourable report following their recent appraisals during which they confirmed they felt extremely well supported by staff and believed staff welcomed the input and challenges made by members.

### Chairs' Conference Report

The Chair presented a "*thoroughly enjoyable*" report from a SFHA Conference she attended earlier in the year, at which she attended a number of interesting workshops.

### Health & Safety Working Party

This report highlighted revisions to the Health & Safety Control Manual, a progress report on the Action Plan resulting from a recent Health & Safety Audit, Workshop Update, Landlord Safety Manual report, Housekeeping & Safety Inspections, Accident Report, new Procedure for those driving on OHAL business, Insurance Policy and resulting Health & Safety requirements and Risk Assessments.

## Sub-Committee Reports

### Performance & Resources Sub Committee Report

The Report detailed the Quarter 3 (Q3) Performance Report where 82% of Key Performance Indicators had been met, the Q3 Finance Report showed surplus exceeding budget due to underspends and a higher than anticipated surplus on sales of accommodation, progress with Business Plan Actions, Q3 Development Report and Q3 Care & Repair Report.

### Audit & Risk Management Sub Committee Report

This Report updated members on the latest meeting, attended virtually by both the external and internal auditors. They discussed the External Audit Planning Memo, Internal Audit Report of an assurance review of EU General Data Protection Regulation for which we were awarded reasonable assurance, reviewed progress with outstanding internal audit recommendations and the management of risks to the end of Q3. Members agreed to extend the Internal Audit Services Contract with TIAA for a further 2 years, in accordance with the terms of agreement.



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