



MINUTE OF OVHA BOARD MEETING  
HELD ON TUESDAY 18<sup>th</sup> November 2025

**IN ATTENDANCE**

Nick Clark (NC) – Present  
Colin McInnes (CM) – Present  
Dave Roberts (DR) – Present  
Maryjane Elder (ME) – Present (Minutes)

**PRESENT**

John Flynn (JF) – Present (Chair)  
Andrew McDaniel (AM) – Present (Vice Chair)  
Tom Dougan (TD) - Present  
Caitlyn Reid (CR) – Virtual  
Tam Allan (TA) – Present  
Bill Banks (BB) – Virtual  
Shanana Beattie (SB) - Virtual

	ITEM	ACTION
1.	<b>Welcome and Apologies</b>  No apologies were received.	
2.	<b>Declaration of Interest in any agenda items</b>  None	
3.	<b>Approval of urgent business items for consideration under A.O.C.B</b>  None	
4.	<b>Approval of the minutes of the Previous Meeting – 19.08.2025</b>  The minutes of the previous meeting were approved by TA and TD	
5.	<b>Matters Arising</b>  There were no matters arising	
6.	<b>Health &amp; Safety</b> CM updated the Board on: <ul style="list-style-type: none"><li>• Committee meeting has now been held with the audit report reviewed. The audit report was also discussed at the recent FARM meeting.</li><li>• Risk assessment was main topic throughout the audit.</li></ul> <b>The Board noted the above.</b>	

**FOR APPROVAL Items 7 to 12**

<b>7.</b>	<p><b>HR Update – Confidential</b></p> <p><b>Update was provided to the Board</b></p>	
<b>8.</b>	<p><b>Policies Review</b></p> <p>A Policy Review Flowchart was presented to the Board. This was accepted with the addition of a column showing if an extension to the review date has been agreed.</p> <p>The Board agreed to a sub. Committee group to assist in the review of policies. MJ to email Board requesting what skills they have to assist with this task</p> <p>Remit for Sub Committee will come back to Board before June 2026</p> <p><b>The Board agreed to the content of the paper</b></p>	
<b>9.</b>	<p><b>Risk Audit Review</b></p> <p>NC discussed the content of the Risk Management Audit Report with the importance of training around Risk. This was discussed at FARM and Sub board meetings</p> <p>WBG can deliver Risk Management Training for both Board and Management. Discussion with WBG will take place on 20/11/25 to discuss suitable dates.</p> <p>We need to have the Risk Register at the point where Board only sees any new or high Risks.</p> <p>BB - feels WBG should provide training for the Management first with discussion around what training the Board would require.</p> <p>JF – Necessary for discussion in near future around Appetite for Risk</p> <p><b>The Board noted the content of the paper</b></p>	
<b>10.</b>	<p><b>Management Accounts – period ended 30<sup>th</sup> Sept 2025</b></p> <p>DR discussed the Accounts which had already been provided at the FARM meeting.</p> <p><b>Board noted content of the paper</b></p>	
<b>11.</b>	<p><b>Board Member Recruitment</b></p> <p>BB has assisted in identifying some of the potential applicants for the board member positions in OVHA. There are 5 applications presented to Board for consideration.</p> <p>We are keen to take forward all 5 as new Board members showing a good mix of skills.</p> <p>CM – Part of the reviewed TP Strategy will look at tenant engagement</p> <p><b>Board agreed on the content of this report</b></p>	

MANAGER'S REPORTS		
12.	<b>CEO Report</b> NC discussed his paper starting with the Fabtek site. 2 plans to be submitted - one for development, another for drainage.  JF – HomeMaster components need to be addressed as a priority.  <b>The Board noted the content of this paper</b>	
13.	<b>Finance Director Report</b> DR discussed his paper  <b>The Board noted the content of this paper</b>	
14.	<b>Housing Manager Report</b> CM opened discussion around voids, allocations, relet times, and rent arrears detailed in the paper provided. CM provided an update on FC progress with allocation policy review and the agreed approach of the FHR partners. CM also provided update on the new homelessness 'Ask and Act' duties and the successful bid for a project to be delivered in Fife that is funded by SG. Property Factor Service - 66% have not paid the initial invoice, newsletter to be distributed to owners to explain the need for paying their invoices  <b>The Board noted and approved the content of this paper</b>	
15.	<b>Corporate Support Manager Report</b> Policy Review - Board agreed to the amendments to the Stress Management Policy  BB – mentioned that the 'Traffic Light' indicator colours within the performance report have not been insert for Q2.  <b>Board approved to the Policy amendments</b>	
16.	<b>Tenant &amp; Property Services Manager Report</b> NC discussed the paper in TB absence.  <b>The Board noted the content of this paper.</b>	
FOR NOTING		
17.	<b>SHN Dampness &amp; Mould Performance Report (July-Sept 2025)</b>  Noted	
18.	<b>FARM Meeting Minutes – 4<sup>th</sup> November 2025 (draft)</b>  Noted	
19.	<b>Any Other Competent Business</b> MJ – Would Board agree to providing a short bio on themselves for our Website (optional)?	

	Board to reply to original email. Change to Logo – it was agreed that the Logo would remain the same colour	
20.	<b>Date of Next Meetings:</b> <ul style="list-style-type: none"><li>• FARM – 3<sup>rd</sup> February 2026</li><li>• Board – 17<sup>th</sup> February 2026</li></ul>	