

# Management Committee Update

Issue 19

January 2020



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. An update is issued following each formal Management Committee meeting (6 per year).

## OHAL Management Committee 2019/20



Pictured left to right, back row - Elaine Grieve, John White, Dave Dawson, John Rodwell & Linda Forbes (on screen), Jason Taylor, Philip Cook; Front row: Fiona Lettice, Roella Wilson & Wendy Baikie (missing from photo, Bill Wallace)

### Members present 29 January 2020

- Wendy Baikie
- Philip Cook
- Dave Dawson
- Linda Forbes (Skype)
- Fiona Lettice
- John Rodwell
- Jason Taylor
- John White
- Roella Wilson
- Bill Wallace (Skype)

## Governance Matters

### Rent Review 2020/21

Following a full consultation with tenants and sharing owners members were presented with the results. Four options had been posed during the consultation, in which 65% of respondents chose the Retail Price Index (RPI Inflation) increase for the next 2 years. This was approved by Committee, noting that this is a 2 year agreement with no consultation taking place next year - subject to member approval in November 2020.

### Scottish Housing Regulator Self Assessment Update

Members agreed that no material changes were required to be made to the Annual Assurance Statement, noted that no Notifiable Events have been reported to the Scottish Housing Regulator, and noted additions made to the Evidence Bank.

### Performance & Resources Sub Committee Report

The Report detailed the Quarter 2 (Q2) Performance Report where 76% of Key Performance Indicators had been met, the Q2 Finance Report showed surplus exceeding budget due to underspends, progress with Business Plan Actions, Q2 Development Report and Q2 Care & Repair Report showing an increase of 15% in completed jobs.

### Health & Safety Working Party Report

A report from the last meeting was presented. Members approved updates as detailed to the Health & Safety Control Manual, received copies of Audit Reports undertaken by an external consultant on OHAL's Health & Safety Management System and Landlord Facilities - Health, Safety & Welfare Management System and noted the Action Plans in respect of each.

## Performance

### Development Update

Members noted the current position with the development programme, projects on-site and shadow projects. We have plans for developing in Kirkwall, Orphir, Stromness, Toab and Evie.

### The Crafty Site

Committee members were appraised of the delays in developing this site.

### Authority for Eviction

This paper sought authority to enforce a Decree of Eviction for one case of continued non-payment of rent and provided an update on 3 cases which previously received authority for eviction.

## Discussion

### Digital Access & Electronic Papers

Discussion took place to establish if Committee Members would like to access their papers, reports and key documents digitally. Members agreed to continue development of a portal whereby they can access Key Documents and the Annual Assurance Evidence Bank.

No decision was reached with regards to electronic papers. However, they agreed to receive pdf versions (as well as paper) for the next meeting then have further discussions about whether or not to progress this option.

### Committee Training Plan

Training for members has been scheduled later this month to look at "Housing 2040" and Lessons learnt from Scottish Housing Regulatory Statutory Interventions at other Housing Associations.

## Strategy

### 2020/21 Business Plan Update

Members agreed a timetable to create appendices covering the year 2020/21. These include the operational delivery plan, stress testing, key performance indicators and risk register.

### Interest Rate Hedging

Following November's meeting, it had been agreed that up to 75% of the Association's loan portfolio be fixed to take advantage of historically low interest rates. Members were advised that, as of 20 January, the total loan portfolio stood at 75% fixed to 25% variable.

### Policy/Procedure Reviews

The following were reviewed and approved:

- ◆ Committee Member Training & Development Policy & Procedure
- ◆ Membership procedure
- ◆ Anti Social Behaviour Policy - updated following consultation with tenants and staff and checked by legal representatives to ensure compliance with the Housing (Scotland) Act 2014.
- ◆ Risk Management Policy

Members were pleased to approve the revised appraisal paperwork and plan to undertake their annual appraisals during February 2020.

## Resident Panel

### Estate Inspection Scrutiny Report

Following a lot of work and input from members of the Resident Panel, their scrutiny report is now in draft.

The report contains information and findings from their initial estate visit and includes some recommendations.

However the group would like to expand their findings and plan to carry out more visits in 2020, before finalising the report.

The report was presented to the Management Committee for discussion.

Resident Panel members will receive initial feedback from the Head of Housing & Customer Services.



Anyone interested in getting involved with the Association can contact Suzy Boardman on 01856 875253 ext 205 or [suzy.boardman@ohal.org.uk](mailto:suzy.boardman@ohal.org.uk)