

**MINUTES OF OVHA BOARD MEETING  
HELD ON TUESDAY 20<sup>TH</sup> FEBRUARY 2023 at 6pm  
Hybrid meeting**

**Present:** Tam Allan – TA (In Person)  
Andrew McDaniel – AmcD (In Person)  
Laura Millar – LM (In Person)  
John Flynn – JF (In Person)  
Caitlyn McCowan – CM (In Person)  
Tom Dougan – TD (In Person)

**In Attendance:** Colin McInnes - CM (In Person)  
Nick Clark - NC (In Person)  
Maryjane Elder - ME (Virtual)  
Dave Roberts - DR (In Person)  
Megan Sneddon - MS (In Person)  
Julie Watson – JW (In Person)  
Steffy Smith – SS (In Person)

	ITEM	ACTION
1.	<p><b>Welcome &amp; Apologies</b></p> <p>JF welcomed everyone.</p> <p>No apologies.</p>	
2.	<p><b>Declaration of Interest in any Agenda Item Standard</b></p> <p>Greener Kirkcaldy - AMcD</p>	
3.	<p><b>Approval of urgent business items for consideration under A.O.C.B</b></p>	
4.	<p><b>Approval of the minutes of the Previous Meeting – 19.12.23</b></p> <p>TD noted that some of the information in the minutes should not be for public reading. NC advised that we have 2 sets of minutes, the minutes included in the papers are for internal viewing only.</p> <p><b>The Board approved the minute meeting notes.</b></p>	
5.	<p><b>Matters Arising</b></p> <p>None</p>	

6.	<p><b>Health &amp; Safety</b></p> <p>CMcl gave brief verbal update.</p> <p><b>The Board noted this content.</b></p>	CMcl
	<b>FOR APPROVAL Items 7 to 14</b>	
7.	<p><b>Board Appraisal Session</b></p> <p>NC gave a brief update on the information detailed in the paper and asked the board to decide which time would work best for the Appraisal session.</p> <p><b>The board noted the content and confirmed their preferred time option.</b></p>	NC
8.	<p><b>Q3 Management Accounts to 31 December 2023</b></p> <p>DR gave an update on the information detailed in the paper.</p> <p><b>The board approved the Q3 Management Accounts.</b></p>	DR
9.	<p><b>Draft Budget for Year Ended 31 March 2025</b></p> <p>DR gave an update on the information detailed in the paper.</p> <p>TD noted that the biggest challenge we will be facing soon will be around energy efficiency. We will need to plan how we will afford the changes coming.</p> <p><b>The board approved the draft budget.</b></p>	DR
10.	<p><b>Rent Review - Year Ended 31 March 2025</b></p> <p>CMcl gave a brief update of the updated paper which was circulated this evening.</p> <p>The intended rent increase is 6%.</p> <p><b>The board approved the 6% rent increase.</b></p>	CMcl
11.	<p><b>Standing Orders</b></p> <p>ME gave a brief update on the information detailed in the paper.</p> <p><b>The board approved the Standing Orders.</b></p>	ME
12.	<p><b>EVH Employee Salary Increase</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
13.	<p><b>Appointment of Internal Auditors</b></p> <p><b>The board approved the appointment of Internal Auditors – Wylie Bisset.</b></p>	ME
	<b>MANAGERS REPORTS – Items 14 to 19</b>	

14.	<p><b>CEO Report</b></p> <p>NC gave a brief update of information detailed in the paper.</p> <p>JF requested to be kept up to date with RAAC investigations.</p> <p><b>The board noted the CEO report.</b></p>	NC
15.	<p><b>DCEO/Housing Manager Report</b></p> <p>CMcl gave a brief verbal update.</p> <p>We currently have our tenant engagement strategy under review.</p> <p>Fife Council allocations policy is to be reviewed with potential big changes – CMcl is attending a meeting tomorrow to find out more and will report back to the board.</p> <p><b>The board noted the update.</b></p>	CMcl
16.	<p><b>Finance Director Report</b></p> <p>DR gave a brief update on the information detailed in the paper.</p> <p><b>The board noted the update and approved the gift aid payment.</b></p>	DR
17.	<p><b>Development &amp; Asset Manager Report</b></p> <p>The completion date for the new development at Bowhill Miners Institute is slightly behind schedule. Handover is looking likely to be end of May 2024.</p> <p><b>The board noted the Development &amp; Asset Manager report.</b></p>	JW
18.	<p><b>Corporate Support Manager Report</b></p> <p>ME gave a brief update on the information detailed in the paper.</p> <p><b>The board noted the Corporate Support Manager report.</b></p>	ME
19.	<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 Enterprise &amp; Sustainability report.</b></p>	NC
20.	<p><b>Subsidiary Management Accounts – Period Ending 31 December 2023</b></p> <p><b>The board noted the Subsidiary Management Accounts.</b></p>	DR
21.	<p><b>Basecamp</b></p> <p>NC is discussing with Lugo how we can make Microsoft Teams work better for us.</p>	
22.	<p><b>Any Other Competent Business</b></p> <p>LM noted that we seem to be facing issues around engagement with tenants’ potential candidates, we really should be working on improving our social media platforms. NC reported</p>	

	that we have a communications meeting next week.	
23.	<b>Date of Next Meetings</b> a. Board - Tuesday 19 <sup>th</sup> March b. FARM - Tuesday 7 <sup>th</sup> May	

Chair: 