

Orkney Housing Association is governed by a voluntary Management Committee elected at our AGM. 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 and services delivered by our excellent staff 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 (normally 6 per year).

## Members present 31 March 2021

### Via Zoom:

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

## Our Management Committee



Top: Fiona Lettice, Bill Wallace, Wendy Baikie, Philip Cook, Dave Dawson  
Bottom: Linda Forbes, John Rodwell, Jason Taylor, Roella Wilson, John White

## Governance Matters

### Annual Assurance Statement (AAS)

We need to submit this to the Scottish Housing Regulator each year as part of meeting their "Regulatory Framework".

This standing item at each meeting evidences continual self assessment against the Regulatory Framework. Members agreed that no material changes were required to be made to the Annual Assurance Statement since its submission, noted that no Notifiable Events have been reported to the SHR, there were no amendments to the list of Governance related policies, and noted the Evidence Bank additions and updates, particularly in relation to the COVID-19 pandemic.

### 2021/22 Business Plans

Members agreed the final OHAL and Care & Repair Business Plans, both of which had been updated to reflect the COVID situation.



### 2021/22 Budget Approval

Members approved the 2021/22 Revenue and Capital Budgets, including our lowest rent increase for a decade and tightening budgets as much as possible.

## Governance

### Management Committee Appraisal Feedback

The report noted that online communication had enabled members to attend meetings virtually during the past year but it was hoped that 'in person' meetings could take place in the coming year. Several training issues had been identified which would be addressed.

### Management Committee Training Plan

Members noted that the 2020/21 Training Plan had not been delivered as hoped so it would be amalgamated with the 2021/22 Plan. However, online training this year had been successful and beneficial to participants.

### Policy Reviews

The following were reviewed and approved:

- Complaints Handling Procedure
- Tenant Participation Strategy (draft for consultation)
- Treasury Management Strategy

### Performance & Resources Sub-Committee Report

The Report detailed the Quarter 3 (Q3) Performance Report where 11 of the 18 Key Performance Indicators had been met. The Q3 Finance Report showed savings in direct housing costs, salaries and overheads. The Q3 Business Plan Progress Report complimented the Housing & Customer Services team on being proactive in contacting and helping tenants throughout the COVID-19 pandemic.

### 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 Internal Audit Reports and noted assurance reviews of Development Contract Management and Payroll were carried out in November 2020 which resulted in 7 recommendations. Members noted that completion of outstanding recommendations had been delayed due to the COVID-19 pandemic.

## Development Update

Members noted that good progress is being made on developments:

- ⇒ The Crafty, Kirkwall: work is well underway on the 12 units proposed for this site, with blockwork and roof tiling progressing.
- ⇒ Kirk Park, Orphir: concrete works which had been delayed due to the cold weather, has been caught up and the project is progressing well.
- ⇒ Walliwall phase 6, Kirkwall: relevant paperwork was about to be signed to finalise site acquisition for the planned 14 rented and 6 NSSE properties.

## Arrears, Bad Debts & Annual Write Offs

Members were informed that 2 sequestrations had been completed in Quarter 4 and the low value for rechargeable repair write-offs were attributed to the service's new approach to irrecoverable debt.

## Change it up and Zoom with us

As we have all seen, many of the things we were used to doing face to face have moved online due to COVID-19. We could be engaging with a much wider group of tenants by moving our participation activities online.

We would love to know if you are interested in joining a Zoom coffee and catch up. We would also like to know if there are any tenants that would benefit from some help to get online to join in. If this sound like something you might be interested in, drop Suzy an email: [suzy.boardman@ohal.org.uk](mailto:suzy.boardman@ohal.org.uk)

