

**MINUTES OF OVHA BOARD MEETING**

**HELD AT ORE VALLEY HOUSING ASSOCIATION  
114-116 STATION ROAD  
CARDENDEN  
KY5 0BW**



<b>Date:</b>	<b>Time:</b>	<b>Meeting Type:</b>
<b>Tuesday 28<sup>th</sup> May 2024</b>	<b>6:00 PM</b>	<b>Hybrid Meeting</b>

**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)  
Caitlyn McCowan – CM (Virtual)

	<b>ITEM</b>	<b>ACTION</b>
1.	<p style="text-align: center;"><b><u>Welcome &amp; Apologies</u></b></p> <p style="text-align: center;">AMcD – Acting as temporary chair ad JF joining meeting later</p> <p style="text-align: center;">Apologies from Shanana Beatie and Laura Millar</p>	
2.	<p style="text-align: center;"><b><u>Declaration of Interest in any Agenda</u></b></p> <p style="text-align: center;"><b>NC</b> – Noted that going forward we will include anyone who is on the subsidiary boards as a stand-alone item</p> <p style="text-align: center;"><b>JW</b> – Would like to declare she is a board member of another Housing Association</p> <p style="text-align: center;"><b>NC</b> – Noted Ore Valley are members of the Scottish Housing Network</p>	
3.	<p style="text-align: center;"><b><u>Approval of urgent business items for consideration under A.O.C.B</u></b></p> <p style="text-align: center;">None.</p>	
4.	<p style="text-align: center;"><b><u>Approval of the minutes of the Previous Meeting – 16.04.2024</u></b></p> <p style="text-align: center;">The Board approved the minutes from the previous meeting.</p>	
5.	<p style="text-align: center;"><b><u>Matters Arising</u></b></p> <p style="text-align: center;">None.</p>	

6.	<p style="text-align: center;"><b><u>Health &amp; Safety</u></b></p> <p style="text-align: center;"><b>CMcl – Update from the H &amp; S Committee meeting;</b></p> <p style="text-align: center;"><b>Development on the asbestos policy is underway to be presented to Board for approval on completion.</b></p> <p style="text-align: center;">A comprehensive training plan is being developed for staff, covering all areas of their responsibility – to be shared with board members to ensure they fully understand their roles.</p> <p><b>CMcl</b> - Gave a brief update - The Landlord Facility Health &amp; Safety Committee meeting was held on the 8<sup>th</sup> May. During this meeting, the development of the asbestos policy and management plans were discussed. These plans are currently under development and will be presented to the board for feedback.</p> <p>In addition to asbestos, the committee is also focusing on legionella, electrical safety, and gas &amp; fire safety. The connection between fire safety and electrical checks was highlighted, particularly in relation to the inspection of common blocks for stairwells.</p> <p><b>TD</b> – Noted he thinks flood risks should be added to our Risk Assessment &amp; Health &amp; Safety plan.</p> <p><b>NC</b> – Underscored that they have considered multiple strategies to address previous flooding problems. They stressed the need for further exploration of this issue.</p> <p><b>JW</b> – supplemented this by stating their intention to revisit this matter in the coming one to two months.</p> <p><b><i>The board acknowledged that this topic will be revisited for more in-depth discussion once additional information is available for presentation to the board.</i></b></p>	
7.	<p style="text-align: center;"><b><u>Board Appraisals</u></b></p> <p><b>NC</b> – Reported that the board evaluations have been progressing successfully to date.</p>	
8.	<p style="text-align: center;"><b><u>Annual Return on Charter (ARC)</u></b></p> <p>The board gave their approval for <b>the Annual Return on the Charter (ARC)</b> to be submitted to the SHR.</p> <p><b>NC</b> – informed the meeting that <b>ME</b> has forwarded a copy of the Annual Return to SHM for auditing. SHN responded with a few minor queries and suggested some areas that need tidying up. This feedback was received positively.</p> <p style="text-align: center;"><b>The Board Approved.</b></p>	
9.	<p style="text-align: center;"><b><u>Five Year Financial Projections (FYFP)</u></b></p> <p><b>DR</b> – Provided a brief update on the Five-Year Financial Projections (FYFP). He informed that the report is due for submission to the Regulator by Friday, 31st May.</p>	

	<b>The Board Approved.</b>	
10.	<p style="text-align: center;"><b><u>Q4 Management Accounts</u></b></p> <p><b>DR</b> – Acknowledged that we have reached our minimum covenants, yet we maintain a robust financial standing. A detailed discussion on this report is not required as it was extensively covered in our prior FARM meeting.</p>	
	<b>The Board Approved.</b>	
11.	<p style="text-align: center;"><b><u>Board Recruitment</u></b></p> <p><b>NC</b> – Informed the Board that a new board member will be attending the next board meeting scheduled for 18th June. The board will persist in its recruitment efforts, with a particular focus on attracting tenants to ensure their adequate representation</p> <p><b>ME</b> – Shared the Recruitment and Induction policy &amp; procedure with the Board, seeking their approval. JF proposed that he and ME collaborate on refining some aspects of the induction process first, to which ME agreed.</p> <p><b>NC</b> - Will contact Bill Banks to ask about his interest in joining our board.</p>	ME & JF
12.	<p style="text-align: center;"><b><u>CEO Report</u></b></p> <p><b>NC</b> reported that he and <b>CMcl</b> participated in a housing emergency summit in Dunfermline on 27th May to brainstorm solutions to the ongoing housing crisis. <b>NC</b> is scheduled to attend a subsequent meeting on 5th June, which is a day prior to when Fife council is set to present their draft emergency housing action plan to the Council Committee. Once FC draft emergency housing action plan is delivered <b>NC</b> will be shared with the board for review.</p> <p><b>NC</b> – Insurance costs have significantly increased compared to previous years. He also informed that <b>DR</b> has scheduled a meeting with a potential new insurance provider.</p> <p><b>NC</b> – Update regarding IT, Ore Valley accounts have been set up for the board members <b>NC &amp; SB</b> have a meeting on Friday 14<sup>th</sup> June to set up Microsoft Teams, the board will be updated on the progress of this.</p>	NC  NC & SB
	<b><u>Finance Director Report</u></b>	
	<p><b>DR</b> – The audit for the housing association, community initiatives, and enterprise is set to begin on Monday, 3rd June. The auditor plans to attend the next Farm Meeting on 5th August to discuss their findings.</p> <p><b>DR</b> - expressed hope that these accounts will be approved and officially signed off at the subsequent board meeting on 20th August. The accounts for the other subsidiaries, namely CHAPS, energy &amp; heating, have already been fully signed off and completed.</p>	
	<p><b>CMcl</b> - provided a brief update, noting that the report was jointly prepared by Danielle Porteous (<b>DP</b>), our Tenancy Support Officer, and himself. He informed the board that a tenancy support fund was established during the peak of the cost of living and fuel crisis to assist vulnerable tenants. CM emphasized that while tenants are directed to other services such as the community fridge project and Greener Kirkcaldy energy advisors for energy advice, there remains a demand</p>	

14.	<p>for the tenancy support service. To meet this need, Ore Valley is utilizing its own funds as well as government funding. A recent development is the establishment of a service agreement with the Family Fund Business Service, which can assist tenants with white goods or emergency payments. <b>CMcl</b> pointed out that the report did not mention that Housing officers have additional funds to manage for their own areas if a specific need is identified.</p> <p><b>JF</b> - expressed his gratitude towards <b>DP</b> and acknowledged the valuable support and services she provides to our tenants</p>	
<b>FOR NOTING – ITEMS 15 to 18</b>		
15.	<p style="text-align: center;"><b><u>Treasury Management Report</u></b></p> <p><b>JW</b> - informed the board about our latest development at Bowhill, The Old Miners Institute. Campion has confirmed that the handover will take place on 17th June. They plan to host an open day event to showcase the development to board members and staff.</p> <p><b>JW</b> - Also provided a short update about the gas auditors, CORGI. They have been conducting sample checks on the paperwork related to our contractors' gas services. The auditor pointed out areas where our contractors need to enhance their paperwork skills. We are continuously collaborating with our contractors and auditors to ensure that all paperwork is 100% compliant.</p>	
16.	<p style="text-align: center;"><b><u>FARM Minutes (meeting 07.05.24)</u></b></p> <p>The Board approved the minutes from the previous FARM meeting.</p>	
17.	<p style="text-align: center;"><b><u>Any Other Competent Business (AOCB)</u></b></p> <p style="text-align: center;">None</p>	
18.	<p style="text-align: center;"><b><u>Date of Next Meeting</u></b></p> <p style="text-align: center;"><b>Board Meeting - 18<sup>th</sup> June 2024</b></p>	

Chair 

Date: 18/06/24