

Orkney Housing Association is governed by a voluntary Management Committee elected at our AGM. The Committee's role is to set strategy and monitor our 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

**Members present
28 July 2021**

Via Zoom:

- **Wendy Baikie**
- **Philip Cook**
- **Dave Dawson**
- **Linda Forbes**
- **Fiona Lettice**
- **John Rodwell**
- **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

AGM Arrangements and Pre-AGM Certification

For the second year in a row, our AGM will be held virtually via Zoom. Details of the meeting will go out to all General Members, who will be asked to provide their email addresses. Included in this mailing will be an invitation for any interested General Members to put forward nomination forms to join the Management Committee, which have to be received by the Company Secretary no later than 25th August.



Prior to the meeting, the Company Secretary must ensure that certain Rules are complied with and met to maintain the high levels of Governance. These include the requirement to check that all Minutes from every Management Committee and Sub-committee have been considered, accepted as a true record and signed by the Chair.

Another Rule requires that one third of the Management Committee retire and stand for re-election, this year Linda Forbes, Fiona Lettice and Roella Wilson will be seeking re-election.

The meeting will be recorded as evidence that everything was done correctly and to evidence the number of people that attend.

Approval of Loan Portfolio Submission

Part of the Regulatory regime is to provide details of the Association's current loan facilities to the Regulator. This was approved by members for onward submission to the Regulator.

Governance

Scottish Housing Regulator (SHR) Self-Assessment Update

At each meeting, we review how we stand against the SHR Regulatory Framework. Members examined the update and were assured that we comply, agreeing that no material changes were required to be made to the Annual Assurance Statement since its submission. They noted that no Notifiable Events have been reported to the SHR, noted amendments to the list of Governance related policies, and noted the Evidence Bank additions and updates, and agreed with proposals to make the evidence bank accessible to members, 24/7, via an online portal.

Performance & Resources Chair Report

The Report detailed the Quarter 4 (Q4) Performance Report where 11 out of 18 Key Performance Indicators had been met; the Q4 Finance Report showed that actual surplus to the year end was more than planned; Q4 Development Report detailed progress with current developments; Q4 Care & Repair Report was presented; and the 2021/22 P&R Workplan agreed.

MC Training Plan

Members received an updated Training Plan which detailed a number of sessions with external trainers:

- Equality, Diversity & Human Rights Awareness
- Housing Sector & Regulatory Awareness
- The Scottish Regulator & Role of the Charity Trustee
- Board as Employer

In-house sessions are also planned to include:

- How we build a house - development policy and planning
- Financial Management
- Public Relations
- Local & national housing policy

Authority for Eviction

Members approved a Decree of Eviction for one case involving continued non-payment of rent. This is always viewed as a last resort, but we will take action if required. They were also updated on progress with 2 previous cases. If you have difficulties paying rent, please speak to your Housing Officer.

Arrears and Bad Debts Write Offs

Members received an update on debts incurred by tenants which we have deemed to be irrecoverable. There were 2 write-offs this quarter for irrecoverable rents and one irrecoverable recharge. Housing staff initially attempt to recover any debt but if this is unsuccessful then a debt recovery agent will be engaged if necessary.

TP Strategy Action Plan

Members approved plans put forward with activities for Tenant Participation. COVID restrictions will limit what can be done in person but it is hoped that estate walkabouts can take place this year. The Residents Panel continue to meet virtually over lockdown but have had one outside get-together.

At their meeting, members discussed previous outings with staff, members and the resident panel going on bus tours to various OHAL sites and meeting with residents and tenants. These had been very beneficial for all involved and it was hoped this could be done again once safe to do so.

New Homes Satisfaction Survey Report

The Association collects data from tenants in new properties following the 12 month defects period, to measure the satisfaction with the design and identify any features that can be considered in new projects.



Surveys were sent to tenants at the Walliwall Phase 5 development. 3 out of the 4 (75%) tenants who responded said they were satisfied with their new homes. There were comments regarding noise from the adjacent building works but the site access had been moved so we hope this will address this issue. The ventilation system also elicited some negative comments but this is being looking into.

Development

Members noted that progress is being made on developments, though slightly behind schedule;

- The Crafty, Kirkwall: the 12 units proposed for this site are expected to be completed in Feb 2022.
- Kirk Park, Orphir: work on the 8 units had been delayed due to cold weather but are on course for completion in Oct 2021.
- Walliwall, Kirkwall: works progressing well with timber kits expected on site shortly.

