

## Minutes of a Meeting of the Management Committee of Orkney Housing Association Limited, held in the office and via Zoom on Wednesday, 28 August 2024 at 11.30am

**Present:** In person: Fiona Lettice (Chair), Kate Hayes, Brian Kynoch, Suzanne Lawrence, Mary Ann Lewis, Bruce Pilkington and John White.  
Remotely: John Rodwell

**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)  
Amy Brough (Minute Taker)

Donald Macleod, Director of Finance & Corporate Services,  
Hebridean Housing Partnership Ltd (DM)  
Daniel Johns, Audit Partner, Wbg (Audit) Ltd (DJ)

### PART 1 – STANDING ITEMS

#### 1.1 Apologies for Absence

Apologies were noted from Philip Cook, Mervyn Sandison, Roella Wilson and Connie Shearer.

#### 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 the Management Committee meeting held 31 July 2024

The Minutes were agreed to be an accurate record of the meeting and were proposed by Brian Kynoch and seconded by Bruce Pilkington. The Minutes were later signed by the Chair.

#### 1.4 Matters Arising & Deferred Items (Verbal)

1.4.1 None

#### 1.5 Future Meeting Dates:

Wednesday 18 September, 5.30pm – Annual General Meeting  
Wednesday 02 October, 10.30am – Management Committee

### PART 2 – STRATEGY

None

## PART 3 – GOVERNANCE & ASSURANCE

### G1 Report & Financial Statements for the year ended 31 March 2024 (Paper No MC/24/37)

G1.1 DM presented the Paper and informed Members these Accounts had gone to the ARM meeting in August, and any questions following that meeting had been answered. DM provided an overview of the audited Financial Statements for the year.

G1.2 The ARM Chair informed Members that the Accounts had been considered fully by members at the last ARM meeting.

G1.3 DJ informed Members that the audit did not identify any recommendations for management this year, and there were none made in the previous year to follow up progress on. DJ provided an overview of Wbg's Annual Report to members.

G1.4 DJ expressed his thanks to the staff team for their work and noted that the working papers provided to his team to audit were of a high standard and increased the efficiency of the audit testing.

G1.5 A Member queried the wording at 1.2 and 2.3 of the Annual Report ie:

*1.2 - We **expect to issue** .....*

*2.3 - Our audit report on the financial statements for the year ended 31 March 2024 **is expected to be unqualified.***

DJ confirmed that as the audit had now concluded this wording would be updated and a final version will be issued to reflect these updates.

G1.6 Members:

- 1) approved the Report and Financial Statements for the year to 31 March 2024 as presented; authorised the Chair to sign the Report of Management Committee at page 5; and the Chair, another Committee Member, and the Secretary to sign the Statement of Financial Position at page 12.
- 2) noted the contents of the External Auditor's Annual Report to the Management Committee for year ended 31 March 2024; and authorised staff to respond to Wbg (Audit) Ltd.
- 3) approved the Letter of Representation and authorised the Chair and Chief Executive to sign the letter on their behalf.
- 4) authorised the Chief Executive to complete and submit the Annual Accounts submission to the Scottish Housing Regulator based on the financial statements, on the Chair's behalf, after approval at the AGM.

### G2 Audit & Risk Management Chair Report (Paper No MC/24/38)

G2.1 Members noted the update and record of decisions from the Audit and Risk Management Sub-committee.

**G3 Performance & Resources Chair Report** (Paper No MC/24/39)

G3.1 Members noted the update and record of decisions from the Performance & Resources Sub-committee meeting.

**G4 General Memberships** (Paper No MC/24/40)

G4.1 Members noted the two general memberships which had been cancelled as detailed in the paper.

**PART 4 – PERFORMANCE**

None

**PART 5 – ITEMS FOR DISCUSSION**

None

**PART 6 – ITEMS FOR INFORMATION**

None

**Any Other Competent Business**

Members expressed their thanks to all involved in the annual accounts preparation, particularly the Finance Officer, for all their work. Members also thanked DM for his assistance and for finalising the accounts.

There being no further business, the meeting closed at 11.50am.

Signed: .....

Date: .....

Chair