



**NOTES OF ORE VALLEY HOUSING ASSOCIATION BOARD MEETING HELD ON TUESDAY 20 AUGUST 2024  
AT 6PM IN ORE VALLEY'S OFFICE, CARDENDEN**

**Present:** Tom Allan (TA)  
Shanana Beattie (SB)  
Tom Dougan (TD)  
John Flynn (JF)  
Amanda Hay (AH)  
Caitlyn McCowan (CMcC)  
Andrew McDaniel (AMcD)

**In Attendance:** Nick Clark (NC)  
Maryjane Elder (ME)  
Colin McInnes (CMcI)  
Dave Roberts (DR)  
Julie Watson (JW)

**ACTION**

**1. Welcome & Apologies**

JF welcomed everyone to the meeting. Apologies were received from Laura Millar.

**2. Declarations of Interest**

Andrew McDaniel – Greener Kirkcaldy.

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

None.

**4. Approval of Minutes of Previous Meeting – 18.06.24**

Minutes approved.

**5. Matters Arising**

None.

**6. Health & Safety**

CMcI provided members with a verbal update highlighting that work relating to the Landlord Facilities and H&S Control Manuals is progressing well.

Members were advised that staff training plans are currently being developed by the Corporate Support Team, who are responsible for organisational H&S, and that Board training will be organised in due course. It was noted that the Social Housing Safety Network Scotland offer a range of free training including Fire Risk Assessments which 2 staff members are scheduled to attend later in the month.

**MJ**

## **7. Board Appraisals**

The formal report from Linda Ewart has been received and an action plan is being prepared based on its contents. A meeting with the Chairperson and relevant staff will be organised to progress actions raised.

**NC/MJ**

## **8. Financial Statements – Year Ended 31 March 2024**

- **Financial Statements** – the Auditor’s feedback to the FARM confirmed a healthy set of accounts with no concerns raised. Members noted this and formally approved the financial statements for signing.
- **Letter of Representation** – members noted and approved the signing of this standard form of letter.
- **Management Letter** – members noted and approved this standard form of letter to allow the auditor to sign.
- **Misstatement Report** – members noted the understated surplus of £318 and approved the report.

**DR/AUDITOR**

## **9. Q1 Management Accounts – Period Ended 30 June 2024**

Q1 Management Accounts were discussed at the FARM along with the Finance Director’s update confirming that the projected surplus for the year is higher than the original budget. Loan covenants are in line with our lender’s requirements..

## **10. 2024/25 Board Meeting Dates**

The proposed Board meeting and AGM dates were discussed and approved. Subsidiary meeting dates to be tabled and agreed at the next subsidiary meeting.

**NC**

## **11. OVHA Fife Housing Emergency Response**

Detailed discussions took place regarding the draft Ore Valley response including making best use of existing properties. CMCI advised that Ore Valley will continue to engage with anyone over/under occupied who are willing to transfer however many tenants don’t want to leave their current homes. CMCI highlighted that Ore Valley don’t have a transfer incentive scheme budget therefore any support with moving costs would have to be reviewed on a case-by-case basis and funded from the Tenancy Support budget.

Members approved the draft response for onward submission to Fife Council. **NC**

**12. Applications for Membership**

Membership applications received from Francis Connelly, Yvonne Hodge and William Hodge were approved, increasing current membership to 83. **MJ**

**13. CEO Report**

The content of the CEO report was noted and discussed including the update from the recent annual Fife Alliance CEO and Chairs meeting and the turbines performance for June 2024.

NC advised that the draft new Share Point page will be shared with the Board for feedback and an overview of the system will be tabled at the October Board meeting. **NC**

**14. Finance Director Report**

Members noted the content of the Finance report, including the financial assessment confirming that Ore Valley is still considered a low risk

**15. Housing Manager Report (Tenancy Support Update)**

Members noted the content of the Tenancy Support report and the operational decision to fund a shortfall towards the delivery of the service this financial year. It was noted that if funding is withdrawn next year, it will have a significant impact on service delivery; should this happen, alternative funding options will need to be considered to enable this to continue.

**16. Q1 Performance Report**

+s

MJ advised that Q1 performance has been reported to Scotland's Housing Network. **MJ**

Members noted the proposed draft reporting format and confirmed their in-principle agreement subject to a final draft being presented at the end of Q2 showing some additional context to support the stats.

**17. RAAC Report**

Members noted that following review no RAAC has been identified in any of Ore Valley's stock. The Regulator has been updated accordingly.

**18. Minutes of FARM Meeting – 6 August 2024**

Members noted the content of the minutes from the FARM held on 6 August 2024.

**19. AOCB**

- **Fabtek, Lochgelly** – JW provided an update on the proposed development

highlighting that formal planning consent is now in place and that all other statutory consents are being progressed. A Value Engineering exercise is underway to establish a draft tender cost and enable a financial viability assessment to be carried out. Further updates will be presented to the Board when available.

**20. Date of Next Meetings**

- Annual General Meeting: 17 September 2024
- Board Meeting: 15 October 2024

**ALL**