

**Minutes of Meeting of the Management Committee of Orkney Housing Association Limited held in the Association's offices and via Zoom on Wednesday 28 September 2022 at 10.30am**

**Present:** In person: Philip Cook, Brian Kynoch, Bruce Pilkington, Mervyn Sandison and Roella Wilson  
Remotely: Fiona Lettice (Chair), Linda Forbes, Bill Wallace

**In attendance:** Craig Spence (Chief Executive – CE)  
Anne Fletcher (Depute Chief Executive – DCE)  
Sandy Dennison (Finance Manager – FM)  
Ruth Glover (Finance Manager)  
Mhairi Hughes (Secretary / Head of Corporate Governance – HCG)  
Connie Shearer (Minute Taker)

The Secretary welcomed all to the meeting with a special welcome to the three new members. Everyone then introduced themselves. With this being the first meeting since the AGM, she went through the process of electing the new Chair and Vice-Chair.

## **PART 1 – STANDING ITEMS**

### **1.1 Apologies for Absence**

Apologies were received from John Rodwell, John White, Paul Scott (Director of Operations) and Richard Flett (Development & Properties Manager).

### **1.2 Election of Chair and Vice Chair**

The Secretary asked for nominations for Chair. Bill Wallace nominated Fiona Lettice who confirmed she was willing to accept the nomination. This was seconded by Roella Wilson. There being no other nominations, Fiona was duly elected as Chair.

The Secretary then asked for nominations for Vice-Chair. Fiona Lettice nominated Bill Wallace who confirmed he was willing to accept the nomination. This was seconded by Philip Cook. There being no other nominations, Bill was duly elected as Vice-Chair.

The Secretary then handed over to the re-elected Chair.

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

There were none.

### **1.4 Minutes of:**

#### **• Emergency Sub Committee meeting held 24 August 2022**

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

- **Management Committee meeting held 31 August 2022**

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

## **1.5 Matters Arising & Deferred Items** (Verbal update)

- 1.5.1
1. The CE, for the benefit of the new members, gave background information on Rent Setting & Affordability. Given the current economic situation and cost of living crisis, this is something which is extremely important when looking at setting rents and will be forefront during strategy meetings. A copy of the paper which went to the last meeting (MC/22/35) will be emailed to new members for information.
  2. Care & Repair Services tender: The CE explained this had still not been awarded yet, despite the deadline being 19 May 2022. He has asked OIC for resolution this week but has heard nothing back from them.

*Mervyn Sandison left the room for the next paper.*

### **Tabled Committee Member Recruitment** (Paper No MC/22/47)

Members agreed to co-opt Mervyn Sandison on to the Committee with immediate effect until the next AGM.

*Mervyn returned to the meeting.*

## **1.6 Future Meeting Dates:**

Wednesday 26 October, 10.30am – Health & Safety Working Party  
Monday 31 October, 10.30am – Management Committee

## **PART 2 – STRATEGY**

There were none.

## **PART 3 – GOVERNANCE & ASSURANCE**

### **G1 Sub-Committee Membership & Election of Chairs** (Paper No MC/22/42)

G1.1 Following discussion, sub-committee membership was confirmed as:

<u>ARM</u>	<u>P&amp;R</u>	<u>Staffing</u>
John White*	Bill Wallace*	Fiona Lettice
Philip Cook	Brian Kynoch	Bill Wallace
Bruce Pilkington	Fiona Lettice	John Rodwell (tbc)
John Rodwell	Mervyn Sandison	
Roella Wilson	Roella Wilson	
*Chair		

Health & Safety Working Party  
Bruce Pilkington  
Roella Wilson

Joint Union/Management Sub-Committee  
Philip Cook  
Bruce Pilkington

G1.2 Company Secretary: It was unanimously agreed that the HCG should continue as Secretary.

G1.3 EVH Representative: Philip indicated his willingness to remain as Representative. Roella Wilson agreed to be the substitute. The point of contact would remain the Company Secretary who can relay matters of importance.

**G2 Audit & Risk Management Chair Report** (Paper No MC/22/43)

G2.1 Linda Forbes briefed the new members on the work of the ARM pointing out that it looks at both external and internal audits, something which is now mandatory in Scotland but which OHAL has been doing for 20 years. She said she has enjoyed being part of ARM and acting as its Chair for the past few years, and the Chair thanked her for all her work.

G2.2 Members noted the contents of the report.

**G3 Performance & Resources Sub Committee Chair Report** (Paper MC/22/44)

G3.1 Bill Wallace welcomed the new members of the P&R Sub-committee, saying he is looking forward to working with them.

G3.2 Members noted the contents of the report.

**G4 Staffing Update** (Paper No MC/22/45)

G4.1 The HCG highlighted the very positive Careers Fair held recently saying she was delighted with the response from the young people who attended.

G4.2 Members discussed the Finance Assistant Vacancy and were pleased to approve the offer as detailed in the paper.

G4.3 Following discussion, members:

- 1) noted the success of the 2022 DYW Careers Fair;
- 2) approved the offer of the Finance Assistant position to someone who is closely connected to a member of staff as detailed in Section 3 of the paper; and
- 3) noted the remainder of the paper.

**G5 Resolutions & Applications for Membership (Paper No MC/22/46)**

G4.1 Members noted the 8 cancelled general memberships.

**PART 4 – PERFORMANCE**

There were none.

**PART 5 – ITEMS FOR DISCUSSION**

There were none.

**PART 6 – ITEMS FOR INFORMATION**

There were none.

**Any Other Business**

- 1. The Chair informed members that the CE had requested reducing his working week to three days for a period of six months and this had been agreed.
- 2. The Chair thanked retiring Finance Manager, Sandy Dennison, for almost 22 years' service with the Association and wished him well for his retirement.
- 3. The Chair informed members that Linda Forbes has decided to step down from Management Committee after 8 years and thanked Linda for her service, wishing her all the best. Linda thanked everyone for their support over the years.
- 4. The Chair and CE answered a few queries from new members regarding operational matters.
- 5. Discussing conferences, it was agreed that a list of those commonly held and attended by members/staff would be circulated to members for information.

There being no further business, the meeting closed at 11.35am.

Signed: .....

Date: .....

Chair