



Meeting: Board Meeting
Date and Time: Tuesday 18th June 2024 @ 6.00pm
Venue: Cardenden Office/Virtual

IN ATTENDANCE

Nick Clark – NC (In Person)
Colin McInnes – CMcl (In Person)
Dave Roberts (DR (In Person)
Maryjane Elder – ME (In Person)
Steffy Smith – SS (In Person) – *Minutes*

PRESENT

John Flynn – JF (In Person) – Chair
Tam Allan – TA (In Person)
Andrew McDaniel – AMcD (In Person)
Tom Dougan – TD (In Person)
Amanda Hay – AH (In Person)

1. Welcome & Apologies for Absence

- Nick Clark apologized for Caitlyn McCowan's absence. John Flynn introduced Amanda Hay, a potential new Board Member.

2. Declaration of Interest in any Agenda

- Subsidiary Board Members made their standing declarations. Amanda Hay was advised to declare any future conflicts of interest as they arise.

3. Approval of Urgent Business Items for Consideration under A.O.C.B

- None

4. Approval of Minutes from the previous Board Meeting (28.05.2024)

- The minutes from the previous meeting were approved, along with the new format.

5	Matters Arising
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- None

6	Health & Safety
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- Colin McInnes shared a concise update on the asbestos policy formulated by Julie Watson. Following this, we plan to introduce a fire safety policy and a legionella policy. We are currently addressing the recommendations from the audit.
- Colin McInnes updated on the asbestos policy. Questions about asbestos in properties were addressed, and tenants are informed through their handbook.
- **The Board noted the contents & approved.**

7	Board Appraisals
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- Nick Clark and John Flynn thanked the Board for their participation. Awaiting Linda's official report.

8	Loan Portfolio Return
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- Dave Roberts explained the need for Board approval of the loan portfolio return. He discussed the implications of failing to meet loan covenants and reassured the Board about managing such situations.
- **The board noted the contents of this report.**

9	Asbestos Policy & Management Plan
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- Julie Watson updated on the asbestos management plan, including the use of a comprehensive health & safety manual and the process of uploading the asbestos register to the CRM system. She confirmed adequate staffing for the roles and responsibilities.
- **The board noted the contents**

10	CEO Report
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- Nick Clark Gave an update on the contents of his paper regarding the emergency summit meeting, held on - 27th May, which he and Colin McInnes attended.
- **26% Subsidy Cut:** Laura Miller asked about a 26% cut mentioned in Nick's paper. Nick confirmed it was implemented by the Scottish Government and clarified that it is a total reduction, not per house. The impact on housing associations is still unclear.
- **Funding and Grants:** Julie Watson explained that the Scottish Government has no extra funds for new projects. Kingdom Housing is considering "Front Funding" projects, expecting later reimbursement from the government.
- **Fabtec Project:** Amanda Hay inquired about the Fabtec project. Julie provided a unit cost estimate and confirmed grant funding for acquisition. The project is awaiting necessary consents and a final tender.
- **ARC Return Report:** Nick informed the board that MaryJane completed her ARC return report, which was approved by the board.
- **Insurance Provider:** Dave Roberts has a meeting scheduled with a potential new insurance provider. Nick mentioned that insurance costs have increased by £30k, and the SFHA is conducting a survey to understand these increases.
- **IT Solutions and Email Transition:** Nick and Shanana are developing IT solutions for board members. The timeline for transitioning to new email addresses is uncertain as it requires system setup and training.
- **The board noted the contents of this report.**

11	Finance Direct Report
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- **Financial Report:** Dave Roberts updated the Board on the recent field audit, which went smoothly. Draft account documents will be distributed, and the auditor will attend the FARM meeting on August 6th. The accounts are expected to be signed and approved at the next Board Meeting on August 20th, before the AGM in September. The loan portfolio will be submitted on June 19th, 2024.
- **Pension Scheme:** Dave discussed the potential reintroduction of deficit reduction payments for the pension scheme, starting April 26th. He explained the transition from a defined benefit (DB) scheme to a defined contribution (DC) scheme about 6-7 years ago. Shanana Beattie suggested providing financial education to employees about the DC scheme, and John Flynn proposed arranging a session with the pension provider. Shanana also recommended adding this information to the company intranet.
- **Additional Resources:** Amanda Hay recommended several websites for pension advice, including Money Saving Expert and government sites.

- **The board noted the contents of the report.**

12	Housing Manager Report
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- Colin McInnes provided a brief update. Tom Dougan inquired about the 'housing first approach,' which Colin had mentioned in relation to two new tenants at the Old Miners Institute. Colin explained that this approach, originating in Scandinavia and America, is designed to help people with complex needs. The Scottish Government implemented this program to offer long-term support to such housing applicants.

- **The Board noted the contents**

13	Any Other Competent Business
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- **Old Miners Institute Development:** John Flynn requested a verbal update. Nick reported positive feedback from the opening event. Colin McInnes updated the board on the types of tenancies and the tenants who have moved in.
- **Gratitude:** John Flynn expressed gratitude to all OVHA staff for their hard work on the development.
- **Future Board Meetings:** John Flynn proposed scheduling board meetings until the end of December. The Board agreed to discuss this further at their next meeting on August 20th.

14	Date of Next Meeting
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- Farm Meeting 6th August 2024
- Board Meeting 20th August 2024
- Subsidiaries 15th August 2024

Chair 

Date: 18th June 2024

Item Number	Action	Date Due	Responsible Person	Complete (Y/N)
13	Plan of meeting dates to be provided	20/08/24	NC/ME	N

