

**MINUTES OF OVHA BOARD MEETING**  
**HELD ON TUESDAY 21st March, 2023 at 6pm**  
**Hybrid meeting**


**Present:** Tom Dougan - TD (In Person)  
 John Flynn - JF (In Person)  
 Kenneth Brannan - KB (In Person)  
 Karen Cleland - KC (Virtual)  
 Lindsay Rae - LR (Virtual)  
 Heather Pearson - HP (Virtual)  
 Andrew McDaniel - AM (In Person)  
 Tam Allan - TA (In Person)

**In Attendance:** Andrew Saunders - AS (In Person)  
 Colin McInnes - CM (In Person)  
 Nick Clark - NC (In Person)  
 Maryjane Elder - ME (In Person - minutes)  
 Dave Roberts - DR (In Person)  
 Megan Sneddon - MS (Apologies)

	ITEM	ACTION
1.	<p><b>Welcome &amp; Apologies</b>            AS informed the Board of M McL intention to stand down after over 10 years as a Board member. Mark's support and input was valuable throughout his time with us.  <b>AS to send a letter thanking Mark.</b></p> <p>Stephanie Ngo Pouhe - rules state if a Board member misses 4 consecutive meetings they are asked to 'step down' as a Board member  <b>AS to contact Stephanie to request her to 'stand down'.</b></p> <p>Additional tenant membership - will look to identify these by carrying out a skills audit to look at recruitment process</p>	AS
2.	<p><b>Declaration of Interest in any Agenda Item Standard</b>            Hillcrest Homes - KC            Greener Kirkcaldy - AMcD            Places for People - LR</p>	
3.	<p><b>Approval of urgent business items for consideration under A.O.C.B</b></p> <p>AS will discuss under with his paper</p>	

4.	<p><b>Approval of the minutes of the Previous Meeting - 21/02/2023</b></p> <p>The Board approved the minute meeting notes.</p>	
5.	<p><b>Matters Arising</b> None</p>	
6.	<p><b>Health &amp; Safety</b> H&amp;S meeting held, ACS in touch with us regarding our 2 year audit which is coming up for review. CMcl will contact ACS and request a later date for the audit to be carried out. Some issues around tenant safety, this and employee safety shall be split into 2 committee groups. The Landlord Control Manucat and the H&amp;S Control Manual will be shared with the Board and reporting on H&amp;S will be done in a more formal way.</p> <p><b>The Board noted this content.</b></p>	<b>CMcl</b>
	<p><b>FOR APPROVAL Items 7 to 14</b></p>	
7.	<p><b>HR Committee Update</b></p> <p>ME provided an update on the interview process for the new CEO at OVHA.</p> <p>KC - stated there was a high calibre of candidate with Nick Clark being offered the post and accepting the offer.</p> <p><b>The Board welcomed Nick to the new position</b></p>	<b>ME</b>
8.	<p><b>CEO Action Plan</b> In the transition of leaving OVHA, AS will be working through the principal activities using an action plan.</p> <p>17th March sale of 69 Boase Avenue fell through. Re-advertised with 3 interested parties Look to move quickly at selling this property.</p> <p>AS raised - member of staff on maternity leave, unable to return due to health problems. ME supported the employee and staff throughout. Staff member requested a settlement agreement. OVHA has been supported by EVH throughout the process.</p> <p>Recommend - EVH and their lawyers, along with the staff member and their lawyer, will look at an agreement.</p> <p>Notifiable to the SHR</p> <p>KC - place note on Basecamp but no issue with this process</p> <p><b>The Board agreed to proceed</b></p>	<b>AS</b>

<p>9.</p>	<p><b>DCEO/HM Report</b>  <b>CMcL</b> reported 2 voids at the end of February with an average 30 days void.  ASB 5 new cases in February  Developing gas cutting service,  Factoring - written statements of service. Delayed until 1st October with the view to due to being able to use Home Master to implement the process  Research Resource - 'Getting to Know You' survey - pay this financial year, delivered in the new financial year.  Income Maximisation Officer - Fife Housing Group will be the employer with OHA being provided access on a part time basis.</p> <p>KB - Homeless accommodation - how does this work?  We sign SLA with FC for 6 months, they sublet, manage, responsible for repairs  KB - Unfurnished? - FC support the tenant  KB - FC will manage the person moving into further accommodation</p> <p><b>The Board noted the content of this paper</b></p>	<p><b>CMcI</b></p>
<p>10.</p>	<p><b>ESM Report</b>  Insurers - additional cover, higher premium may be levied in May  Free drop in April for Bikes (Climate Friendly Travel Project)  IT system at training stage</p> <p>KB - how secure will the data be? Ethical hacker?  C - wholly cloud based with 2 way authentication  IT audit to be carried out next year  TD - Estimated cost to achieve silver certificate? Higher expense than previously provided.  Develop a budget for warm, comfortable, affordable homes and tenants signed up to this. Paper to follow on this on how we can allocate some of the funds to this.  Need for a strategy for alternative options to energy with communication to tenants to increase their knowledge.</p> <p><b>The Board noted the content of this paper</b></p>	<p><b>NC</b></p>
<p>11.</p>	<p><b>CSM Report</b></p> <p><b>The Board noted the content of this paper</b></p>	<p><b>ME</b></p>
<p>12.</p>	<p><b>FD Report</b>  The field work for the audits of OV Energy, OV Heating and CHAP has now been undertaken.  Meeting was held with Allia to fix the loan for the development of the Miners Institute</p> <p>Paper to Board next month on Gift Aid.  <b>The Board noted the content of this paper</b></p>	<p><b>DR</b></p>
<p>13.</p>	<p><b>Greener Kirkcaldy</b>  AMcD provided a short presentation on Greener Kirkcaldy. A community lead charity that</p>	<p><b>AMcD</b></p>

	<p>is Fife Wide providing advice around areas including climate action, climate emergency and support people through fuel poverty and food insecurity.</p> <p>JF - How do you become a partner, AMcD - OVHA are already partners</p> <p><b>The Board thanked AMcD for his presentation.</b></p>	
14.	<p><b>Insurance Renewal</b> Meeting with Insurance Brokers on the tender of insurance, the market of Brokers has shrunk (due to Brexit, climate change, availability of contractors, cost of materials and labour). Received only 1 quote from our existing provider. Cost has increased £15,000 more than what we budgeted for.</p> <p>Due for renewal on 1st April, agreed with Insurance Brokers to work together to try and draw more companies into the market for next year.</p> <p>Sector side approach? - Our Broker reckoned not enough assets/scale for this to happen.</p> <p><b>Board agreed to accept the renewal terms</b></p>	AS
15.	<p><b>Basecamp - Items added to the Board Team - 21.12.22 - 21.2.23</b></p> <ul style="list-style-type: none"> <li>a. Bird Simpson - Scottish Budget briefing paper</li> <li>b. Allia C+C Scottish HA Market Update - January 2023</li> </ul> <p><b>The Board noted the contents</b></p>	
16.	<p><b>Any Other Competent Business</b></p> <p>None</p>	
17.	<p><b>Date of Next Meetings</b></p> <ul style="list-style-type: none"> <li>a. Board - Tuesday 18th April 2023</li> <li>b. FARM - Tuesday 2nd May 2023</li> </ul>	
	 <p><b>John Flynn</b> Chair</p>	