

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.

We send out an update like this after each formal Management Committee meeting (normally 6 per year).

**Members present
06 October 2021**

Via Zoom:

- **Wendy Baikie**
- **Philip Cook**
- **Linda Forbes**
- **Fiona Lettice**
- **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

ELECTION & APPOINTMENT OF CHAIR & VICE CHAIR

At the first meeting following the AGM each year, we elect a Chair and Vice Chair:

- Fiona Lettice & Bill Wallace were re-elected as Chair and Vice Chair of the Management Committee.
- Linda Forbes remains as Chair of the Audit & Risk Management Sub Committee.
- Bill Wallace remains as Chair of the Performance & Resources Sub Committee.

GOVERNANCE MATTERS

Annual Assurance Statement (AAS)

We submit this to the Scottish Housing Regulator to provide evidence of how the Association is run. Since the submission of their first AAS in October 2019, continuous assessment has been ensured by having this as a standing item on every agenda.

Members reviewed all the evidence and felt able to make an informed decision regarding the format and content of their 2021 AAS, which they approved. This sets out that they felt the Association complied with the "Regulatory Requirements & Standards", which will be posted on our website in due course.

Policy Reviews:

- The *Scheme of Delegations* was updated following staff changes.
- *Planned Maintenance* had minor changes regarding estate inspections.
- The *Expenses Policy's* five-year review clarified that no additional expenses are paid for staff working from home.
- The *Entitlement, Payments and Benefits Policy* was updated following the recent Rule change.

Governance

Sub Committee Reports

Members received regular assurance reports from recent meetings of the Audit & Risk Management Sub-Committee and Performance & Resources Sub-Committee. These reports provide assurance that issues of importance are being monitored and progressed appropriately.

Annual Business Plan Programme

The current 3-year Business Plan covers 2019-22 and members agreed to the suggested planning process for 2022-25. A fresh strategic view will be taken on the priorities and actions that the Association will focus on over the next 3 years, based on three Corporate Outcomes:

- Outcome 1 - A Great Place to Work
- Outcome 2 - Great Customer Service
- Outcome 3 - A Great Contribution to our Community & Society



Annual Rent Review

In November 2019 tenants and residents agreed to a two-year rent increase, to cover 2020/21 and 2021/22. Members received a paper recommending that we continue with a further multi-year consultation. A proposed timeline for the 2022/23 rent review was agreed, with tenants and residents to be consulted on the proposals in January 2022.

Welfare Reform Update

Members were informed that Housing & Customer Services Staff will continue with their current excellent rent arrear management, and work with tenants to ensure they have the support they require to maintain their tenancies.

Staffing News

- ◆ Following Paul Scott's recent appointment as Director of Operations, Alan Sim applied for and was successful in being seconded to the post of Senior Housing Officer (Customer Services).
- ◆ Recruitment is underway for the post of Finance Assistant.

DEVELOPMENT UPDATE

- ⇒ The Crafty, Kirkwall: work is progressing with the 12 rented properties due to complete at the end of February 2022.
- ⇒ Kirk Park, Orphir: work is progressing with the 8 rented properties due to complete in January 2022 (*pictured*).
- ⇒ Walliwall Phase 6, Kirkwall: works are progressing well, with the underbuilding works completed and 50% of the timber kits erected for the 14 rented and 6 NSSE properties.
- ⇒ Walliwall Phase 7, Kirkwall: blockwork to floor level has been constructed with timber kits expected on site shortly, for the 8 rented units.
- ⇒ Evie: 4 rented and 2 NSSE properties are planned for this site and tender documents are being prepared for appointment of a Design Team to take this forward.

