Minutes of a Meeting of the Management Committee of Orkney Housing Association Limited, held in the office and via Teams on Wednesday 29 July 2026 at 10.30am

Present:	In person: Brian Kynoch, David Bertram, Mary Laird, Fiona Lettice, Ian McKay, Bruce Pilkington, John Rodwell and John White
In attendance:	Craig Spence (Chief Executive – CE) Mhairi Hughes (Head of Corporate Governance – HCG) Tracey Longworth (Director of Housing & Operations – DHO) Tanne Shorter (Head of Finance – HF) Fraser Devine (Care & Repair Manager – CRM) Alan Sim (Customer Service & Performance Improvement Manager – CSPM) Connie Shearer (Minute Taker)

PART 1 – STANDING ITEMS

1.1 Apologies for Absence

Apologies were noted from John Foster, Suzanne Lawrence, Mervyn Sandison, and Emma McConnachie (Housing Services Manager) and Luke Fraser (Relief Development Manager).

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 meetings held on 25 March 2026

The Minutes were agreed to be an accurate record of the meeting and were proposed by David Bertram and Fiona Lettice. The Minutes were later signed by the Chair.

1.4 Matters Arising & Deferred Items

1.4.1 The Chair updated members on correspondence from OIC.

Ian McKay joined the meeting.

1.5 Future Meeting Dates:

Wednesday 05 August, 10.30am – Performance & Resources Sub Committee
Wednesday 12 August, 10.30am – Audit & Risk Management Sub Committee
Wednesday 26 August, 10.30am – Management Committee followed by Summer Engagement
Tuesday, 08 September, 10.30 am – Annual General Meeting
Tuesday, 08 September, 11.30am – Management Committee Meeting
November – ARM on 04th, P&R on 11th and MC on 25th

PART 2 – STRATEGY

S1 Orkney Care & Repair Annual Report (Paper No MC/26/20)

S1.1 The CRM presented the report which highlighted a busy year for the service, with high levels of enquiries, major works (repairs and adaptations), minor adaptations and small repairs. He noted that the demand for the service clearly demonstrated the need for it and how much it is used by elderly and disabled people in need of assistance, enabling them to remain living in their homes for longer, in comfort and safety.

S1.2 The CRM responded to queries around demand for the service. Major adaptation referrals are very much driven by OT colleagues; however, clients can also self-refer and fund major adaptational works themselves. He reported promoting the service to various charities and community groups during the year; however, care had to be taken around promotion of the service to ensure that the small repair service was not overwhelmed. The CRM clarified that adaptation works take priority over the small repair service. He also explained the difference between major and minor adaptations.

S1.3 Members then approved the content of the Annual Report.

The CRM left the meeting.

PART 3 – GOVERNANCE & ASSURANCE

G1 SHR Self-Assessment Update (Paper No MC/26/21)

G1.1 The HCG presented this routine paper noting no major changes since the last meeting. The CE informed members that there will be a notifiable event with regards to the property which is being leased to Orkney Housing Enterprises. This will be completed and members updated at the next meeting.

G1.2 Members noted the contents of the report and:

a) agreed that no material changes are required to the AAS since its submission;
b) noted that no notifiable events have been submitted since the last meeting;
c) noted the update to the list of Governance Related Policies; and
d) noted the additions to the Evidence Bank in relation to the Regulatory Requirements and Regulatory Standards.

G2 AGM Arrangements and Pre-AGM Certification (Paper No MC/26/22)

G2.1 The HCG presented the paper which outlined the forthcoming member elections and AGM arrangements.

G2.2 As per the Rules, Roella Wilson, Mervyn Sandison and one of either Fiona Lettice, John White or Suzanne Lawrence were required to retire and stand for re-election. John White confirmed he was willing to retire and stand again.

G2.3 In addition, Mary Laird, David Bertram and Ian McKay, who were co-opted / filled a casual vacancy during the year, confirmed they wished to stand for election this year.

G2.4 Members noted the confirmed date for the AGM which will now take place on Tuesday 08 September at 10.30am.

G2.5 Following discussion Management Committee:

a) Agreed which members will retire;
b) Noted the AGM arrangements as set out in the paper;
c) Confirmed they wished the auditors to present the highlights from the accounts at the AGM;
d) All present stated they would be able to attend the AGM;
e) Agreed the formal AGM notice;
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 in respect of Secretarial matters; and
h) Noted the section on the registers as detailed in the paper, and that they will be signed by the Chair, following the meeting.

G3 Policy & Reviews (Paper No MC/26/23)

G3.1 Members noted the outstanding policies due for review and the progress with these to date.

G3.2 Members approved the:

1. revised Scheme of Delegations;
2. revised Procurement Policy;
3. revised Expenses Policy;
4. new Domestic Abuse Policy; and
5. revised Rent Arrears & Debt Collection Policy.

G4 Staffing Update (Paper No MC/26/24)

G4.1 The HCG presented the paper, welcoming Tanne Shorter, Head of Finance, and updating members on the temporary arrangements to the Housing & Customer Services Team.

G4.2 Members also received an update with staff professional training and development qualifications.

G4.3 Management Committee noted the update on staffing matters and progress with staff training & development which was for information only.

G5 Amendment to Bank Mandate (Paper No MC/26/25)

G5.1 The HCG presented the paper, following which Members approved:

- the addition of Tanne Shorter as a full administrative signatory, to The Royal Bank of Scotland's bank mandate in respect of all Orkney Housing Association Ltd bank accounts; and
- Tanne Shorter, Tracey Longworth, Fraser Devine and Mhairi Hughes be added to the mandate as signatories on the Orkney Housing Enterprises CIC account.

G6 Orkney Housing Enterprises Report (Paper No MC/26/26)

G6.1 The DHO's paper provided an updated on the recent OHE Board meeting which included a review of mid-market rent properties. Members also noted that several options were being considered as services to be offered by OHE and had a discussion around two specific options.

G6.2 Members acknowledged the amount of very positive progress which had taken place since the subsidiary had been reactivated. They also remained aware that OHE was a separate entity and, as such, MC members did not have remit to instruct the subsidiary in how it runs its business.

G6.3 Following discussion, members noted:

a) progress with MMR properties;
b) progress with the potential provision of commercial services; and
c) the situation regarding the provision of working capital for OHE.

G7 Authority to Evict (Paper No MC/26/27)

G7.1 This paper outlined two cases put forward for Decree of Eviction due to continued non-payment of rent and anti-social behaviour.

G7.2 Following discussion, Management Committee gave authority to enforce the Decree for Eviction in the two cases detailed in the paper.

G8 Resolutions & Applications for Membership (Paper No MC/26/28)

G8.1 Members approved the resolution in respect of one shared ownership disposal and noted the cancelled membership.

PART 4 – PERFORMANCE

P1 Development Report (Paper No MC/26/29)

P1.1 In the absence of the DM, the CE introduced the paper which updated members on progress with the development programme.

P1.2 Development works are well underway at Walliwall 10 for 41 properties, which will be handed over in 3 phases. Off the shelf purchases in Rendall and Stromness have completed, and one in Kirkwall is being progressed. Staff continue to watch for similar potential opportunities. The properties at Walliwall Phase 9A (8 x NSSE) are complete with seven sold and occupied by new owners, and the last sale to be completed within the next week.

P1.3 The Association has had positive discussions with both a developer and the Scottish Government around the opportunity for development at a site in Kirkwall. As a result, this has been included in OHA's submission for the SHIP to OIC. There are some uncertainties around planning permission, but members will be kept informed.

P1.4 Architects have been appointed for three potential East Mainland development projects. Initial discussions with OIC Planning, Housing, Roads and Engineering, and Scottish Water, have been positive.

P1.5 Members noted that work on the 2026 SHIP has commenced and OIC have stated that a Strategic Co-operation Agreement with the Association must be entered into. The CE said discussions are ongoing and members will be updated at future meetings.

Members authorised the CE to proceed with negotiations on a high level strategic agreement, but not to agree to matters which restrict the Association's operations or independence.

Any final document must be presented to the MC prior to signing.

P1.6 Following discussion, Members noted the position with the development programme.

P2 New Homes Satisfaction Survey (Paper No MC/26/30)

P2.1 Members were pleased to note that 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 house finishes. These results mean that we have met our KPI indicator P3 target of 90%.

P2.2 Overall, the responses regarding the estate were positive. All respondents were pleased with the general house design, found their home warm and the heating system easy to control. Two small issues highlighted by tenants had been quickly resolved by staff.

P2.3 Members noted the contents of the report.

P3 Contractor & Consultant Annual Review (Paper No MC/26/31)

P3.1 The DHO'S report reviewed the work performed by both our in-house Trades Team and external contractors, and provided details of annual performance figures of the maintenance contractors.

P3.2 Members:

1) noted annual performance figures for Maintenance Contractors as detailed;
2) noted that any Member with an interest in any of the companies listed on Attachment 2, must declare so in the Register of Interests in accordance with the Entitlements, Payments and Benefits Policy; and
3) approved the List of Maintenance Contractors in Attachment 2, subject where necessary to the provision of relevant paperwork.

PART 5 – ITEMS FOR DISCUSSION

None

PART 6 – ITEMS FOR INFORMATION

I1 Tenant Participation Strategy – Consultative Draft (Paper No MC/26/32)

I1.1 Members noted the correct paper heading in the Agenda – should be 'Consultative Draft' rather than 'Action Plan'.

I1.2 Members approved the consultative draft and the consultation to tenants.

I2 SFHA Annual Conference Feedback (Paper No MC/26/33)

I2.1 Members noted the feedback from the SHFA Annual Conference.

Any Other Competent Business

There being no further business, the formal part of the meeting closed at 12.05pm.

Presentation by Scottish Federation of Housing Associations
Members received an interesting and informative presentation on the SFHA's services and Policy Briefing from Eddie Boyd and Jen Gracie, SFHA.

Signed: ………………………….. Date: …………………
Chair