

MINUTES OF OVHA BOARD MEETING
HELD ON TUESDAY 21st February 2023 at 6pm
Hybrid meeting

Present: Tom Dougan - TD (In Person)
 John Flynn - JF (In Person)
 Kenneth Brannan - KB (Virtual)
 Karen Cleland - KC (Virtual)
 Lindsay Rae - LR (Virtual)
 Andrew McDaniel - AM (In Person)
 Tam Allan - TA (In Person)

In Attendance: Andrew Saunders - AS (In Person)
 Colin McInnes - CM (In Person)
 Nick Clark - NC (In Person)
 Maryjane Elder - ME (In Person)
 Dave Roberts - DR (In Person)
 Megan Sneddon - MS (In Person - minutes)

	ITEM	ACTION
1.	Welcome & Apologies Apologies from Heather Pearson, Mark McLintock & Richard McElfatrick.	
2.	Declaration of Interest in any Agenda Item Standard Hillcrest Homes - K Cleland A McDaniel - Greener Kirkcaldy	
3.	Approval of urgent business items for consideration under A.O.C.B AS circulated paper on basecamp today regarding sale of 69 Boase Avenue - to be discussed under CEO report.	
4.	Approval of the minutes of the Previous Meeting - 20 December 2022 The Board approved the minute meeting notes.	

5.	<p>Matters Arising None</p>	
6.	<p>Health & Safety</p> <p>CMcl gave a brief update - following the H&S meeting we have identified work and training to be undertaken around the roles and responsibilities. Our priority is to embed this and take forward along with priorities identified during internal audit</p> <p>The Board noted the update.</p>	CMcl
FOR APPROVAL Items 7 to 15		
7.	<p>Q3 Management Accounts</p> <p>DR gave a brief update of information detailed in the paper.</p> <p>The Board approved the Management Accounts.</p>	DR
8.	<p>Q3 Performance Reports</p> <p>AS gave a brief update of information detailed in the paper.</p> <p>Main priorities -</p> <ul style="list-style-type: none"> - Our level of digital engagement performance is lower than our peers, the communication group is looking at what we can do to promote going forward. There is a possibility that with our new IT system, Homemaster, we may be able to enrol all tenants from the initial set up. - A review of our current attendance and absence management policy and procedure is underway. Our percentage of days lost to sickness is continuing to increase and we'd like to attempt to turn this around. <p>A success to take note of is that our electrical testing was at 83% compliant at the start of the year. We now have 99% of our properties compliant. There is a lot of work going on around tenancies where access is a significant issue.</p> <p>The Board noted the contents of the Q3 Performance Reports.</p>	AS
9.	<p>Budget 2023/24</p> <p>DR gave a brief update on the information detailed in the paper.</p> <p>Following tenant consultation, we have budgeted a 5.35% rent increase - half inflation rate.</p>	DR

	<p>Overall the budget is challenging and surplus will be tight over the next 5-6 years.</p> <p>The Board approved the 2023/24 Budget.</p>	
10.	<p>Rent Increase Proposal</p> <p>CMcl gave a brief update and requested approval to go ahead with a 5.35% increase.</p> <p>TD noted that this increase may make things difficult for some of our tenants and tenancy support may need to be reviewed.</p> <p>JF noted that it would be beneficial to have more of our tenants on our board to give helpful insight to items like this.</p> <p>The Board approved the 5.35% increase.</p>	CMcl
11.	<p>HR Committee Update</p> <p>ME gave a brief update on the information detailed in the paper.</p> <p>Closing date for applications for the CEO post was Monday 20th February. HR committee meeting Wednesday 22nd February to shortlist applicants.</p> <p>The Board noted the update.</p>	ME
12.	<p>Board Member Appraisal</p> <p>AS gave a brief update of the information detailed in the paper.</p> <p>Board member appraisals are a regulatory requirement. The appraisals have been guided and supported by Linda Ewart in previous years. Linda is happy to provide this support again this year.</p> <p>Board asked to consider and approve bringing Linda in to assist along with beginning the organisation of appraisals.</p> <p>The Board approved the organising of appraisals along with bringing in Linda Ewart.</p>	AS
13.	<p>Window Replacement (phase 2)</p> <p>AS gave a brief update of information detailed in paper and requested approval to continue with phase 2 of the window replacement.</p> <p>A quarterly update on project spend will be brought to FARM.</p>	AS

	<p>TD asked if we were expecting that these windows would be in such a bad condition given that they were installed 96/97. AS advised that this is the date that we acquired these properties and we don't know exact dates of installation so windows are older than this.</p> <p>The Board approved the continuation of the window replacement programme.</p>	
<p>14.</p>	<p>CEO Report.</p> <p>AS gave a brief update of information detailed in the paper.</p> <p>Following the board strategy day, the board had suggested having these sessions more often. AS noted that as we have no board meeting scheduled for July, this may be an option. AS suggested that this is something that can be followed up with our new CEO.</p> <p>AS gave a progress update on new developments -</p> <p>TD noted that he would like more financial evaluation to be done surrounding these projects so that we are able to back off early if we feel we are losing too much or are becoming too much of a risk.</p> <p>KB asked about what remediation work is being undertaken by Fife Council at High St, Cowdenbeath. AS reported that work is being done to remove a layer of peat and underground mine working grouting to be done. Underground voids to be stabilised. FC need to get to the point where they are handing over a fully remediated site ready for building works to be commenced.</p> <p>Boase Avenue, St Andrews - AS is requesting re-approval of the sale given that it has been over 6 months since our last offer was received and accepted.</p> <p>The Board noted the contents of the CEO report and approved the acceptance of the offer and sale of the flat at Boase Avenue.</p>	<p>AS</p>
<p>15.</p>	<p>DCEO/HM Report</p> <p>CMcl gave a brief update of the information detailed in papers.</p> <p>Void times are still a little higher than we would want, Housing Team are working hard on bringing them down.</p> <p>BBC have requested under FOI the number of social housing tenants in Scotland that have been evicted from our properties for being in rent arrears from 6th September 2022 up until now and also how many tenants have been served eviction notices in that same period for being in rent arrears - CMcl & ME dealing with this request.</p> <p>Our partnership bid with Fife Housing Association and Glen Housing Association</p>	<p>CMcl</p>

	<p>with support from Greener Kirkcaldy to the Investing in Communities Fund has been successful which enables the recruitment of a Money Advice Officer for a 3 year period.</p> <p>AMcD asked who will be the employer of the Money Advice Officer - CMcI noted that it would be either Greener Kirkcaldy or Fife Housing Group.</p> <p>The Board noted the contents of the DCEO/HM report.</p>	
16.	<p>ESM Report</p> <p>NC gave a brief update of information detailed in papers</p> <p>AMcD asked if our chromebooks will still be able to be used. NC reported that there is an app that can be used to host microsoft.</p> <p>TD noted that he feels there may be a need to develop a policy to ensure optimum use of the funds we are earning from wind turbine. We are earning significantly more than expected. NC suggested solar panels as a possible worthwhile investment. TD requested a full paper that promotes a debate between board members.</p> <p>Paper to go to board in April - DR will provide indication of funds expected. Possibly remove some items from the normal agenda to allow for time to discuss in depth. This discussion will also be added to the agenda for the staff strategy day for staff input also.</p> <p>The Board noted the contents of the ESM report and requested a paper to be included in the meeting in April.</p>	NC
17.	<p>CSM Report</p> <p>ME gave a brief overview of information detailed in paper.</p> <p>The Board noted the contents of the CSM report.</p>	ME
18.	<p>FD Report</p> <p>DR gave a verbal update.</p> <p>CHAP audit begins Monday.</p> <p>Discussed putting surplus cash on deposit. £250k for 3 months with an interest rate of 1.5% to 2% and £250k for 6 months with an interest rate of approximately 2.5%.</p> <p>The Board noted the contents of the FD report.</p>	DR
	<p>For noting items 19 - 21</p>	

19.	<p>Draft Minute of FARM meeting - 7.2.2023</p> <p>The Board noted the contents of the FARM meeting minutes.</p>	
20.	<p>Draft Minute of OVCI Ltd meeting - 31.1.23</p> <p>The Board noted the contents of the OVCI meeting minutes.</p>	
21.	<p>Q3 Management Accounts OVCI Ltd</p> <p>The Board noted the contents of the OVCI Q3 Management Accounts.</p>	
22.	<p>Budget 2023/24 OVCI Ltd</p> <p>The Board noted the contents of the OVCI Budget 2023/24.</p>	
23.	<p>Draft Minute of OV Ent Ltd meeting - 26.1.23</p> <p>The Board noted the contents of the OVE meeting minutes.</p>	
24.	<p>Q3 Management Accounts OV Ent Ltd</p> <p>The Board noted the contents of the OVE Q3 Management Accounts.</p>	
25.	<p>Budget 2023/24 OV Ent Ltd</p> <p>The Board noted the contents of the OVE Budget 2023/24.</p>	
26.	<p>Basecamp - Items added to the Board Team - 21.12.22 - 21.2.23</p> <ul style="list-style-type: none"> a. Bird Simpson - Scottish Budget Briefing Paper b. Allia C&C Scottish HA Market Update - January 2023 c. SHR - Thematic - Review of Homelessness 	
27.	<p>AOCB</p> <ul style="list-style-type: none"> a. Report on Boase Avenue considered under CEO report. b. TD requested consideration be given to the allocation of gift aid funding derived from the Wind Turbine - it was agreed to bring a discussion paper to the meeting in April. 	
28.	<p>Date of next meeting</p> <ul style="list-style-type: none"> a. Board - Tuesday 21st March 2023 b. FARM - Tuesday 2nd May 2023 	
		

	John Flynn Chair 21.3.23	
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