

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 30 March 2022

### Via Zoom:

- Philip Cook
- Linda Forbes
- Fiona Lettice
- John Rodwell
- Bill Wallace
- John White
- Roella Wilson



Members began the meeting by reflecting on the sad and sudden passing of Wendy Baikie, one of our founder members. Wendy had been part of the Association since its inaugural meeting in June 1985 and remained a voluntary Management Committee Member till the time of her death. She served two separate terms as Chair and was hugely respected by her current and former Committee and staff colleagues. Wendy's input and passion for OHAL and its tenants will be greatly missed. We have extended our heartfelt condolences to her family.

## BUSINESS PLANS

A new **OHAL** Business Plan covering 2022-25 was approved by members. "Building a Sustainable Future" considers global factors, changes in our operating environment and local matters, and sets out our action plan for the next 3 years.



The **Orkney Care & Repair** Business Plan for 2022-23 outlined challenges which lie ahead and opportunities to be explored, including building upon joint working initiatives with public, voluntary and private sector bodies to fulfil aspirations. The Plan was approved by members.

## 2022/23 Budget Approval

A draft budget for 2022/23 which had been reviewed in detail by Performance & Resources Sub-committee in February, was presented to full committee who gave their approval.

## Staffing Update

Members were updated on two current vacancies which we hope to fill in May.

Progress with staff professional training and development qualifications was presented and noted.

## GOVERNANCE MATTERS

### Self Assessment Update

This standing item at each meeting evidences how we are complying with the Scottish Housing Regulator's 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, noted the amendments to the list of Governance related policies, and additions/progress to the Evidence Bank.

### Sub Committee Reports

Reports were presented by the Chairs from the last Audit & Risk Management Sub-Committee and Performance & Resources Sub-Committee setting out the work they had undertaken in order to give assurance to Management Committee.

### Policy Reviews

Members were updated on the progress with policies due for review, with several being deferred till May/July. The Treasury Management Strategy had been modified and extended in light of new SFHA Guidance and was approved by Members.

### Internal Audit Services 2022-27

Members were updated on the results of the Internal Audit tender exercise and agreed to appoint TIAA as Internal Audit providers for 2022-27.

### Report from Health & Safety Working Party

Members approved suggested revisions to the Health & Safety Control Manual, received a report following the 2 yearly health and safety audit, Landlord Safety Manual update, Housekeeping & Safety Inspections, Workshop Update and Risk Assessments.

### Arrears & Bad Debts Write Offs

Members were informed that there were no sequestrations to date, and they gave approval for one case of irrecoverable recharge account to be written off.

### MC Appraisal Feedback

This report acknowledged the exceptional work carried out by staff during the past two years. MC meetings took place via Zoom and members look forward to meeting face to face again. No particular training issues were identified; updates from staff, highlighting outside courses of interest, were appreciated.

### MC Training Plan

Members heard that 100% of the 2021/22 training sessions by external facilitators had been delivered, together with numerous in-house/discussion sessions and on-line training webinars from a variety of sources. A training plan for 2022/23 was discussed and agreed.

### MC Recruitment

The report presented options to members around recruitment and co-option. They were pleased to note an interest expressed by a current resident. Following discussion, members agreed a recruitment plan for the coming months.

## Development Update

- ⇒ Kirk Park, Orphir: 7 units were handed over on 9 February with the remaining one (which required adaptation) on 23 March.
- ⇒ The Crafty, Kirkwall: handover of the 12 rented properties happened today.
- ⇒ Walliwall Phases 6 and 7, Kirkwall: works are progressing well with kits due to be delivered at the end of March.
- ⇒ Evie: 4 rented and 2 NSSE properties are planned and it is hoped to get the project on-site in early 2023.
- ⇒ Stromness: approval was granted to proceed with 6 New Supply Shared Equity properties.