**MINUTE OF OVHA BOARD MEETING**
**HELD ON TUESDAY 21st October 2025**

**IN ATTENDANCE**
**Nick Clark (NC) – Present**
**Colin McInnes (CM) – Present**
**Dave Roberts (DR) – Present**
**Laura Miller (LM) – Present (Virtual)**
**Maryjane Elder (ME) – Present (Minutes)**

**PRESENT**
**John Flynn (JF) – Present (Chair)**
**Andrew McDaniel (AM) – Present (Vice Chair)**
**Tom Dougan (TD) - Present**

**Shanana Beattie – Present (Virtual)**
**Bill Banks (BB) - Present**
**Tam Allan (TA) – Present**

| | ITEM | ACTION |
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| **1.** | **Election of Officer Bearers**<br>• John Flynn was re-elected as Chair (proposer BB, TA seconded)<br>• Andrew McDaniel was re-elected as Vice Chair (proposer JF, TD seconded)<br>• Nick Clark (NC) was re-elected as Secretary (proposer JF, TA seconded) | |
| **2.** | **Welcome and Apologies**<br><br>**Apologies received from Caitlyn Reid (CR)** | |
| **3.** | **Declaration of Interest in any agenda items**<br><br>**There were no Declaration of interest** | |
| **4.** | **Approval of urgent business items for consideration under A.O.C.B**<br><br>**None** | |
| **5.** | **Approval of the minutes of the Previous Meeting – 19.08.2025**<br><br>**The minutes of the previous meeting were approved by BB, and AM** | |
| **6.** | **Matters Arising**<br><br>**No matters arising** | |
| **7.** | **Health & Safety**<br>CM updated the Board on:<br>• The Internal Audit has been carried out by ACS for the office/staff safety.<br>• The H&S Committee have reviewed the recommendations from the Report provided by ACS.<br>• The report will be presented at the FARM meeting in November prior to the Board | |

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| | meeting .<br>• One of the key points identified was the need for Board and Staff training around H&S<br>• There were no major actions highlighted within the report.<br><br>Contact was made by the insurers on the accident at Bowhill Institute. Campion Homes. Insurers are proposing to close the case as no further details have been provided from HSE.<br><br>**The Board noted the above.** | |
| | **FOR APPROVAL Items 7 to 12** | |
| **8.** | **HR Update – Confidential**<br>Issues on-going | |
| **9.** | **Annual Assurance Statement**<br>BB provided a response to the paper which will be reviewed and have been added to the Actions below<br>SB – prefer to have the document as one and not separated documents.<br>NC and SB to look at this option.<br>JF to sign the statement which will be submitted to the Regulator<br><br>**The Board noted the content of the paper content of paper.** | |
| **10.** | **Association Standing Orders, Code of Conduct and Declarations of Interest**<br>Standing Orders<br>Code of Conduct<br>Declaration of Interest<br><br>**The Board agreed to the content of the documents** | |
| **11.** | **Board Meeting Dates 2025-2026**<br>Strategy Day to be arranged<br>To come back with proposed dates for above<br><br>**Board agreed to the proposed dates** | |
| **12.** | **Policies for Approval**<br><br>**There were no policies for approval** | |
| | **MANAGER'S REPORTS** | |
| **13.** | **CEO Report**<br>• NC updated the Board with information from the paper.<br>• Fabtec will consist of s46 properties and 2 retail shops<br>• We now have ownership of 41 Derran Drive, the property needs some updating<br>• Amanda Hay has resigned from our Board. The Board recognise the work AH provided during the on-going HR issue to which all were grateful | |

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| | **The Board note the content of the paper** | |
| **14.** | **Finance Director**<br>• Regulatory returns submitted in Sept meeting the submission date<br>• Budgets are being worked on with the draft budget going to FARM<br><br>**The Board note the content of the paper** | |
| **15.** | **Housing Manager Report**<br>• We shall be entering into the Rent consultation with tenants in January 2026<br>• The 3 yearly Tenant Satisfaction Survey (TSS) is due to be done by Research Resource (RR)<br>• Discussion took place around the timing of the Rent Consultation and the TSS.<br>• Research Resource will carry this out (not at same time as Rent Consultation) as an independent survey has to be delivered.<br>• JF – prefer to do TSS before Rent consultation, CM will speak with RR, could we use digital method for TSS<br><br>**Factoring**<br>• 2nd invoice has been delivered to all factored owners<br>• Communication around Factoring could be better.<br>• 1/3 of owners paid in full (1st invoice) with the other 2/3 ignoring the invoice.<br>• 6-month statement to be sent along with a Newsletter which will help to explain legal complications.<br><br>**The Board noted the content of this paper** | |
| 16. | **Tenant & Property Services Manager**<br><br>**The Board noted the content of this paper** | |
| | **FOR NOTING** | |
| **17.** | **Board Member Recruitment**<br>Discussion took place:<br>• Advertised on various platforms<br>• Look at our needs of what skill sets are required<br>• Further work will be carried out on our Recruitment of new Board member<br><br>**The Board noted the content of the paper** | |
| **18.** | **Any Other Competent Business**<br>LB – where is process at on HR issues and how are wider team.<br>NC – issues are still being worked on | |
| **19.** | **Information Papers – SHARE Housing Bill Factsheet** | |
| **20.** | **Date of Next Meetings:**<br>• FARM – 4th November 2025 | |

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| | • Board – 18th November 2025 | |