

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

	<p>meeting .</p> <ul style="list-style-type: none"> • One of the key points identified was the need for Board and Staff training around H&S • There were no major actions highlighted within the report. <p>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.</p> <p>The Board noted the above.</p>	
FOR APPROVAL Items 7 to 12		
8.	<p>HR Update – Confidential</p> <p>Issues on-going</p>	
9.	<p>Annual Assurance Statement</p> <p>BB provided a response to the paper which will be reviewed and have been added to the Actions below</p> <p>SB – prefer to have the document as one and not separated documents.</p> <p>NC and SB to look at this option.</p> <p>JF to sign the statement which will be submitted to the Regulator</p> <p>The Board noted the content of the paper content of paper.</p>	
10.	<p>Association Standing Orders, Code of Conduct and Declarations of Interest</p> <p>Standing Orders</p> <p>Code of Conduct</p> <p>Declaration of Interest</p> <p>The Board agreed to the content of the documents</p>	
11.	<p>Board Meeting Dates 2025-2026</p> <p>Strategy Day to be arranged</p> <p>To come back with proposed dates for above</p> <p>Board agreed to the proposed dates</p>	
12.	<p>Policies for Approval</p> <p>There were no policies for approval</p>	
MANAGER'S REPORTS		
13.	<p>CEO Report</p> <ul style="list-style-type: none"> • NC updated the Board with information from the paper. • Fabtec will consist of s46 properties and 2 retail shops • We now have ownership of 41 Derran Drive, the property needs some updating • 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 	

	The Board note the content of the paper	
14.	<p>Finance Director</p> <ul style="list-style-type: none"> • Regulatory returns submitted in Sept meeting the submission date • Budgets are being worked on with the draft budget going to FARM <p>The Board note the content of the paper</p>	
15.	<p>Housing Manager Report</p> <ul style="list-style-type: none"> • We shall be entering into the Rent consultation with tenants in January 2026 • The 3 yearly Tenant Satisfaction Survey (TSS) is due to be done by Research Resource (RR) • Discussion took place around the timing of the Rent Consultation and the TSS. • Research Resource will carry this out (not at same time as Rent Consultation) as an independent survey has to be delivered. • JF – prefer to do TSS before Rent consultation, CM will speak with RR, could we use digital method for TSS <p>Factoring</p> <ul style="list-style-type: none"> • 2nd invoice has been delivered to all factored owners • Communication around Factoring could be better. • 1/3 of owners paid in full (1st invoice) with the other 2/3 ignoring the invoice. • 6-month statement to be sent along with a Newsletter which will help to explain legal complications. <p>The Board noted the content of this paper</p>	
16.	<p>Tenant & Property Services Manager</p> <p>The Board noted the content of this paper</p>	
FOR NOTING		
17.	<p>Board Member Recruitment</p> <p>Discussion took place:</p> <ul style="list-style-type: none"> • Advertised on various platforms • Look at our needs of what skill sets are required • Further work will be carried out on our Recruitment of new Board member <p>The Board noted the content of the paper</p>	
18.	<p>Any Other Competent Business</p> <p>LB – where is process at on HR issues and how are wider team. NC – issues are still being worked on</p>	
19.	Information Papers – SHARE Housing Bill Factsheet	
20.	<p>Date of Next Meetings:</p> <ul style="list-style-type: none"> • FARM – 4th November 2025 	

- Board – 18th November 2025