

Minutes of Meeting of the Management Committee of Orkney Housing Association Limited held remotely via Zoom on Friday 25 June 2021 at 10.30am

Present: Fiona Lettice (Chair), Wendy Baikie, Philip Cook, Linda Forbes, John Rodwell, Jason Taylor, Bill Wallace and Roella Wilson

In attendance: Craig Spence (Chief Executive – CE)
Anne Fletcher (Director of Finance & Asset Management – DFAM)
Sandy Dennison (Finance Manager – FM)
Paul Scott (Head of Housing & Customer Services – HHCS)
Mhairi Hughes (Secretary / Head of Corporate Governance – HCG)
Connie Shearer (Minute Taker)

PART 1 – STANDING ITEMS

1.1 Apologies for Absence

Apologies were received from Dave Dawson, John White and Richard Flett.

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

None were received.

1.3 Minutes of the Management Committee meeting 26 May 2021

The Minutes were agreed to be an accurate record of the meeting and were proposed by Roella Wilson and seconded by Linda Forbes. The Minute to be signed by the Chair at a later date.

1.4 Matters Arising & Deferred Items (Paper No MC/21/21)

1.4.1 Commercial property: Commercially sensitive information redacted.

1.4.2 Lettings Plan: Members noted that the HHCS, as agreed by Management Committee, had a conversation with Orkney Islands Council (OIC) officials, on 11 June which resulted in an agreement to hold a follow-up meeting on 22 July to review the Section 5 protocol. Members were disappointed to learn that, following a letter emailed to all OIC Councillors by OHAL's Chair, setting out the exceptional support OHAL have offered to OIC to address homelessness over the last year, no Councillor acknowledged receipt of this or contacted the Chair about the issue.

The HHCS will update members at the July Committee meeting.

1.5 Future Meeting Dates:

Wednesday 30 June, 9.45am – Special General Meeting
Wednesday 28 July, 10.30am – Management Committee

PART 2 – STRATEGY

S1 5 Year Financial Projections (Paper No MC/21/22)

- S1.1 The FM explained that, due to an issue with Brixx and the late addition of Walliwall 7 to the development programme, a fresh set of 5 year financial projections had been created. This provided a more up-to-date document for members to scrutinise and approve.
- S1.2 He went on to answer members' queries regarding:
- SHAPS pension deficit contributions
 - Turnover per unit ratio
 - Future covenant compliance
 - Nature of Diversification – Income from non-rental activities
- S1.3 Following discussion, members approved the 5 Year Financial Projections as presented and authorised the Director of Finance and Asset Management to make the submission to the Scottish Housing Regulator on behalf of Orkney Housing Association.

The DFAM and FM left the meeting at this point.

PART 3 – GOVERNANCE & ASSURANCE

G1 Allocation of a Rented Property under Schedule 7 (Paper No MC/21/23)

- G1.1 The HHCS presented the paper which sets out the legislative regulations with reference to Schedule 7 regarding applicants with a 'close connection'. These allocations have special exemption and Management Committee are required to give their approval prior to an offer of housing being made.
- G1.2 Responding to queries, the HHCS outlined the process which is required to be undertaken in these circumstances. The applicants' housing application form is initially scored by Housing Staff and verified at the point of application. Should an application proceed to shortlisting (pre-offer stage) the Housing Officer carries out verification checks that are proof checked by the Senior Housing Officer. With this particular allocation a further check was carried out by the HHCS to ensure compliance with policy before being presented to members.
- G1.3 Following discussion, members approved the allocation.

All staff remaining, apart from the CE and HCG, left the meeting.

G2 Staffing Update (Paper No MC/21/24 enclosed)

- G2.1** Following discussion and consideration, members agreed to:
- approve the request from the DFAM, recognising her significant contribution to the Association over the past 5 years;

- Redeploy the DFAM to the 0.5WTE role of Director of Finance;
- Approve Option 5 and create an interim role of Director of Operations and offer as an internal secondment;
- Approve associated job descriptions.

Members approved a Selection Panel to take this forward with delegated authority to approve the final documents.

There being no further business, the meeting ended at 12.20pm.

Signed:

Date:

Chair