

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 26 July 2023

- Fiona Lettice
- Brian Kynoch
- Bruce Pilkington
- Mervyn Sandison
- Bill Wallace
- Roella Wilson



## Our Management Committee

*Top: Fiona Lettice, Bill Wallace, John White, John Rodwell, Brian Kynoch  
Bottom: Roella Wilson, Bruce Pilkington, Mervyn Sandison, Philip Cook*

**New Member:** We were pleased to welcome Kate Hayes who came along to observe the meeting, during which she was duly co-opted on to Management Committee.

## AGM Arrangements

For this year's AGM, Members have opted to if possible, hold an in-person event on 13 September, with an option for remote attendance.



Details of the meeting will go out to all General Members, who will be asked to provide their email addresses if they wish to attend remotely. 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 23rd 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 Subcommittee 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 Bill Wallace is retiring, with Philip Cook and Roella Wilson seeking re-election.

## 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, noted no Notifiable Events have been reported to the SHR and noted updates and additions to the Evidence Bank in respect of Regulatory Requirements and Standards.

### Policy Reviews

Members were updated on the progress with policies due for review, with several being deferred. The Business Continuity & Disaster Recovery Plan required some changes, following an internal audit review, and this was approved by members.

### Recruitment & Training

Members received a report which covered recent successful recruitment. Progress with staff professional training and development qualifications was presented and noted.

### Tenant Participation Strategy Action Plan

Members received an update on the current action plan for 2023-24. A drop-in session in Kirkwall had been held in April 2023 and it is hoped similar events can be held in other locations across Orkney. We also plan to carry out a number of estate walkabouts in the coming year.

The Residents Panel continues to meet regularly but numbers are low so consideration will be given at ways to encourage new members.

### External Audit Tender

This report detailed the recent tendering process to appoint an External Auditor. The Audit & Risk Management Sub Committee had considered the outcome of the process at its meeting in July and made a recommendation to advise Management Committee to accept the tender from Wylie & Bisset (Audit) Ltd. Members agreed to appoint them for an initial 5 year period.

### Employee Survey 2022/23

Members received a report which updated them on the outputs from the survey and follow-up work undertaken. The results, compared to other employers, showed a healthy set of statistics. However, in comparison to the 2019 survey results, some areas showed the opportunity for improvement. Staff focus groups were held to discuss key themes and to develop actions. A number of recommendations were outlined and these have been adopted and implemented. Members acknowledged the huge amount of work which had gone into the survey and requested they be kept up-to-date with progress.

## DEVELOPMENT UPDATE

- ⇒ Walliwall Phases 6 and 7, Kirkwall: 6 rented units were handed over in May with the remaining 6 NSSE properties due to be handed over in July.
- ⇒ Walliwall Phase 8, Kirkwall: grant funding has been received for the 8 NSSE which are planned for this site, with completion anticipated for April 2024.
- ⇒ Yorston Drive, Stromness: 3 of the 6 NSSE properties have been sold but there are 3 remaining unsold and options for these are being explored.