

Minutes of a Meeting of the Management Committee of Orkney Housing Association Limited, held in the office and via Zoom on Wednesday, 31 July 2024 at 10.30am

Present: In person: Fiona Lettice (Chair), Philip Cook, Brian Kynoch, Suzanne Lawrence, Mary Ann Lewis, Bruce Pilkington, and John White.

In attendance: Craig Spence (Chief Executive – CE)
Mhairi Hughes (Interim Director of Corporate Services – IDCS)
Tracey Longworth (Director of Housing & Operations – DHO)
Dean Campbell (Building Services Manager – BSM)
Connie Shearer (Minute Taker)

Observing: Ian McFedries

The Chair welcomed everyone to the meeting, particularly Ian McFedries who was observing as a potential new Committee Member.

PART 1 – STANDING ITEMS

1.1 Apologies for Absence

Apologies were noted from Kate Hayes, John Rodwell, Mervyn Sandison and Roella Wilson.

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

There were none.

1.3 Minutes of:

- **Management Committee meeting held 29 May 2024**

Two minor changes were required: 1) Philip Cook was present at the meeting and had not passed on his apologies; 2) under AOCB, 'Scottish Government' should read 'UK Government'. With these changes, the Minutes were agreed to be an accurate record of the meeting and were proposed by Philip Cook and seconded by John Whitte.

- **Emergency Sub-Committee meeting held 15 July 2024**

The Minutes were agreed to be an accurate record of the meeting and were proposed by Suzanne Lawrence and seconded by Mary Ann Lewis.

1.4 Matters Arising & Deferred Items (Paper No MC/24/24)

1.4.1 Meeting held 29.05.24, Matters Arising (Minute 1.4): The DHO reported that 2 Notices had been served which should result in evictions being carried out on 03 September. Members were pleased to hear that a 3rd eviction was successfully avoided due to the tenant actively engaging with staff and other organisations.

1.4.2 MC Recruitment: Members noted that 2 interested individuals attended the Come & Meet Us session. One returned a general membership form and

expressed interest in observing a meeting, with the other interested but unable to commit until potentially next year.

1.5 Future Meeting Dates:

Date TBC, 10.30am – Performance & Resources Sub Committee

Wednesday 14 August, 10.30am – Audit & Risk Management Sub Committee

Wednesday 28 August, 10.30am – Management Committee & Summer Engagement Event

PART 2 – STRATEGY

None.

PART 3 – GOVERNANCE & ASSURANCE

G1 SHR Annual Assurance Statement (Paper No MC/24/25)

G1.1 Members noted the contents of the report and:

- a) Agreed that no material changes are required to the AAS since its submission;
- b) Noted no notifiable events have been made since the last meeting;
- c) Noted the update to the list of Governance Related Policies;
- d) Noted the additions to the Evidence Bank in relation to the Regulatory Requirements and Regulatory Standards per Sections 5 and 6 of the paper.

G2 AGM Arrangements and Pre-AGM Certification (Paper No MC/24/26)

G2.1 The IDCS presented the paper which outlined the Member Elections and AGM arrangements.

G2.2 She noted that Philip Cook had indicated his intention to retire at the AGM for personal reasons, thanked him for his 10 years' service and wished him all the best for the future.

As per the Rules, Fiona Lettice was required to retire and stand for re-election along with one of either John Rodwell, John White, Brian Kynoch or Bruce Pilkington. John White agreed to retire and stand for re-election. Suzanne Lawrence, having been co-opted in November 2023, has indicated she will stand for election at the AGM.

G2.3 Following discussion, and given the current staff workload, members agreed that this year's AGM should be a hybrid, business-only, event with space for in-person attendance in the office.

G2.4 Following discussion, Members:

- a) Noted the AGM arrangements as set out in Sections 1, 2 and 3 of the paper;

- b) Confirmed they are happy to progress with a hybrid AGM for the reasons outlined in the Paper;
- c) Confirmed they wish the auditors to present the highlights from the accounts at the AGM;
- d) All present indicated they expected to be able to attend;
- e) Agreed the formal notice at Attachment 1;
- f) Instructed staff to ensure that appointment of Auditors is carried out in accordance with sections 72-74 of our Rules;
- g) Noted the information provided at Section 4 of the paper in respect of Secretarial matters; and
- h) Noted the section on the registers as detailed in 5.1 of the paper and that they will be signed by the Chair at the end of the meeting.

G3 Policy & Reviews (Paper No MC/24/27)

- G3.1 A number of policies remain outstanding, but all are in the Business Plan for completion when workloads permit. Minor amendments to 3 policies and the Publication Framework were put forward for approval.
- G3.2 Minor typos were picked up and with these additional changes, Members approved the amended:
 - a) Donations, Sponsorship & Membership Policy;
 - b) Publication Framework;
 - c) Leasing Policy; and
 - d) Factoring Policy.

G4 Recruitment & Training Update (Paper No MC/24/28)

- G4.1 The ICDS went over the paper. Members noted the temporary arrangements to cover the Director of Finance's maternity leave and the appointment to the Corporate Officer Post. They were particularly pleased with the successful recruitment to two Care & Repair positions. Progress with staff professional training and development qualifications was also noted.
- G4.2 Members noted the contents of the report.

G5 Annual Internal Audit Report (Paper No MC/24/29)

- G5.1 The IDCS presented the paper which detailed the Internal Auditor's Annual Report for 2023/24. The Report detailed that Corporate Governance – Regulatory Standards was awarded substantial assurance, and Voids Management, reasonable assurance. Most of the recommendations in the report had been completed with the final 2 scheduled for completion in September.
- G5.2 Members noted:
 - a) the assurances provided by the Internal Audit reviews;
 - b) progress made in respect of recommendations received; and
 - c) the content of the Annual Report.

G6 Loan Financing (Paper No MC/24/30)

G6.1 The CE's report updated members on the status of loans and refinancing and noted that, presently, the Association has sufficient finance for all developments currently on site and any further likely commitments this year.

On 29 May 2024, MC approved submission of our Loan Portfolio to the SHR. Part of this included two larger capital repayments due in 2025. Following a positive meeting with our main lender, agreement was reached to extend the repayment date of the loan maturing by 12 months, to align with that of another loan repayment date of March 2026.

G6.2 Following discussion, Management Committee:

- a) Noted the background on development and Regulatory requirements;
- b) Noted the update on our loan position;
- c) Instructed the CE/IDCS to take any advice they deemed necessary and progress arrangements to extend the loan repayment date by 12 months as offered by the lender; and
- d) Subject to the above, agreed to amend the target date in relation to Action 12 in the Operational Plan to February 2026.

G7 Resolutions & Applications for Membership (Paper No MC/24/31)

G7.1 Members approved the resolution in respect of one shared ownership disposal and approved the application for membership as detailed in the Paper

G7.2 Members were informed of the sad passing of Andi Ross who had been a member of the Association since 1987. She had served as Vice-Chair from 1999-2004, Chair from 2004-08 and remained a strong supporter of the Association.

G8 Application for Addition to the Approved List of Maintenance Contractors (Paper No MC/24/32)

G8.1 The BSM presented the paper which sought approval for the addition of two contractors to the Approved List of Maintenance Contractors. Members noted that references were still to be received for one contractor, and that additional references were being sought on behalf of the other.

G8.2 Following discussion, members:

- a) approved the addition of LM Bathroom and Building Services to the Approved List of Maintenance Contractors, subject to the receipt of satisfactory references; and
- b) approved the addition of R.Robinson Painters and Decorators to the Approved List of Maintenance Contractors, subject to the receipt of additional satisfactory references and the further condition as detailed in the paper.

PART 4 – PERFORMANCE

P1 Development Report (Paper No MC/24/33)

- P1.1 The BSM presented the paper and members noted the grant funding received as of 24 July 2024 for OHAL projects. He was pleased to confirm that the three vacant NSSE units at Yorston Drive, Stromness were in the process of being sold to OIC.
- P1.2 Following the withdrawal of the infrastructure tender and funding at Corse West (Soulisquoy), initial contact with OIC by the CE had been made with various options put forward for how to continue. A formal meeting is expected in due course to discuss this in more detail.
- P1.3 Discussions with Orkney Builders (Contractors) Ltd have taken place regarding Walliwall Phase 10 and members will be kept informed of progress.
- P1.4 Walliwall Phase 8 (for 8 NSSE units) continues on-site although SSE infrastructure work has been delayed until October. Walliwall 9 is also underway and members will receive updates at future meetings.
- P1.5 Members noted that an adjustment grant was required in respect of Walliwall 6 following final assessment of the finances.
- P1.6 Members had a discussion on the various development plans, in particular the density and housing mix for Walliwall 10, and the fact that currently these are all in Kirkwall (though this is based on demand for housing in this area). Responding to a query on demographics, the CE said that OIC prepare a 'housing needs and demand' report and he would circulate this to members.
- P1.7 Members:
- a) Noted the current position with the development programme; and
 - b) granted authority to the Building Services Manager (or the Chief Executive in his absence) to accept the amended offer of £468,434.00 AHSP funding from the Scottish Government for the Walliwall Phase 6 project.

P2 New Homes Satisfaction Survey (Paper No MC/24/34)

- P2.1 The BSM presented the paper which related to 16 units at Liberator Close. The survey return rate was 75% (12 returns from the 16 properties). Of those who responded, 100% were satisfied or very satisfied with their new homes; 100% were satisfied or very satisfied with the house design, and 100% were satisfied with the houses finishes. These results mean that we have met our KPI indicator P3 target of 90%.

Areas of concern from comments received were around the heating system being difficult to use, noisy ventilation and electricity costs. These tenants are being contacted by the Senior Building Officers to ensure they know how to operate the system correctly, and by our Energy Officer to discuss their concerns.

- P2.2 Members noted the contents of the report.

PART 5 – ITEMS FOR DISCUSSION

D1 OHAL 40th (Paper No MC/24/35)

D1.1 The CE presented the paper which provided several options for members to consider for marking the Association’s 40th anniversary.

D1.2 Plans already under consideration include a refreshed website, new OHAL branding, etc. Members agreed that a programme of events throughout 2025 would be a good way to mark the anniversary. The CE suggested a Working Group, involving staff and MC members could be set up to bring plans together.

PART 6 – ITEMS FOR INFORMATION

I1 Quarterly Write Offs

Although this is a quarterly item on the Agenda, there were no write-offs for the first quarter so no paper was presented.

Any Other Competent Business

The IDCS said that the SFHA Governance Conference and the Highlands & Islands Liaison Group Chairs meeting are being held in Glasgow in September. She and the Chair will be attending, and asked if any other member would also like to attend, they should let her know.

There being no further business, the meeting closed at 12.50.

OHAL Repairs Service

Presentation by Director of Housing & Operations & Building Services Manager

The DHO & BSM gave an overview of the Repairs Review, looking at the position regarding repairs outcomes against those of our Rural Peer Group. They updated members on improvements already implemented and plans for moving forward.

Hoarding Case Update

Update by Director of Housing & Operations

The DHO was pleased to report on the successful outcome of what had been an extremely difficult case of hoarding by a tenant. She highlighted the great work done by the Housing Officer involved who will continue to monitor the property. OIC are also providing support services to the tenant. She stressed that the key to this case was obtaining an eviction order, which forced the tenant to engage

Signed:
Chair

Date: