

**MINUTES OF OVHA BOARD MEETING  
HELD ON TUESDAY 21<sup>st</sup> November 2023 at 6pm  
Hybrid meeting**

**Present:** Tom Dougan – TD (In Person)  
John Flynn – JF (In Person)  
Kenneth Brannan – KB (Virtual)  
Caitlyn McCowan – CM (Virtual)  
Andrew McDaniel – AmcD (In Person)  
Laura Millar – LM (In Person)

**In Attendance:** 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>
1.	<b>Welcome &amp; Apologies</b>  Apologies from Tam Allan & Shanana Beattie.	
2.	<b>Declaration of Interest in any Agenda Item Standard</b>  Greener Kirkcaldy - AMcD	
3.	<b>Approval of urgent business items for consideration under A.O.C.B</b>  None	
4.	<b>Approval of the minutes of the Previous Meeting – 17.10.23</b>  The Board approved the minute meeting notes.	
5.	<b>Matters Arising</b>  None	
6.	<b>Health &amp; Safety</b>	<b>CMcI</b>

	<p>CMcl gave brief verbal report – our Landlord Safety Manual audit is due to take place next week. Work has started on the audit prep before meeting with EVH next week.</p> <p><b>The Board noted this content.</b></p>	
7.	<p><b>CEO Report</b></p> <p>NC gave a brief update of the information detailed in the paper.</p> <p>Annual Assurance Statement has been submitted successfully.</p> <p>Annual Performance Report has been prepared and sent to printers.</p> <p>Staff satisfaction survey has now concluded, we are reviewing some procedures following this.</p> <p>We are working with SHR and F3 to identify RAAC in any of our properties however we don't anticipate any issues.</p> <p><b>The Board noted the update.</b></p>	NC
8.	<p><b>DCEO/Housing Manager Report</b></p> <p>CMcl gave a brief update on the information detailed in the paper.</p> <p>Housing Team reviewing procedures in an attempt to bring down former tenant arrears.</p> <p>'Getting to Know You' survey has been delayed until February.</p> <p>Discussion around purchase of a property in Dunfermline.</p> <p><b>The Board noted the update.</b></p>	CMcl
9.	<p><b>Finance Director Report</b></p> <p>DR gave a brief update of the information detailed in the paper.</p> <p>Draft budget has been prepared.</p> <p>DR discussed his proposal around the rent increase. The board discussed the difficulties our tenants are facing with the rise in the cost of living.</p> <p>The board have requested a report detailing the number of tenants we have, the variation of groups of tenants, how many receive and housing benefit and how many get no support.</p> <p><b>The Board noted the update.</b></p>	DR
10.	<p><b>Development &amp; Asset Manager Report</b></p>	JW

	<p>JW gave a brief update on the information detailed in the paper.</p> <p>Work is progressing at Bowhill Miners Institute with a completion date of Spring 2024.</p> <p>Internal audit has been completed with some recommendations made. We intend to take forward work surrounding these recommendations in the New Year.</p> <p>JW provided information regarding a quote we have received to bring a property in Lochgelly to a habitable standard. JW is looking for approval to progress with this quote.</p> <p><b>The board approved the cost of this work and to go ahead with the work.</b></p>	
11.	<p><b>Corporate Support Manager Report</b></p> <p>ME gave a brief update on the information detailed in the paper.</p> <p>The health and safety audit identified that our First Aid Mental Health training needed to be refreshed. ME and CMcl attended a course run by St Andrews Cross. A refresher on general mental health awareness is to be arranged for staff.</p> <p><b>The board noted the update.</b></p>	ME
12.	<p><b>Enterprise &amp; Sustainability Report</b></p> <p>NC gave a brief update on the information detailed in the paper.</p> <p><b>The board noted the update.</b></p>	NC
	<b>FOR APPROVAL – Items 13 to 21</b>	
13.	<p><b>External Audit Tender Update</b></p> <p>DR gave a brief update on the information detailed in the paper.</p> <p>We only received one tender, from our current provider, Bird Simpson. The tender price is a 5% increase on the current cost.</p> <p>DR noted that C&amp;T provide our tax support with an increase of 10% this year. Bird Simpson are able to provide us this service. DR is asking for approval to approach Bird Simpson for a quote.</p> <p><b>The Board approved the re-appointment of Bird Simpson and requesting a cost to provide our tax support.</b></p>	
14.	<p><b>Internal Audit Tender Update</b></p> <p>DR gave a brief update on the information detailed in the paper.</p> <p>We received 3 internal audit tender documents. DR recommends that we interview Wylie</p>	

	<p>Bisset and TIAA, we would need a board member to assist with the interviews. TD offered to assist with interviews.</p> <p><b>The board approved to progress with interviewing Wylie Bisset and TIAA.</b></p>	
15.	<p><b>Q2 Management Accounts</b></p> <p>DR gave a brief update on the information detailed in the paper.</p> <p><b>The Board approved the Management Accounts.</b></p>	
16.	<p><b>Q1 – Q2 Performance</b></p> <p>Reported to SHN.</p> <p>Quarterly rechargeable repairs indicator to be reported on.</p> <p><b>The Board approved the Performance Report.</b></p>	
17.	<p><b>OV Energy Management Accounts</b></p> <p><b>The Board approved the accounts.</b></p>	
18.	<p><b>OV Heating Management Accounts</b></p> <p><b>The Board approved the accounts.</b></p>	
19.	<p><b>OVCi Management Accounts</b></p> <p><b>The Board approved the accounts.</b></p>	
20.	<p><b>OV Enterprises Management Accounts</b></p> <p>Doing very well.</p> <p>Positive balance sheet next year.</p> <p><b>The Board approved the accounts.</b></p>	
21.	<p><b>Membership Applications</b></p> <p>Members approved.</p>	
	<p><b>FOR NOTING – Items 22 to 25</b></p>	
23.	<p><b>Basecamp</b></p> <p>- Tenancy Support</p>	
24.	<p><b>A.O.C.B</b></p>	

	<b>Date of Next Meetings</b> a. Board - Tuesday 19 <sup>th</sup> December b. FARM – Tuesday 6 <sup>th</sup> February	