

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 31 July 2024

- **Fiona Lettice**
- **Philip Cook**
- **Brian Kynoch**
- **Suzanne Lawrence**
- **Mary Ann Lewis**
- **Bruce Pilkington**
- **John White**



## Our Management Committee

*Clockwise, top left: Fiona Lettice (Chair), Brian Kynoch (Vice Chair), John White, Roella Wilson, John Rodwell, Mary Ann Lewis, Mervyn Sandison, Kate Hayes, Bruce Pilkington, Suzanne Lawrence and Philip Cook*



## AGM Arrangements

This year's AGM will be held on 18 September and will be a hybrid event, offering limited in-person numbers in the office.



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 28th 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 Fiona Lettice and John White are seeking re-election. Philip Cook is retiring after 10 years' service and the Association wish him all the best for the future.

## GOVERNANCE MATTERS

### Self Assessment Update

This standing item at each meeting evidences how we are complying with the Scottish Housing Regulator's (SHR) Framework. Members agreed that no material changes were required to be made to the Annual Assurance Statement, noted no notifiable events have been made, noted an update to the list of Governance Related Polices, and noted additions to the Evidence Bank in respect of Regulatory Requirements and Standards.

### Policy Reviews

Members noted outstanding Policy work and approved the following updates:

- 1) *Donations, Sponsorship & Membership;*
- 2) *Leasing;*
- 3) *Factoring; and*
- 4) *Publication Framework.*

### Recruitment & Training Update

Members were pleased to note the successful recruitment to two Care & Repair positions, the temporary arrangements to cover the Director of Finance maternity leave, and the progress with staff professional training and development qualifications.

### Annual Internal Audit Report

Members received a paper which detailed the Internal Auditor's Annual Report for 2023/24. This detailed that Corporate Governance – Regulatory Standards was awarded substantial assurance, and Voids Management being awarded reasonable assurance with recommendations progressing.

### Loan Financing

Members received a report which gave an update on the status of loans and refinancing. They noted there was sufficient finance for all developments on site and any further commitments this year. Following discussion, the agreed to a proposal to extend the repayment date of one loan by 12 months.

### Applications for Addition to the Approved List of Maintenance Contractors

Members approved two additions to the Approved List of Maintenance Contractors, subject to satisfactory references being received:

- LM Bathroom and Building Services
- R.Robinson Painters and Decorators

### Development Report

Members noted that 3 vacant properties at Yorston Drive, Stromness are in the process of being sold to OIC.

Works at Walliwall phases 8 & 9 continue on site, with discussions taking place regarding phase 10.

### New Homes Satisfaction Survey



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 16 households at Liberator Close, Kirkwall. 12 tenants responded to the survey (75%) and members were pleased to learn that all 12 were satisfied with their new homes. There were comments around the heating system being difficult to use, noisy ventilation and cost of electricity. These issues are being addressed by our staff.

### OHAL 40th Celebrations



With 2025 being the Association's 40th anniversary, members discussed ways to celebrate this milestone.

A refreshed website is being planned together with new OHAL branding. A programme of events throughout the year will take place and a Working Group is to be put together to arrange these.