

MEETING OF THE OSPREY HOUSING BOARD
13 SEPTEMBER 2023 AT 10:30 – HYBRID WESTHILL OFFICE & VIA TEAMS

Present: Mike Scott, Director OH Board (MS) Chair
Brian Topping, Director OH Board (BT)
Jonathan Young, Director OH Board
Brian Watson, Director OH Board (BW)
Simpson Buglass, Director OH Board (SB)
Les Allan, Director OH Board (LA)
Claire Crawford, Director OH Board (CC)
Rab Hepburn, Director OH Board (RH) (Leave of absence)
Raymond Edgar, Director OH Board (RE)
Kay Diack, Director OH Board (KD)

Apologies Stuart Robertson, Director OH Board (SR)
Alison Mitchell, Director OH Board (AM)
Douglas Bodie, Director OH Board (DB)

Attending: Stacy Angus, Chief Executive, Osprey Housing (CEO)
Gary Walker, Director of Finance, Osprey Housing (DoF)
Clare Ruxton, Director of Corporate Services, Osprey Housing (DCS)
Dan Thompson, Director of Housing Services, Osprey Housing (DHS)
Sofia Redford, Corporate Services Officer Osprey Housing (CSO)
(Minute)

| Minute No | Subject | Action |
|------------------|---|---------------|
| | Administration | |
| 1 | Welcome & Apologies Apologies as noted above. | CEO |
| 2 | Declarations of Interest There were no changes to the standard declarations. | CEO |
| 3 | Items for Decision | |
| 3.1 | Election of Chair The CEO invited nominations for the position of Chair of the Osprey Housing Board. Mike Scott was nominated by Brian Topping. There were no further nominations and Mike Scott was unanimously re-elected as Chair of the Osprey Housing Board. | CEO |
| 3.2 | Election of Vice Chair The Chair invited nominations for the position of Vice Chair of the Osprey Housing Board. Les Allan was nominated by Brian Topping and this was seconded by Mike Soctt. There were no further nominations, and Les Allan was unanimously elected Vice Chair of the Osprey Housing Board. | Chair |
| 3.3 | Annual Assurance Statement – Approval The CEO presented the draft Annual Assurance Statement for review and approval. The Board: Reviewed the AAS and approved it for submission to the SHR. This was proposed by Brian Topping and seconded by Rab Hepburn. | CEO |
| 3.4 | Annual ESG Report – Draft Publication The CEO presented the draft ESG Report for review. The Board noted that a case study is to be added to the final | CEO |

| | | |
|-------------------|--|-------------------|
| | <p>document ahead of submission by the end of October.</p> <p>The Board:</p> <p>Approved the raft report noting that final approval would be made via email once the case study had been added.</p> | |
| <p>3.5</p> | <p>Membership of Committees</p> <p>The membership of the Committees was reviewed and agreed as follows:</p> <p>Housing Committee: Brian Topping Brian Watson Raymond Edgar Stuart Robertson John Connelly Lauren Allan (Apprentice)</p> <p>Corporate Service Committee: Jonathan Young Mike Scott Simpson Buglass Claire Crawford Alison Mitchell Niamh Johnston (Apprentice)</p> <p>R&G Committee: Douglas Bodie Les Allan Rab Hepburn Simpson Buglass Claire Crawford</p> <p>It was agreed that Kay Diack's and Colin Hawkins' membership would be determined following induction.</p> <p>Les Allan and John Connelly confirmed they would be happy to substitute at any Committee.</p> <p>The Committee memberships were unanimously approved.</p> | <p>CEO</p> |

| | | |
|-------------------|---|---------------------|
| | | |
| <p>3.6</p> | <p>Election of Chair and Vice Chair of the Housing Committee</p> <p>The Chair invited nominations for the position of Chair of the Housing Committee. Brian Topping was nominated by Brian Watson and this was seconded by Raymond Edgar.</p> <p>The Chair invited nominations for the position of Vice Chair of the Housing Committee. Brian Watson was nominated by Les Allan and this was seconded by Brian Topping.</p> <p>There were no further nominations, and Brian Topping and Brian Watson were unanimously elected as Chair and Vice Chair of the Housing Committee.</p> | <p>Chair</p> |
| <p>3.7</p> | <p>Election of Chair and Vice Chair of the Corporate Services Committee</p> <p>The Chair reminded the Board that in accordance with the Osprey Standing Orders item 4.4 the Chair of a Committee may not serve for longer than 5 years continuously. Jonathan Young, having chaired the CS Committee for more than 5 years was therefore not available for election.</p> <p>The Chair invited nominations for the position of Chair of the CS Committee. Simpson Buglass was nominated by Jonathan Young and this was seconded by Claire Crawford.</p> <p>The Chair invited nominations for the position of Vice Chair of the CS Committee. Jonathan Young was nominated by Mike Scott and this was seconded by Les Allan.</p> <p>There were no further nominations, and Simpson Buglass and Jonathan Young were unanimously elected as Chair and Vice Chair of the Corporate Services Committee.</p> | <p>Chair</p> |
| <p>3.8</p> | <p>Election of Chair and Vice Chair of the Resource and Governance Committee</p> <p>The Chair invited nominations for the position of Chair of the R&G Committee. Douglas Bodie was nominated in his absence by Simpson Buglass and this was seconded by Mike Scott.</p> | <p>Chair</p> |

| | | |
|-------------|---|------------|
| | <p>The Chair invited nominations for the position of Vice Chair of the R&G Committee. Rab Hepburn was nominated by Les Allan and this was seconded by Jonathan Young.</p> <p>There were no further nominations, and Douglas Bodie and Rab Hepburn was unanimously elected as Chair and Vice Chair of the Resource and Governance Committee.</p> | |
| 3.9 | <p>Annual Approval of the Health and Safety Policy</p> <p>The Board reviewed the overarching Health and Safety Policy for approval. The Board requested that any references to Committee of Management be removed.</p> <p>Subject to the above amendment approval of the Policy was proposed by SB and seconded by LA.</p> | CEO |
| 3.10 | <p>Governance Arrangements – Review of meetings</p> <p>The DCS presented a paper outlining the length of governance meetings during the past year. The report highlighted that only 1 meeting had exceeded the 3 hours limit set by the Standing Orders.</p> <p>The Board was further informed that the SLT was reviewing the dates of the 2024/25 meetings with the possibility of the R&G Committee meetings being moved to a Monday. CC noted that if the R&G meetings were moved they would not be able to joint the Committee due to pre-existing arrangements.</p> <p>The Board noted the position and that final meeting calendar will be agreed during the next round of governance meetings.</p> | DCS |
| 4 | Items for Discussion | |
| 4.1 | <p>SHR National Report and Presentation</p> <p>The DHS gave a presentation outlining the results of the recent Tenants Satisfaction Survey that had been carried out by the staff team during August.</p> <p>In addition the National Report on the Scottish Housing Charter – 2022/23 was reviewed.</p> | DHS |

| | | |
|-----------|--|------------|
| | The Board noted the position. | |
| 10 | <p>Any Other Business</p> <p>The CEO presented a short video put together by staff to recognise Scottish Housing Day 2022. The theme of the day was sustainability.</p> <p>The Board noted that the video will also be shared on the Osprey website and social media sites.</p> | CEO |
| 5 | <p>Date of next meeting:</p> <p>23 November 2022 at 10:00</p> | |

Signed: Mike Scott

Date: 22 November 2023