MINUTE OF OVHA BOARD MEETING
HELD ON TUESDAY 19th May 2026

IN ATTENDANCE
Nick Clark (NC) – Present
Colin McInnes (CM) – Present
Dave Roberts (DR) – Present
Tommy Braid (TB) Present

APOLOGIES
Maryjane Elder (MJE)

PRESENT
John Flynn (JF) – Present (Chair)
Andrew McDaniel (AM) – Present (Vice Chair)
Shanana Beattie (SB) – Virtual
Tom Dougan (TD) - Present
Bill Banks (BB) - Present
Caitlyn Reid (CR) - Virtual
Tam Allan (TA) – Present
Maureen Dickson (MD) - Present
Abi Fox-Donnelly (AFD)- Present
Dave Roy (DR) - Present
Frazer Walker (FW) – Present
Stephen Strachan (SS) - Present

	ITEM	ACTION

#	**Tenant Satisfaction Survey – presentation by Lorna Shaw of Research Resource**
	• Research Resource presented 2025 survey results
	  ○ 295 tenants surveyed (40% response rate)
	  ○ Data accurate to ±4.4% (exceeds regulatory requirements)
	• Overall satisfaction: 99% (up from 91% in 2022, 88% in 2019)
	  ○ Scottish average: 87%
	• Key improvements since 2022:
	  ○ Easy to contact right person: 95% (+14 percentage points)
	  ○ Staff helpful: 97% (+13 percentage points)
	  ○ Query answered in reasonable time: 97% (+17 percentage points)
	• Quality of home satisfaction: 99% (up from 90% in 2019/2022)
	• Repairs satisfaction: 98% (up from 88% in 2019)
	• Value for money: 92% (up from 82% in 2022)
	  ○ Scottish average: 82%	

#	**Approval of Board Members and Association Memberships** NC outlined need to ratify memberships for the new board members and approval of one further board member.	

	Existing members of the Board approved the following Association memberships: • Dave Roy • Maureen Dickson • Abo Fox-Donnelly • Frazer Walker Additionally, Stephen Strachan was formally approved to join the Board and membership duly approved by existing board members.	
1.	**Welcome and Apologies** Apologies were received from Maryjane Elder	
2.	**Declaration of Interest in any agenda items** Stephen Strachan is an employee at Hillcrest Housing Association Abi Fox-Donnelly is an employee at Kingdom Housing Association Caitlyn Reid in an employee at Kingdom Housing Association	
3.	**Approval of the minutes of the Previous Meeting – 17th February 2026** The minutes of the previous meeting were approved by TA and AM	
4.	**Matters Arising** BB asked for the reintroduction of the old minute style that included items to be actioned. These will be reintroduced and outstanding items collated. CM issued details of write-offs for approval on 27th March 2026 which were approved on 30th March 2026 by the Board. Damp and Mould Questionnaire to be brought back to Board at next meeting. Approval sought and given for Stephen Strachan to join the Board. The Association membership of the 5 new board members was approved, formalising board membership	

5.	**Health & Safety**
	Damp and Mould Management survey
	• 41 tenants gave permission for follow-up on reported issues
	• Challenge: 72% of those with issues say not resolved to satisfaction
	• New legislation coming October 2026
	    o Prescribed response timeframes required
	    o Regular reporting to regulator mandatory
	• SS outlined approach undertaken by Hillcrest including technology solutions being explored:
	    o AI monitoring systems
	    o Humidity/temperature sensors in high-risk properties
	    o Integration with housing management system
	• Proactive approach targeting specific property archetypes
	    o 9,000+ properties analysed for risk patterns
	• Sensors deployed in representative sample is a potential approach
	• Dampness and mould statistics to be reported quarterly	

	The Board noted the above.	
	FOR APPROVAL Items 6 to 13	
6.	**HR Update – Confidential** **Update noted by the Board**	

7.	**Business Plan**
	NC outlined the approach to concluding the review of the business plan
	• Updated business plan required for regulator by April (extended deadline)
	• Work in progress - constituent parts shared with board
	• SharePoint access being improved for board document management
	• IT support considerations:
	    o Potential board laptops provision
	    o Dedicated IT support person assigned
	• Strategy day to be planned for business plan structure review
	• Two-version approach proposed: detailed and condensed summary
	
	The Board approved the approach.	

8.	**Annual Return of Charter (ARC)**
	• Statistical compilation for 2025-26 financial year considered by Board
	• Scotland's Housing Network review completed
	    o 4 core elements to address
	    o 14 minor queries/comments
	• Board approved submission subject to amendments ahead end submission
	• Final version with amendments to be circulated next week
	
	The Board considered and approved submission subject to amendments following review of SHN feedback.	

9.	**FabTek Development**
	NC and DR outlined the progress in respect of the FabTek development in Lochgelly.
	• 45 affordable homes + 2 retail units
	• Total cost: £11.2 million
	    o Grant funding: £7 million
	    o Net cost to Ore Valley: £4.35 million – options with RBS and ALLIA
	• Financial projections:
	    o Internal rate of return: 6.29%
	    o Positive net present value (cash basis only)
	    o Sensitivity analysis passed for individual risk factors
	• Funding structure:
	    o 15-year interest-only loans
	    o Refinancing required at year 15
	    o 30-year projections show sufficient cash flow	

	• Community council opposition continues over park drainage route • TD and DR to discuss project financials **Board approved project progression**	

10.	**Management Accounts**
	DR outlined year-end accounts and financial performance
	• Year-end surplus: £410,000 (£217,000 ahead of budget)
	• Key savings areas:
	    o Voids: 0.4% actual vs 1% budgeted (£25,000 saving)
	    o Bad debts: £30,000+ under provision
	    o Cyclical maintenance: deferred painter works
	    o Planned maintenance: lower than expected costs
	• Medical adaptations: £66,000 spent (£50,000 + £20,000 additional grant)
	• Legal fees: £95,000 due to HR issues
	Board approved the accounts	

11.	**Five Year Financial Projections**
	DR talked through the five year projections required by the Regulator.
	• Five-year projections submitted to Regulator
	    o Rent increases: 1% above inflation for next 4 years
	    o Interest rates assumed at 3.5%
	    o 80% of loans fixed rate
	Board approved the FYFP	

	MANAGERS' REPORTS	
12.	**CEO Report** NC outlined recent activity across the Association including the resolution of concerns raised by Fife Council outlining their intention to top slice elements of the housing grant to address development problems. **The Board noted the update**	
13.	**Housing Manager Report** CM deferred a fuller update to the next meeting **The Board noted the update**	
14.	**FD Report** DR discussed the paper I&E not the most important piece of information, the cash flow is. We need to look at how we explain this to our tenants Healthy set of accounts **The Board noted the update**	
15.	**Tenant and Property Services Manager report** TB provided an update on work to restore 4 Whitehall Crescent and need to escalate regarding	

	the gas meter. TB outlined that property acquisition of 5 Craigside Road is being held up due to paperwork with sellers' lawyers. **The Board approved to the content of the paper**	
16.	**Any Other Competent Business** **None**	
17.	**Date of Next Meetings:** • Board – 16th June 2026 • FARM – 11th August 2026 • Meeting with SHR – to be confirmed	

Agenda No.	Actions	Responsible Person	Date Completed
8.	Management to have all Policies that are beyond their review date up to date by the 30th June 2026	Managers	Pending
9.	Discussion in near future around Appetite for Risk	Board/Mgt	Pending
11.	Review Board Induction Guidance Documents written by Linda Ewart and implement into our induction process	MJ	Apr 2026
15.	Performance indicator 'traffic light' colours to be inserted in Q2	MJ	Feb 2026
19.	MJ to email Board re Bio.	MJ	Nov 2025
5.	H&S Committee Meeting to be held and report to Board	CM	Pending
6.	NC to speak with Regulator	NC	Done
6.	Regulator letters to be circulated	JF	Done
8.	Finalise and circulate ARC submission	NC/MJE	Done