

**MINUTE OF OVHA BOARD MEETING  
HELD ON TUESDAY 21<sup>st</sup> 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.	<b>Election of Officer Bearers</b> <ul style="list-style-type: none"> <li>John Flynn was re-elected as Chair (proposer BB, TA seconded)</li> <li>Andrew McDaniel was re-elected as Vice Chair (proposer JF, TD seconded)</li> <li>Nick Clark (NC) was re-elected as Secretary (proposer JF, TA seconded)</li> </ul>	
2.	<b>Welcome and Apologies</b>  Apologies received from Caitlyn Reid (CR)	
3.	<b>Declaration of Interest in any agenda items</b>  There were no Declaration of interest	
4.	<b>Approval of urgent business items for consideration under A.O.C.B</b>  None	
5.	<b>Approval of the minutes of the Previous Meeting – 19.08.2025</b>  The minutes of the previous meeting were approved by BB, and AM	
6.	<b>Matters Arising</b>  No matters arising	
7.	<b>Health &amp; Safety</b> CM updated the Board on: <ul style="list-style-type: none"> <li>The Internal Audit has been carried out by ACS for the office/staff safety.</li> <li>The H&amp;S Committee have reviewed the recommendations from the Report provided by ACS.</li> <li>The report will be presented at the FARM meeting in November prior to the Board</li> </ul>	

	<p>meeting .</p> <ul style="list-style-type: none"> <li>• One of the key points identified was the need for Board and Staff training around H&amp;S</li> <li>• There were no major actions highlighted within the report.</li> </ul> <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><b>The Board noted the above.</b></p>	
<b>FOR APPROVAL Items 7 to 12</b>		
<b>8.</b>	<p><b>HR Update – Confidential</b></p> <p>Issues on-going</p>	
<b>9.</b>	<p><b>Annual Assurance Statement</b></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><b>The Board noted the content of the paper content of paper.</b></p>	
<b>10.</b>	<p><b>Association Standing Orders, Code of Conduct and Declarations of Interest</b></p> <p>Standing Orders</p> <p>Code of Conduct</p> <p>Declaration of Interest</p> <p><b>The Board agreed to the content of the documents</b></p>	
<b>11.</b>	<p><b>Board Meeting Dates 2025-2026</b></p> <p>Strategy Day to be arranged</p> <p>To come back with proposed dates for above</p> <p><b>Board agreed to the proposed dates</b></p>	
<b>12.</b>	<p><b>Policies for Approval</b></p> <p>There were no policies for approval</p>	
<b>MANAGER’S REPORTS</b>		
<b>13.</b>	<p><b>CEO Report</b></p> <ul style="list-style-type: none"> <li>• NC updated the Board with information from the paper.</li> <li>• Fabtec will consist of s46 properties and 2 retail shops</li> <li>• We now have ownership of 41 Derran Drive, the property needs some updating</li> <li>• 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</li> </ul>	

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

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|  | <ul style="list-style-type: none"><li>• Board – 18<sup>th</sup> November 2025</li></ul> |  |
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