

Management Committee Update

January 2018

Issue 7



Orkney Housing Association is governed by a voluntary Management Committee elected at our AGM in September each year. The Committee's role is to set and monitor our strategy and performance. Day to day operational management is carried out by the Leadership 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. Management Committee are keen to issue an update following each formal meeting (6 per year).



Pictured from l to r:- Dave Dawson, Bill Wallace, Stuart Roy Mclvor, Linda Forbes (on screen), Wendy Baikie, John Rodwell, Philip Cook, Elaine Grieve, Fiona Lettice & John Stockan

Points of interest from the meeting

Joint Chairs Meeting

In December OHAL Chair & Vice Chair hosted a meeting with Councillors Rob Crichton and John Ross Scott, where they were given a tour of the building and a chance to meet with staff. We have received an invitation for a reciprocal visit to OIC.

Fuel Poverty

The Association have agreed a response to the Scottish Government on its Fuel Poverty Consultation. We have underlined how the minimum income standard for remote and rural areas has a huge impact on the measurement of fuel poverty and must be included in the final definition. Levels of fuel poverty in Orkney have reduced but are still the highest in Scotland at 59%.

Policy Reviews & Approvals

Some of the policies approved by Committee Members were internal documents with minor amendments to maintain high levels of governance, ie Codes of Conduct for Members & Staff and Standing Orders. Other policies under review, affecting our customers are below:

- *Responsive Repairs Policy, changes to the number and purpose of inspection of repairs undertaken to monitor quality and standard.*
- *Contractors Policy details what we require from trades people wishing to join our list of approved contractors.*

Annual Service Charge Review

We review our service charges every year to ensure that we continue to cover the costs of providing certain services. These charges are separate to the rent charges and are for providing the following services:

- Garden & grounds maintenance.
- Chimney sweeping.
- Stair well cleaning in specific blocks.
- Electrical and other testing, such as smoke alarms.
- Insurance, buildings & public liability.
- Administration costs.

Individual letters will be sent out to all residents before the end of February.

Members present on 31 January 2018

- Wendy Baikie
- Philip Cook
- Dave Dawson
- Linda Forbes
- Fiona Lettice
- Stuart Roy Mclvor
- John Rodwell (Chair)
- Bill Wallace

Welfare Reform Update

We are now in the final stages of analysing data supplied by tenants in the Household Record Sheets to assess who may be affected by the introduction of Universal Credit. We are still expecting a full service roll out in September 2018 and continue to work towards that date.

Development Report

Sands Park, Deerness: 8 rented properties were handed over on 12th January and are now occupied.

Works at Liberator Drive, Kirkwall Phase 3 are progressing well. 3 units will be handed over in May and another 11 in August, ahead of schedule, with the remaining 8 units being handed over in October. There are also 4 New Supply Shared Equity units which will be handed over early in May.

Works at the Junction Road, Kirkwall project are slightly behind programme due to weather and other delays. The contractor is confident that he can achieve handover in September.

We have obtained the valuation for the former caravan site at The Crafty, Kirkwall and have submitted our offer to OIC to buy the site. An application for funding is being prepared for submission to the Scottish Government shortly. We aim to acquire the site before the end of March.

Business Plan Update

It was agreed that members of the Performance & Resource and Audit & Risk Management sub-committees would take part in Risk Identification exercises at their next meetings. This will identify any possible risks affecting the outcomes of the Business Plan.

Staff Conference

A staff conference is due to be held in March which will see the office closed between 12 & 5pm on Thursday 15th March.

Performance & Resource Chair Report

The last meeting was held in November 2017 at which members received the second quarter performance reports on Development, Financial Position, Business Plan progress and 6 month Planned Maintenance update.

Business Improvement Update

The 2017-18 Delivery Plan includes “the development and implementation of a programme of work to achieve efficiencies in internal processes”. A number of initiatives were identified and improvements made, mainly around finance procedures:

- Consolidating recharge records into one location to enable staff to access easily.
- Applying a consistent approach to factoring charges to include replacement costs and lifecycles of individual items.

There are more projects in the pipeline to be completed in future.

Resident Panel Update

Members of the Resident Panel attended an information session on the Allocation Policies of both OHAL & OIC before carrying out a practical exercise of completing an application and assessing it. Their next steps will be to create a survey for new tenants to see how they found the process.

They are really keen to hear from you.

If you have recently moved into an OHAL or OIC property please look out for their survey.



Anyone interested in getting involved with the Resident Panel or any other Association activities can contact **Suzy Boardman** on **01856 875253 ext 205** or **suzy.boardman@ohal.org.uk**

<http://www.ohal.org.uk/tenants/get-involved/>