

Minutes of a Meeting of the Management Committee of Orkney Housing Association Limited, held in the office and via Teams on Tuesday 08 September 2026 at 11.30am

- Present:** In person: Brian Kynoch (Chair), David Bertram, Suzanne Lawrence, Mary Laird, Fiona Lettice, and Bruce Pilkington
Remotely: John Foster and John Rodwell
- In attendance:** Craig Spence (Chief Executive – CE)
Mhairi Hughes (Company Secretary & Head of Corporate Governance – HCG)
Tanne Shorter (Head of Finance – HF)
Connie Shearer (Minute Taker)

The Secretary welcomed all to the meeting and, with this being the first meeting since the AGM, she went through the process of electing the Chair and Vice-Chair.

PART 1 – STANDING ITEMS

1.1 Apologies for Absence

Apologies were noted from John White, Ian McKay, Tracey Longworth and Emma McConnachie.

1.2 Election of Chair and Vice Chair

- 1.2.1 The Secretary asked for nominations for Chair. Fiona Lettice nominated Brian Kynoch who confirmed he was willing to accept the nomination; this was seconded by David Bertram. There being no other nominations, Brian Kynoch was duly elected as Chair.

The Secretary asked for nominations for Vice-Chair. Suzanne Lawrence nominated Fiona Lettice who confirmed she was willing to accept the nomination; this was seconded by Bruce Pilkington. There being no other nominations, Fiona Lettice was duly elected as Vice- Chair.

The Secretary then handed over to the elected Chair

1.3 Declarations of (a) interest and (b) hospitality given/received in last 12 months for any items on the agenda

There were none.

1.4 Minutes of the Management Committee meeting held 26 August 2026

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

1.5 Matters Arising & Deferred Items

- 1.5.1 There were none.

1.6 Future Meeting Dates:

Wednesday 04 November, 10.30am Audit & Risk Management Sub Committee Training Session (*Health & Safety Working Party will be rescheduled once membership is known, following this meeting*)

Wednesday 11 November, 10.30am – Performance & Resources Sub Committee

Wednesday 25 November, 10.30am – Management Committee

Wednesday 02 December, TBC – Strategy/Planning Workshop

PART 2 – STRATEGY

S1 Annual Business Plan Programme (Paper No MC/26/38)

S1.1 The CE summarised the paper which sought members' consideration and approval of the proposed process for business planning in respect of the production of updated appendices for 2027/28 as part of the 2025-28 Business Plan. He detailed the key stages for Committee involvement between September 2026 and final approval in March 2027, explaining the expertise of the sub-committees would be used to review Budget and Risk in detail.

S1.2 Responding to a query, the CE confirmed that the Strategy Day in December would be facilitated in-house.

S1.3 Members agreed that the work to support development of updated detailed appendices for 2027/28 as part of the Association's Business Plan is progressed, and approved the process as set out in the paper.

PART 3 – GOVERNANCE & ASSURANCE

G1 Sub Committee Membership and Election of Chairs (Paper No MC/26/39)

G1.1 Following discussion, sub-committee membership was confirmed as:

ARM

John White*
David Bertram
John Foster
Suzanne Lawrence
Ian McKay

P&R

John Rodwell*
Brian Kynoch
Suzanne Lawrence
Fiona Lettice
Mervyn Sandison
Mary Laird
Bruce Pilkington

H&SWP

Bruce Pilkington
Suzanne Lawrence

*Chair

It was agreed that the HCG should contact the remaining 2 members to ascertain which sub-committee they wished to be on.

Both the Staffing Sub-Committee and the Joint Union/Management Sub-Committee require 2 members, to be decided as and when, if required.

John White has completed one, 3-year term as Chair and one year of a second term, so no election was required. However, John had indicated he was willing to continue as Chair.

Roella Wilson has completed a three-year term as Chair of P&R, so election was required. Brian Kynoch thanked Roella for her term as Chair, then proposed John Rodwell, and this was seconded by Fiona Lettice. John Rodwell confirmed he would accept the nomination.

G1.2 Company Secretary: It was unanimously agreed that the HCG should continue as Secretary.

G1.3 EVH Representative: It was agreed that the Company Secretary would remain as the point of contact and would relay matters of importance to members.

G1.4 Members:

- a) Discussed and agreed membership of the ARM, P&R, SSC, H&SWP and Joint Union/Management Sub-Committee;
- b) elected Chairs of the ARM and P&R Sub-Committees, as required;
- c) agreed that the HCG should remain Company Secretary; and
- d) agreed the Company Secretary would remain the point of contact.

PART 4 – PERFORMANCE

None

PART 5 – ITEMS FOR DISCUSSION

None

PART 6 – ITEMS FOR INFORMATION

None

Any Other Competent Business

The Chair updated members on the current position with correspondence with the Local Authority.

There being no further business, the meeting closed at 11.55am.

Signed:
Chair

Date: