

**MINUTES OF OVHA BOARD MEETING
HELD ON TUESDAY 19TH DECEMBER 2023 at 6pm
Hybrid meeting**

Present: Tom Dougan - TD (In Person)
 Tam Allan – TA (In Person)
 John Flynn – JF (In Person)
 Shanana Beattie – SB (In Person)
 Andrew McDaniel – AmcD (Virtual)
 Laura Millar – LM (Virtual)
 Kenneth Brannan – KB (Virtual)

In Attendance: Colin McInnes - CM (In Person)
 Nick Clark - NC (In Person)
 Dave Roberts - DR (In Person)
 Megan Sneddon - MS (In Person)
 Julie Watson – JW (In Person)

	ITEM	ACTION
1.	Welcome & Apologies Apologies received from Caitlyn McCowan and Maryjane Elder.	AS
2.	Declaration of Interest in any Agenda Item Standard Greener Kirkcaldy - AMcD	
3.	Approval of urgent business items for consideration under A.O.C.B None	
4.	Approval of the minutes of the Previous Meeting – 21.12.23 The Board approved the minute meeting notes.	
5.	Matters Arising Discussion around raising overcrowding issues to a higher level. Management team to arrange a meeting with Housing Minister.	

6.	<p>Health & Safety</p> <p>CMcl gave a brief verbal update.</p> <p>An external audit of the Landlord Facilities Health, Safety & Welfare Management System has been carried out by ACS.</p> <p>The audit highlighted a few issues that we need to do some work on. H&S committee will meet in the New Year to create an action plan and move forward with the work. Action plan to be presented to the board in February and March.</p> <p>There will be some training for the board to undertake along with roles and responsibilities documents to sign.</p> <p>The Board noted this content.</p>	CMcl
	FOR NOTING Items 7 to 14	
7.	<p>CEO Report</p> <p>NC gave a brief update of the information detailed in the paper.</p> <p>Met with F3 last week to discuss the approach to carrying out the inspections to identify RAAC.</p> <p>We have been in touch with Fife Council who will be carrying out work around RAAC inspections on a much bigger scale. We hope they will be able to help us with some data that they already have relating to some of our properties.</p> <p>NC discussed potential dates to hold our board appraisals. The board agreed on 6th February.</p> <p>The board noted the update.</p>	NC
8.	<p>DCEO/Housing Manager Report</p> <p>CMcl gave a brief update on the information detailed in the paper.</p> <p>The board noted the update.</p>	CMcl
9.	<p>Finance Director Report</p> <p>DR gave a brief update of information detailed in the paper.</p> <p>Bird Simpson are now dealing with our tax compliance too.</p>	DR
10.	<p>Development & Asset Manager Report</p> <p>JW gave a brief update on the information detailed in the paper.</p> <p>JW shared the Asset Management Strategy with the board on basecamp. Following board comments, we plan to add in some further information about our tenants. JW is</p>	JW

	<p>asking for board approval tonight subject to this information incorporated.</p> <p>The board are happy to approve but would like an updated version circulated.</p> <p>The board and management discussed the difficulties we are facing around the increase in medical adaptations. JW will provide a summary of everything that has been done over the financial year.</p> <p>The Board noted the update and approved the asset management strategy.</p>	
11.	<p>Corporate Support Manager Report</p> <p>DR gave a brief update on the information detailed in the paper.</p> <p>Since the papers were distributed, we have had some updated information regarding the Modern Apprentice scheme through Fife Council. It has left us in a position where we are discussing how to progress with this new role.</p> <p>LM offered a contact she knows of involved in Fife Councils employability scheme, she will pass these details onto ME.</p> <p>SB asked if anyone out with the management team has completed the mental health first aid. CMcl noted that now, there isn't any staff trained but the intention is to do this once it has been embedded with management.</p> <p>The board noted the update.</p>	ME
12.	<p>Enterprise & Sustainability Report</p> <p>NC gave a brief update on the information detailed in the paper.</p> <p>We have let 2 retail units in Lochgelly to Hyperclub.</p> <p>The board noted the update.</p>	NC
13.	<p>Cardenden Heat Network Project</p> <p>NC gave a brief update on information detailed in the paper and is looking for approval to progress with feasibility investigations following grant approval.</p> <p>JF commented that we should do as much work as we get the get the funding for before making final decisions.</p> <p>The Board approved the progression of the feasibility work following grant approval.</p>	NC
14.	<p>Basecamp - Items added to the Board Team -</p> <ul style="list-style-type: none"> a. Bird Simpson - Scottish Budget briefing paper b. Allia C+C Scottish HA Market Update - January 2023 <p>The Board noted the contents</p>	
15.	<p>Any Other Competent Business</p>	

	<p>JF asked how the board felt about the use of Basecamp – do we still need it? Microsoft teams is a great facility that we could use instead.</p> <p>NC will discuss with Lugo the practicalities of this and brief on 6th February</p>	
16.	<p>Date of Next Meetings –</p> <ul style="list-style-type: none">- Board Appraisal Session – TBC- FARM – 6th February 2024- Board – 20th February 2024	