

**MEETING OF THE OSPREY HOUSING BOARD
18 SEPTEMBER 2024 AT 10:30 – HYBRID WESTHILL OFFICE & VIA TEAMS**

Present: Mike Scott, Director (MS)
Brian Topping, Director (BT)
Jonathan Young, Director (JY) via Teams
Douglas Bodie, Director (DB)
Simpson Buglass, Director (SB)
Les Allan, Director (LA)
Claire Gibson, Director (CC) via Team
Rab Hepburn, Director (RH)
Raymond Edgar, Director (RE)
Stuart Robertson, Director (SR)
Alison Mitchell, Director (AM)
John Connelly, Director (JC) via Teams
Kay Diack, Director (KD)
Colin Hawkins, Director (CH)
Lauren Allan, Apprentice Director (LaA)
Niamh Johnston, Apprentice Director (NJ) via Teams

Apologies Brian Watson, Director (BW)
Dan Thompson, Director of Housing Services (DHS)
Ryan Swan, Director of Assets (DoA)

Attending: Stacy Angus, Chief Executive (CEO)
Gary Walker, Director of Finance (DoF)
Clare Ruxton, Director of Corporate Services (DCS)
Sofia Redford, Corporate Services Officer (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. Brian Watson was nominated in his absence by Les Allan and this was seconded by Brian Topping. There were no further nominations and Brian Watson was unanimously elected as Chair of the Osprey Housing Board. The CEO noted that BW had indicated his willingness to be Chair should he be nominated.	CEO
3.2	Election of Vice Chair The CEO invited nominations for the position of Vice Chair of the Osprey Housing Board. Les Allan was nominated by Mike Scott and this was seconded by Brian Topping. There were no further nominations, and Les Allan was unanimously re-elected Vice Chair of the Osprey Housing Board.	CEO
	<i>In the absence of the Chair the meeting was chaired by the Vice Chair from this point.</i>	
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.	CEO

Minute No	Subject	Action
3.4	<p>Annual ESG Report – Draft Publication</p> <p>The CEO informed the meeting that due to the recent absence of the DHS the draft ESG report was not ready for review. It was recommended that final approval would take place at the Strategy Day on 16 October.</p> <p>The Board:</p> <p>Approved the recommendation to review and approve the ESG report at the Strategy Day.</p>	CEO
3.5	<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 Kay Diack Colin Hawkins Lauren Allan (Apprentice)</p> <p>Corporate Service Committee: Jonathan Young Mike Scott Simpson Buglass Claire Gibson Alison Mitchell Niamh Johnston (Apprentice)</p> <p>R&G Committee: Douglas Bodie Les Allan Rab Hepburn Simpson Buglass Claire Gibson John Connelly</p> <p>The Committee memberships were unanimously approved.</p>	CEO

Minute No	Subject	Action
3.6	<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 having served 5 years as chair was required to step down and is therefore unable to stand for re-election. Colin Hawkins was nominated by Brian Topping and this was seconded by Stuart Robertson.</p> <p>The Chair invited nominations for the position of Vice Chair of the Housing Committee. Brian Topping was nominated by Colin Hawkins and this was seconded by Mike Scott.</p> <p>There were no further nominations, and Colin Hawkins and Brian Topping were unanimously elected as Chair and Vice Chair of the Housing Committee.</p>	Chair
3.7	<p>Election of Chair and Vice Chair of the Corporate Services Committee</p> <p>The Chair invited nominations for the position of Chair of the CS Committee. Simpson Buglass was nominated by Claire Gibson and this was seconded by Les Allan.</p> <p>The Chair invited nominations for the position of Vice Chair of the CS Committee. Jonathan Young was nominated by Simpson Buglass and this was seconded by Mike Soctt.</p> <p>There were no further nominations, and Simpson Buglass and Jonathan Young were unanimously re-elected as Chair and Vice Chair of the Corporate Services Committee.</p>	Chair
3.8	<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 by Rab Hepburn and this was seconded by Simpson Buglass.</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 Douglas Bodie.</p>	Chair

Minute No	Subject	Action
	<p>There were no further nominations, and Douglas Bodie and Rab Hepburn was unanimously re-elected as Chair and Vice Chair of the Resource and Governance Committee.</p>	
<p>3.9</p>	<p>Annual Approval of the Health and Safety Policy</p> <p>The Board reviewed the overarching Health and Safety Policies for approval.</p> <p>The overarching Health and Safety Policies were unanimously approved.</p>	<p>CEO</p>
<p>3.10</p>	<p>Governance Arrangements – Review of meetings</p> <p>The DCS presented the schedule of meeting dates until March 2026 and informed the Board of a recommendation to change the timings of the two strategy days. This would see the spring day moved to the last week in March and the autumn day moved to the afternoon of the same day as the AGM in September.</p> <p>The Board noted the schedule of meetings and approved the recommendation to change the timings of the Strategy Days.</p>	<p>DCS</p>
<p>4</p>	<p>Items for Discussion / Consideration</p>	
<p>4.1</p>	<p>SHR National Report on the Charter</p> <p>The CEO introduced the SHR’s National Report on social landlords’ performance against the standards and outcomes of the Scottish Social Housing Charter for 2023/24.</p> <p>Including a 5 year analysis, the report outlines the effects of the pandemic on the sector leading up to the current housing emergency. In summary, it was noted that Osprey are in a good position.</p> <p>The Board noted that OTRA will produce a tenant report on Osprey’s ARC return to be published by the end of October.</p> <p>The Board noted the position.</p>	<p>CEO</p>

Minute No	Subject	Action
4.2	<p>Procurement Framework – verbal update</p> <p>The CEO informed the Board the notice with Everwarm had expired and that Osprey was now in a position to tender using their own framework.</p> <p>As a result of the Everwarm contract issues there is now a delay with the kitchen/bathroom replacement works. Therefore, to minimise further delays, it was proposed that a consultant be appointed to support the process. It was proposed that this work should be undertaken by WSD, a long term partner of Osprey, who had extensive experience in delivering expertise to the sector. The cost will be £9,750, which requires an increase in the budget provision of £7,250.</p> <p>The Board noted the position and approved an increase in the budget of £7,250 to allow for the external support and tender validation.</p>	CEO
	<p>Any Other Business</p> <p>The DoF presented the Audited Financial Statement report which was due to be submitted to the Regulator by 30 September 2024.</p> <p>The Board noted that this is an annual submission that analyses Osprey’s accounts and produces performance comparators to the prior year and the prior year sector median.</p> <p>The Board noted and approved the report.</p>	DoF
5	<p>Date of next meeting:</p> <p>27 November 2024 at 10:00.</p>	

Signed:

Date: