Minutes of a Meeting of the Management Committee of Orkney Housing Association Limited, held in the office and via Teams on Wednesday, 26 August 2026 at 10.30am

Present:	In person: Brian Kynoch (Chair), David Bertram, John Foster, Mary Laird, Suzanne Lawrence, Fiona Lettice, Ian McKay, Bruce Pilkington, John White. Remotely: John Rodwell
In attendance:	Craig Spence (Chief Executive – CE) Mhairi Hughes (Head of Corporate Governance – HCG) Tanne Shorter (Head of Finance – HF) Connie Shearer (Minute Taker) Remotely: Daniel Johns, Wbg (DJ)

PART 1 – STANDING ITEMS

1.1 Apologies for Absence

Apologies were noted from Mervyn Sandison, Tracey Longworth (Director of Housing & Operations), Emma McConnachie (Housing Services Manager) and Donald Macleod (Hebridean Housing Partnership)

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 29 July 2026

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

1.4 Matters Arising & Deferred Items (Verbal)

1.4.1 The CE updated members on:

1) the potential purchase of a shared ownership property, in Kirkwall back into rented stock can now proceed as an acceptable grant offer had been received; and
2) an opportunity being explored to purchase properties in Kirkwall for Mid Market Rent leasing by OHE. Members will be kept updated on progress.

1.5 Future Meeting Dates:

Tuesday 08 September, 10.30am – Annual General Meeting
Tuesday 08 September, 11.30am – Management Committee

PART 2 – STRATEGY

None

PART 3 – GOVERNANCE & ASSURANCE

G1 Report & Financial Statements for the year ended 31 March 2026 (Paper No MC/26/34)

G1.1 Daniel Johns (DJ), Wbg, presented the paper and Annual Report from Auditors. He informed members the Accounts had been scrutinised by members at the ARM meeting in August, and any questions following that meeting had been answered. He went on to provide an overview of the audited Report & Financial Statements for the year.

G1.2 Members were informed that no recommendations for management were identified this year and he was pleased to report two positive, clean audits.

G1.3 DJ went on to present highlights from the Report & Financial Statements which showed a very good performance over the year. There was a final surplus of £1.47m and the Association's position overall was very strong.

G1.4 A short discussion was held on 'Wider Role' activities, and Pension Scheme liabilities (which is representative of the housing sector).

G1.5 Members wished to express their thanks to Donald Macleod (Director of Finance, Hebridean Housing Partnership) and all staff involved for their hard work going through the audit process and producing the final accounts.

G1.6 Members then:

1) approved the Report and Financial Statements for the year to 31 March 2026 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 2026; and approved the Association's response to Wbg (Audit) Ltd;
3) approved the Letter of Representation and authorised the Chair and Company Secretary to sign the letter on their behalf; and
4) authorised the Head of Finance 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.

Daniel Johns left the meeting.

G2 SHR Annual Assurance Statement (Paper No MC/26/35)

G2.1 The HCG gave an overview of the contents of the paper which detailed the assurances provided to members to enable them to be as informed as they can be, to make a reasoned decision on the content of this year's Annual Assurance Statement. The full digital evidence bank in the dedicated, secure, channel in Microsoft Teams is kept updated and can be accessed by members whenever they wish.

G2.2 The HCG highlighted the recent Thematic Review by the SHR on Preparing Annual Assurance Statements which focused on how landlords assured themselves, a) that they met their tenant and resident safety duties and b) their approach to monitoring and reporting on compliance with their financial covenants.

G2.3 With the SHR focusing on tenant safety, the HCG assured members that the Association could demonstrate compliance in this area. She went over the detail of how evidence is collected and stored on resident & resident safety duties and said very positive work is taking place internally to verify the data held to ensure compliance is being met and can be evidenced.

G2.4 Regarding covenant results, members were informed that the Association is compliant, with detailed information being presented to Performance & Resources Sub-Committee quarterly, and covenant compliance information is sent to lenders as required

G2.5 The SHR's thematic study posed a number of questions for which the HCG had suggested responses and, where necessary, highlighted further action points. Discussion took place around how Members could further their involvement/ scrutiny in the AAS process. A member suggested that members, together with relevant staff, could get together to review individual standards and scrutinise the evidence for each. This work would also count towards members' training hours. It was agreed the HCG would take a proposal to the next MC meeting.

G2.6 The Chair acknowledge the huge amount of work which goes into providing the evidence for Members to reassure themselves. Members then:

a) agreed that the information contained in the paper, attachments and evidence bank provided sufficient information and evidence to enable them to make an informed decision regarding the format and content of the Annual Assurance Statement; and
b) authorised the Chair to sign the Annual Assurance Statement and the HCG to submit it to the Scottish Housing Regulator on their behalf.

G3 Performance & Resources Chair Report (Paper No MC/26/36)

G3.1 In response to a query about Tenant Safety Reports going to both P&R and ARM sub committees, the HCG explained this issue was an important focus of the

SHR and each report had a different purpose. The ARM received reports concerning the internal audit work, and P&R received reports focused on performance.

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

G4 Audit & Risk Management Chair Report (Paper No MC/26/37)

G4.1 Members noted the update and record of decisions from the Audit & Risk Management Sub-committee meeting.

PART 4 – PERFORMANCE

None

PART 5 – ITEMS FOR DISCUSSION

None

PART 6 – ITEMS FOR INFORMATION

None

Any Other Competent Business

There being no further business, the meeting closed at 11.15am.

Signed: ………………………….. Date: ………………….

Chair