

MINUTES OF OVHA BOARD MEETING
HELD ON TUESDAY 20th JUNE 2023 at 6pm
Hybrid meeting

Present: **Kenneth Brannan - KB (In Person)**
Thomas Allan - TA (In Person)
Andrew McDaniel - AMcD (In Person)
John Flynn - JF (In Person)

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)
Laura Millar - LM (In Person)
Caitlyn McCowan - CMcC (In Person)
Shanana Beattie - SB (Virtual)

	ITEM	ACTION
1.	<p>Welcome & Apologies</p> <p>No apologies.</p> <p>JF welcomed potential members who have joined the meeting tonight - Laura Millar, Shanana Beattie & Caitlyn McCowan.</p>	AS
2.	<p>Declaration of Interest in any Agenda Item</p> <p>Standard</p> <p>Hillcrest Homes - KC Greener Kirkcaldy - AMcD Places for People - LR</p>	
3.	<p>Approval of urgent business items for consideration under A.O.C.B</p> <p>JF wished AS well in his upcoming retirement and gave thanks from the whole board. He recognised the work and dedication AS had done for OVHA in his 23 years as CEO.</p>	
4.	<p>Approval of the minutes of the Previous Meeting</p> <p>The Board approved the minute meeting notes.</p>	

5.	<p>Matters Arising</p> <p>KB noted excellent content within the tenancy support paper. Special thanks to DP for preparing this.</p>	
6.	<p>Health & Safety</p> <p>CMcl gave a verbal update but has also updated basecamp with a paper.</p> <p>H&S audit to take place on 12th July - we do anticipate that there are areas where we will fail but we are undertaking a significant amount of work to rectify this.</p> <p>CMcl advised the board that they will be expected to undergo training in Health & Safety Awareness and in management responsibilities - we are currently sourcing training.</p> <p>KB asked if the training will be provided online or in person - CMcl reported that our preferred delivery is online due to board member commitments.</p> <p>KB asked about training re RIDDOR and COSHH - CMcl reported that they wouldn't receive specific training on these areas but training to ensure that the processes are in place to ensure staff are correctly trained.</p> <p>CMcl advised that we require the board to sign H&S documents to confirm the understanding of their responsibilities, these will be sent out shortly via adobe sign.</p> <p>The Board noted this content.</p>	CMcl
FOR APPROVAL Items 7 to 14		
7.	<p>CEO Report</p> <p>AS gave a brief update of information detailed in the papers.</p> <p>Development Update - Subsidy grant levels have increased 16% since the paper was delivered.</p> <p>AS noted that although development is becoming more costly and more time consuming, demand for social housing only continues to increase.</p> <p>Asset Manager Recruitment - following a discussion with JF, it was decided to progress with the recruitment of an asset manager instead of replacing the ESM post. Interviews were held today, 10 very high calibre applications. AS, CM & NC are almost certain they have identified a candidate who they'd like to offer the post to but will make a final decision tomorrow.</p> <p>KB asked for AS 'opinion of working with Campion Homes - AS reported that he has a positive experience working with Campion on a couple of developments and would recommend working with them on future developments. AMcD reported that he has worked with them in the past within an employability role and reports a positive</p>	AS

	<p>experience and notes that they offer great traineeships and apprenticeships.</p> <p>The Board approved the CEO Report.</p>	
8.	<p>DCEO/HM Report</p> <p>CMcl gave a brief update on the information detailed in the paper.</p> <p>There may be a spike in arrears in the accounts at the end of the month due to an issue we faced with Homemaster - this issue has since been rectified.</p> <p>LM asked if the 2.54% arrears figure is a reasonable figure DR noted that we have targeted for 3% - if it goes above 5%, the regulator would step in.</p> <p>The Board noted the DCEO/HM Report.</p>	CMcl
9.	<p>ESM Report</p> <p>JF thanked all staff for their hard work in getting Homemaster up and running so quickly and efficiently.</p> <p>JF asked if we have any champions of the system - NC explained that RD has spent a significant amount of time working with Homemaster.</p> <p>JF noted that now we are live with Homemaster, it would be beneficial to have a development team to ensure that it is continuing to work in the most efficient way for us.</p> <p>KB asked if we still plan to continue using basecamp - NC reported that we are not in a rush to give up our subscription but will keep it under review whilst we get to grips with Homemaster and transition from Google to Microsoft.</p> <p>The Board approved the ESM Report.</p>	NC
10.	<p>CSM Report</p> <p>ME gave a verbal report.</p> <p>Homemaster - ME reported that her team reported today that they have found Homemaster extremely beneficial and feel like it will make processes much better.</p> <p>Health & Safety - Firelink carried out a full day fire door training session for 8 members of staff. Fire Warden Awareness training has been carried out for 5 members of staff.</p> <p>Housemark Performance - annual reporting was submitted on 31st May. Results are due back in August and this will be reported back to the board.</p> <p>Absence Management - we only have 1 member of staff off on long term sick at the moment but a referral to OH has been submitted in preparation for return to work.</p>	ME

	The Board approved the CSM report.	
11.	<p>FD Report</p> <p>DR gave a brief update of information detailed in the papers.</p> <p>The Board approved the FD Report.</p>	DR
12.	<p>Reactive Maintenance Tender</p> <p>AS gave a brief update of information detailed in the papers.</p> <p>We had 3 tenders submitted, Rogerson Plumbing & Heating won the tender.</p> <p>AS noted that he personally believes that this is a great outcome, Rogerson have provided a great service for the last 6 years with our customer satisfaction consistently high since then.</p> <p>KB queried what the reasons for previous contractors not working out - AS reported a mix of reasons - cost, lack of communication with us as the client and/or tenants.</p> <p>The Board approved appointing Rogerson Plumbing & Heating as our contractor.</p>	AS
13.	<p>Loan Portfolio</p> <p>DR asking for approval from the board to be sent to the regulator.</p> <p>DR discussed the summary of the loan portfolio and noted that we are within the security of all loans.</p> <p>TA queried what the consequences would be if we don't meet the covenants? DR - they could ask for the loan to be repaid in full but if we ever anticipated not reaching covenants it is advisable that we contact the bank before reaching this point.</p> <p>AS noted that it is the responsibility of the officers and the board members to ensure that it doesn't ever come to that.</p> <p>The Board approved the Loan Portfolio to be sent to the regulator.</p>	DR
14.	<p>Tenancy Support Update</p> <p>CMcl gave a brief update on information detailed in the paper.</p> <p>CMcl reported that the work involved in purchasing warm packs was difficult to source and distribute, it did put strain on the resources available so we would ideally like to be able to help our tenants by issuing vouchers.</p> <p>KB reported that there is change coming with regards to applying for PIP and adult disability payments - these applications are becoming much more complex and detailed. CMcl reported that DP does help with these applications but if we think a tenant needs</p>	CMcl

	<p>more support then we do make referrals to citizens advice.</p> <p>AMcD - are we having to turn anyone away? CMcl - we aren't turning anyone away but the worry is that we are missing people.</p> <p>JF requested a 3 monthly report to the board detailing the support we are providing.</p> <p>The Board approved the Tenancy Support update.</p>	
15.	<p>Board Recruitment</p> <p>NC gave a brief update on information detailed in the paper.</p> <p>We are still looking to recruit tenant board members.</p> <p>We are also looking to recruit one more member for our subsidiary boards - bringing to the board first before external recruitment.</p> <p>We will circulate the last 3 board papers and minutes from the OVCI/OVE meetings.</p> <p>AS asked Laura, Shanana & Caitlyn if they are willing to be co-opted tonight for the next 2 meetings to which they agreed.</p> <p>The Board approved co-opting the 3 new members.</p>	NC
	For Discussion - Item 16	
16.	<p>SHR 'Regulation of Social Housing'</p> <p>NC gave an update.</p> <p>SHR are doing a review of their own function and are looking for feedback. Advised that we are able to give feedback as an organisation or board members are able to give individual feedback.</p> <p>NC reports the Management Team will discuss and report back to board via basecamp.</p>	Basecamp
	For Noting - Items 17-18	
17.	<p>OVHA Draft 2023 Accounts</p> <p>DR gave a brief update of the accounts.</p>	
18.	<p>Date of next meetings</p> <p>Board - Tuesday 15th August</p> <p>FARM - Tuesday 1st August</p>	