

**MINUTES OF OVHA BOARD MEETING  
HELD ON TUESDAY 18th April 2023 at 6pm  
Hybrid meeting**

**Present:**                   John Flynn (In Person)  
Tom Dougan (In Person)  
Tam Allan (In Person)  
Kenneth Brannan (In Person)  
Andrew McDaniel (In Person)  
Richard McElfatrick (Virtual)

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

|    | <b>ITEM</b>  | <b>ACTION</b> |
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| 1. | <b>Welcome &amp; Apologies</b><br><br>Apologies from Heather Pearson, Lindsay Rae & Karen Cleland.   | <b>AS</b>     |
| 2. | <b>Declaration of Interest in any Agenda Item Standard</b><br>Hillcrest Homes - KC<br>Greener Kirkcaldy - AMcD<br>Places for People - LR   |               |
| 3. | <b>Approval of urgent business items for consideration under A.O.C.B</b><br><br>Board Appraisals.  |               |
| 4. | <b>Approval of the minutes of the Previous Meeting -</b><br><br><b>The Board approved the minute meeting notes.</b>  |               |
| 5. | <b>Matters Arising</b><br><br>AS noted that he had made contact with Mark McLintock to acknowledge his resignation & Stephanie Ngo Pouhe to determine future on the board. Awaiting response from Stephanie. |               |

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| <p><b>6.</b></p>                         | <p><b>Health &amp; Safety</b></p> <p>CMcl gave brief update</p> <p>ACS have been in touch regarding EVH Health &amp; Safety Control Manual Audit and EVH Landlord Safety Manual Audit. We have requested to delay the audit of LHS until the end of the year. Staff resource is limited to prioritise this at the moment due to Homemaster implementation and staff absence.</p> <p>EVH H&amp;S Control Manual Audit will take place in July.</p> <p>Improvement plans will be brought to board following audits.</p> <p>KB asked if we anticipate any expensive recommendations. CMcl reported that we already anticipate a significant cost around fire door training which we are in the process of arranging.</p> <p>Board Members advised that we will upload both manuals to Basecamp and will follow up with details of their roles and responsibilities which will require signatures to evidence their understanding.</p> <p><b>The Board noted the Health &amp; Safety update.</b></p> | <p><b>CMcl</b></p> |
| <p><b>FOR APPROVAL Items 7 to 14</b></p> |  |                    |
| <p><b>7.</b></p>                         | <p><b>Business Plan</b></p> <p>AS gave a brief overview of the business plan which had been updated to incorporate items that had been identified by the regulator.</p> <p>We have consolidated our action plans into a single plan identifying which team is responsible for each area.</p> <p><b>The Board approved the implementation of the Business Plan</b></p>  | <p><b>AS</b></p>   |
| <p><b>8.</b></p>                         | <p><b>New Borrowing with Allia C&amp;C</b></p> <p>DR reported that the purpose of the borrowing is to fund Bowhill Institute project, the loan allows us to borrow up to £10 million however at the moment we are only borrowing £1.2 million.</p> <p>We had the option of paying the interest annually or paying at the end of the loan period, we have chosen to pay annually.</p> <p>DR asked for approval of taking the loan and for the board to confirm who the authorised signatories should be. Board discussed and decided JF, DR, NC &amp; AS should be signatories.</p>   | <p><b>DR</b></p>   |

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|            | <b>The Board approved to go ahead with the Allia loan and approved the authorised signatories.</b>   |           |
| <b>9.</b>  | <p><b>CEO Transition/Succession Arrangements</b></p> <p>AS gave a brief update.</p> <p>AS &amp; NC have a meeting with F3 to discuss further support around asset management given the loss of knowledge we currently have in AS.</p> <p>JF - are there any plans to fill the position of Enterprise &amp; Sustainability Manager once NC has taken up his new post of CEO? AS advised that we have a new IT support provider in place to oversee all IT issues which have historically fallen to NC. Other tasks will cascade down to other positions with the E&amp;S team, both of these jobs were re-graded following the EVH evaluation so there is capacity for further responsibility.</p> <p>TD noted that EESSH will need a lot of attention. NC assured that he will still have significant involvement in this area.</p> <p><b>The Board approved the plans for the CEO transition/succession.</b></p>  | <b>AS</b> |
| <b>10.</b> | <p><b>Potential Gift Aid Income</b></p> <p>DR gave a brief update and asked the board to discuss an appropriate strategy for the optimal use of the increased gift aid available.</p> <p>Guaranteed a minimum amount of £67 per megawatt from April 2023.</p> <p>Projections are based on a minimum base but we are looking to receive around £3.1 million over the next 20 years. Approximately £150k each year.</p> <p>DR suggests that from the amount that goes into the Housing Association, we contribute around £25k for community funds and that the remaining is given to the Housing Association to support the business plan and aims of the Housing Association.</p> <p>A board member asked how we manage community fund requests? AS explained our process and emphasised that we always intend to make it as simple as possible for community groups to apply.</p> <p>AMcD - do we have a plan in place for when the turbine needs to be recommissioned? NC reported that planning consent expires after 25 years and we would need to apply for fresh consent or remove the turbine.</p> <p>AMcD also asked if the Housing Association can apply to other wind turbine funds - NC reported that he is currently investigating this.</p> <p>JF asked if we agreed at the time of commissioning the turbine an amount to be used to support the community. AS reported that at least 50% would be used for this.</p> | <b>DR</b> |

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|     | <p>The Board requested a list of all organisations and groups that we have supported to be circulated.</p> <p>The Board noted the potential gift aid available for distribution and approved for the amount given to the Housing Association to be split by £25k going back into the community and the remaining used for the furtherance of the Housing Association.</p>   |             |
| 11. | <p><b>CEO Report</b></p> <p>AS gave a brief update of items covered in the paper.</p> <p>AS noted that as some developments are taking so long to come to fruition and so much change in between times, these developments and RFA may need to come back to the board for discussion and approval.</p> <p><b>The Board noted the update of the CEO report.</b></p>  | <b>AS</b>   |
| 12. | <p><b>DCEO/HM Report</b></p> <p>CMcl gave a brief update of items covered in the paper.</p> <p>The figures reported will be the figures that we update to ARC.</p> <p>Boase Avenue in St Andrews has received an offer which we have accepted and is due to conclude on 28th April.</p> <p>The Big Idea Project - Colin took part in interviews last week and a candidate was selected and offered the post but has since declined the post. The post will be re-advertised.</p> <p>DP will be preparing a report to be presented at the next meeting to demonstrate how the tenancy support fund is being dispersed.</p> <p>KB asked about the status of 4 Whitehall Crescent - we are working on a flood assessment to avoid flooding happening once the property is rebuilt. AS is hoping to provide a report to the board next month.</p> <p><b>The Board noted the update of the DCEO/HM Report.</b></p> | <b>CMcl</b> |
| 13. | <p><b>ESM Report</b></p> <p>NC gave a brief update of items covered in the paper.</p> <p><b>The Board noted the update of the Enterprise &amp; Sustainability Report.</b></p>   | <b>NC</b>   |

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| 14. | <p><b>CSM Report</b></p> <p>ME gave a brief update of items covered in the paper.</p> <p>ARC submission due on 31st May.</p> <p><b>The Board noted the update of the Corporate Support Report.</b></p>   | <b>ME</b> |
| 15. | <p><b>FD Report</b></p> <p>DR gave a verbal update</p> <p>Work on setting up Homemaster has taken up quite some time for the Finance team so looking forward to it being up and running fully.</p> <p><b>The Board noted the update of the Finance Directors Report.</b></p> | <b>DR</b> |
| 16. | <p><b>Confidential Staffing Matter</b></p> <p>AS gave an update.</p> <p><b>The Board approved the notification to the regulator.</b></p>   |           |
| 17. | <p><b>Basecamp</b></p> <p>- <b>Engagement Plan</b></p>   |           |
| 18. | <p><b>A.O.C.B</b></p> <p>Board Appraisals - early afternoon into evening slots are preferred. AS &amp; MS will liaise with Linda Ewart to arrange.</p> <p>JF gave his best wishes on behalf of the board to KB on his retirement.</p>  |           |
| 19. | <p><b>Date of Next Meetings</b></p> <p>a. <b>Board - Tuesday 16th May 2023</b></p> <p>b. <b>FARM - Tuesday 2nd May 2023</b></p>  |           |