



**MEETING OF THE OSPREY HOUSING BOARD
27 NOVEMBER 2024 10:00 – WESTHILL OFFICE AND TEAMS**

Present: Brian Watson, Director OH Board, Chair, (BW)
Mike Scott, Director OH Board, (MS)
Brian Topping, Director OH Board (BT)
Rab Hepburn, Director OH Board (RH)
Stuart Robertson, Director OH Board (SR) (Via Teams)
Simpson Buglass, Director OH Board (SB)
Kay Diack, Director OH Board (KD) (via Teams)
Raymond Edgar, Director OH Board (RE)
Colin Hawkins, Director OH Board (CH)
Niamh Johnstone, OH Board Apprentice (NJ)

Apologies: Les Allan, Director OH Board: Vice Chair (LA)
Jonathan Young, Director OH Board (JY)
Douglas Bodie, Director OH Board (DB)
Claire Gibson, Director OH Board (CC)
Alison Mitchell, Director OH Board (AM)
John Connelly, Director OH Board (JC)
Lauren Allan, OH Board Apprentice (LaA)
Clare Ruxton, Director of Corporate Services (DCS)

Attending: Stacy Angus, Chief Executive Officer, Osprey (CEO)
Gary Walker, Director of Finance, Osprey (DOF)
Dan Thompson, Director of Housing Services, Osprey (DHS)
Ryan Swan, Director of Assets, Osprey (DOA)
Sofia Redford, Corporate Services Officer, Osprey (CSO) (Minute)
Carol Graham, Finance and Business Analyst, Osprey (FBA) Item 13 only
Dawn Chalmers, Tenancy Support Officer, Osprey (TSO) Bitesize briefing only

Minute No	Subject	Action
	Bitesize briefing The TSO gave a Bitesize briefing presentation on the topic of Social Value and the new HACT online portal tool being used going forward to calculate Social Value on a project basis. As the tool is implemented and rolled out, we will feedback through reporting to Housing Committee on the outcomes.	TSO
1	Welcome and Apologies Apologies as noted above. The chair made a statement of thanks to his fellow Board members for electing him to the chair's role and to the outgoing chair for his excellent work during his 5 year spell as chair.	Chair
2	Declarations of Interest There were no changes to the standard declarations.	Chair
3	Minutes of meeting held on 28 August 2024 The minute of the Board meeting held on 28 August 2024 was agreed as a correct and accurate record. Approval of the minute was proposed by BT and seconded by RH.	Chair
4	Matters Arising All matters arising were covered by separate items on the agenda for this meeting.	Chair
5	Minutes of meeting held on 18 September 2024 The minute of the Board meeting held on 18 September 2024 was agreed as a correct and accurate record. Approval of the minute was proposed by BT and seconded by SB.	Chair
6	Matters Arising All matters arising were covered by separate items on the agenda for this meeting.	Chair

Minute No	Subject	Action
7	<p>Chief Executive's Report</p> <p>The CEO presented the report to enable the Board to address the following:</p> <ul style="list-style-type: none"> • Being kept informed of progress against the overall Business Strategy, identifying emerging strategic considerations and highlighting any specific strategic and operational matters that may influence Business Plan objectives (not otherwise covered by a separate report). • Approving and endorsing policies/strategies/new initiatives and noting key issues and outcomes from the committees. • Highlighting any specific/new matters for assurance and risk consideration. <p>Decisions taken during the period under delegated authority through the fast-track process were considered for ratification under a separate agenda item.</p> <p>Policy/Strategy Approvals</p> <p>The following policies and strategies had been reviewed by the relevant committee(s) and recommended for approval:</p> <ul style="list-style-type: none"> • Domestic Abuse Policy • Extreme Weather Policy • Flexible Working Policy • Hybrid Working Policy • Privacy Policy • Document Control / Retention Policy • Records Management Policy • Password Policy • IT Business Continuity Policy • Code of Conduct – Board members • Code of Conduct - Staff <p>The Board:</p> <ul style="list-style-type: none"> • Unanimously approved the policies. <p>Committee Outcomes</p> <p>The Housing and Corporate Services Committees met on 30 October and the Resource and Governance Committee met on 20 November.</p>	CEO

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	<p>Corporate Services Committee – the following items were agreed and noted:</p> <ul style="list-style-type: none"> • HR/Payroll update – Confirmation that payroll was now fully outsourced to Apex Solutions and that the Breathe HR system was in the process of being implemented on a phased roll out. • New Legislation – Duty to Prevent Sexual Harassment – The DCS confirm that following a request from the R&G Committee regarding due diligence two references had been obtained for Apex Solutions, both had been excellent. • Policy Approval – Approved the extension of the review of the Disclosure Policy to allow for the introduction of new legislation during spring 2025. • EV Scheme – Supported the recommendation to serve notice on P+B with effect from 1 Feb 2025 and appoint Tusker as the new provider <p>Housing Committee – the following items were agreed and noted:</p> <ul style="list-style-type: none"> • ARC Tenant Report – OTRA ARC Tenant Report was shared with the Committee ahead of this being published. • These Homes – A report detailing the high level of demand for vacant properties was noted by the Committee. • Tenant Participation – Details of the tenant scrutiny project on the 'void standard' was shared with the Committee. <p>Resource and Governance Committee – the following items were agreed and noted:</p> <ul style="list-style-type: none"> • Internal Audit – Scott McCready of WBG presented the internal audits on Arrears and Tenant Safety. These were reviewed in detail and recommendations noted. An update on the Managing Digital Files audit was also received. • Treasury Management – The Committee received an update on the BoE base rate cut and market expectations for the future, SONIA update, details of discussions with Lloyds over the removal of MRI from the interest cover loan covenant, update on valuations commissioned and confirmation of a fresh mandate required by Nationwide. <p>The Board noted that this mandate was to be updated and signed in line with the SODA following this meeting.</p>	

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	<p>Organisational Performance Overall Performance remained consistent regarding the key income management indicators with stability of arrears levels throughout the year and an improvement in overall rent collection (exceeding 100%). However, there has been an increase in the number of high-level arrears cases and this as well as former tenant arrears performance are areas of focus for the Housing Team.</p> <p>There has been a fluctuation in void management with the migration to new contractors for one area since April, however this has been addressed and performance has improved during the current quarter.</p> <p>Strategic / Business Planning Issues</p> <p>Tender Requirements: External Audit Service Contract This tender had been completed and was covered under item 14 on this meeting's agenda.</p> <p>IT Service Contract The tender process for the IT Service Contract is underway with the support of Arneil Johnston's IT consultant, Tony Smith. A soft market launch had taken place via PCS and 3 responses had been received. The ITT document is expected to be advertised in January 2025 with the aim that the successful contractor be appointed by March 2025 and the service provision in place from 1 July 2025.</p> <p>The Board noted that the appointment of the contractor is a vital element of Osprey's future success and organisational fitness for the future. IT and digital infrastructure is a fundamental part of how the organisation is run, our security and ability to remain agile and progress with digital advancements.</p> <p>SFHA Policy Updates The Board noted that the SFHA had published a number of updated governance guidance documents and policies including:</p> <ul style="list-style-type: none"> • Model role description for governing body members and office bearers • Governing body members' guide 	

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	<ul style="list-style-type: none"> The Codes of Conduct for Board Members and Staff <p>The Board further noted that the SFHA has launched a new forum for Governing Body members that Board members are encouraged to attend.</p> <p>Scottish Housing Regulator – update</p> <ul style="list-style-type: none"> ARC Indicator Consultation – A consultation on updated indicators completed on 8 November. New indicators are expected to be published in January with first collection year being 2025/26. Scottish Government scrutiny of SHR and SPSO – The SG’s annual scrutiny work on the SHR’s annual report and accounts is taking place and views on the SHR had been sought ahead of this. In addition, views on the SPSO had also been sought. Business Planning Guidance – Following consultation, revised business planning advisory guidance has been published – the DOF and CEO will review the guidance and take a full paper to next governance cycle recommending any areas for improvement. <p>Scottish Equivalent to Passivhaus – Consultation</p> <p>The first phase of the Scottish Government consultation on the proposal for a Scottish equivalent to the Passivhaus standard is now closed and the views received are being analysed. Results will inform relevant changes which have been outlined to be confirmed in December 2024. A second consultation on detailed proposals for specific changes to performance targets and supporting compliance processes will be launched in summer 2025. The process will likely shape the future of development, and the Board will be kept informed of all updates.</p> <p>Strategic Plan Review and Strategy Day Outcomes</p> <p>The Board was reminded that the Strategy Day in October had focused on looking to the future and the anticipated revision of the Strategic Plan for 2025-2028. Key outcomes were;</p> <ul style="list-style-type: none"> The four strategic aims were reviewed and found to still align with Osprey’s future aspirations. The desire to continue developing at the current ambition of 60 units per annum was confirmed. A willingness to front fund smaller developments with existing developers if HAG was confirmed for the following financial year was agreed. These would be assessed on a case by case basis. A change of adaptations policy was agreed to better manage the delivery of adaptations and to maximise the limited resources available. 	

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	<ul style="list-style-type: none"> • Net Zero and stock investment were discussed in detail on how these will be delivered and managed going forward. • A demo of the Property Evaluation Tool was shared with the Board to demonstrate how Osprey will strategically manage its asset data going forward. <p>Staff and Board Event – Wednesday 11 December The Board was reminded of the Staff and Board event that is due to take place on 11 December at the Westhill office. The day will be facilitated by Seamus Corry. A full agenda will be circulated ahead of the event.</p> <p>Bank Mandate Nationwide are undertaking an exercise to ensure they hold up to date mandates on file with correct authorised signatures and have submitted a fresh mandate for completion and return which will be signed at the conclusion of this meeting.</p> <p>It was unanimously agreed that the authorised signatories would be the Chair, Vice Chair, CEO and DoF, with any 2 signatories required to</p> <p>Operate investment accounts (I) Enter into fixed rate loans (FR) Provide Security documents (SEC) Agree/Negotiate Loan documentation (LD) As authorised by Board Minute, to provide wider notices of communication on behalf of Osprey, enabling them to certify Board Minutes and instruct the removal of mandate holders (CS)</p> <p>The transactional limit to be set at a maximum of £5M.</p> <p>The Board:</p> <ul style="list-style-type: none"> • Approved the suite of policies highlighted above. • Considered and (as appropriate) supported other key recommendations/proposals/actions highlighted in the report including the outcomes from each of the Committees. • Approved the completion of the Nationwide mandate as stated • Noted the report. 	

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8	<p>Development</p> <p>The DoA presented a report updating the Board on the current progress with respect to Osprey's current and future new-build development works.</p> <p>Current developments on site are:</p> <p>Aberdeen City Ellon Road, BoD – 6 units, completion delayed until w/c13 January. Pine Trees Mews, Countesswells – 5 units – Completed and handed over early November.</p> <p>Aberdeenshire Fair Isle Crescent, Peterhead – 25 units – anticipated completion July 25. Coreen Road, Alford – 2 units – Completed and handed over mid-November.</p> <p>Moray Kinneddar Meadows, Lossiemouth – 10 units – 6 units completed and handed over mid-November, remaining 4 units expected to be handed over late January. It was noted that this development has incurred additional costs of £22K in excess of the agreed budget relating to additional communal area works.</p> <p>Future developments Snowdrop Gardens, St Cyrus, Phase 2 - 15 units, Snowdrop Developments. Linton Mews, Gourdon - 12 units, Fotheringham Homes</p> <p>The Board reviewed the appraisal documents for the above 2 proposed developments. It was further noted that a new project lead was in post with Snowdrop Developments which had significantly improved communications. Both developments are in areas of defined housing need. Both were unanimously supported by the Board.</p> <p>An opportunity has become available for a further 8No properties at the current Lossiemouth site, as phase 3. The Moray Council (TMC) had approached Osprey regarding including this next phase into their budget from April 2025. The Board was asked to consider front funding of the development subject to HAG being available in the next financial year for the two month period of February and March 2025 to allow the developer to continue on site from phase 2. There has been a strong indication that the Affordable Housing budget would be re-instated in the Budget Speech due to take place on 4 December. The Board agreed that the developer should be contacted, and a request be made that a decision from Osprey would follow the Budget announcement as this would assist the risk assessment to be included in the development appraisal. It was noted that this decision would be taken via delegated authority by the Chair's Group. CEO would prepare an appraisal document outlining all the key risks and financial elements of this project.</p>	DoA

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	<p>Potential Opportunity – SSEN Investment in North East</p> <p>There is an opportunity to explore potentially significant investment in the North-East due to the wider infrastructure works being carried out by SSEN and the subsequent housing demand for their workforce. Rather than spending large sums of money on temporary accommodation, SSEN are looking to develop new properties for their key workers that will convert to affordable housing once their work in the area has been completed. Osprey are due to meet Aberdeenshire Council to discuss how this might work and whether Osprey could play a part in the delivery of these homes.</p> <p>Early legal advice has also been sought from TC Young and an initial meeting held with the external auditors. A follow up meeting will be arranged to establish how this would be managed via our accounting setup and to get an understanding of any tax implications. Verification of our charitable status with both OSCR and SHR will also be actioned in due course, alongside early discussion with lenders to ensure this type of project does not affect our RCF conditions. The Board noted that this was an innovative way to add social housing in the North East and supported exploring this further.</p> <p>The Board:</p> <ul style="list-style-type: none"> • Noted the contents of the report and development performances within Appendices A and B. • Considered and approved the appraisal documents for St Cyrus Phase 2 and Gourdon. • Approved and endorsed the approach taken to proceed on the Lossiemouth and SSEN development opportunities. 	
9	<p>Rent Harmonisation – Project Update</p> <p>The DHS presented a report providing the Board with information concerning the rent harmonisation communication update.</p> <p>During June the Housing and Asset Team had undertaken a data verification exercise. There was then a follow-up engagement with tenants on the data held on their properties where the tenants had been asked if they felt the data we held accurately reflected their properties. A small number of queries were raised, and these properties were visited by officers to verify the data. This resulted in 3 changes made to the data held and were variations to single and double bedrooms/bed spaces.</p> <p>The July newsletter included an article notifying the tenants that the project was being undertaken. This was followed by the initial personalised tenant communication letter.</p> <p>During September a series of in person events were held in nine</p>	DHS

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	<p>different locations. In addition, two evening online events were held. In total 21 tenants attended these events. The feedback on the harmonisation exercise was positive with all tenants that engaged in the events being in agreement that making the rental charges fairer and less complex was a good thing to do. There had been initial concern regarding the timeline, however this was eased knowing increases would be phased and limited to an additional £20 charge on the monthly rent each year.</p> <p>A narrated video has been emailed to tenants and is also available on our website and social media channels. All staff members had been fully briefed and trained during the process to ensure consistency in the delivery of the session and the information given to tenants.</p> <p>OTRA had been briefed on the communications strategy and endorsed the approach. It should also be noted that as a result of the information session OTRA had gained an additional member.</p> <p>The Board was informed that no properties were on the same rent as their new proposed rent meaning that all tenants would be affected by the project. This equated to 978 of tenants affected by an increase of rent and 782 rent freezes until their rents matched due to the harmonisation project proposals. The resulting increases would be capped at an additional £20 charge on the monthly rent each year. Assuming an annual 2% inflationary increase, all rents should be aligned by year 8.</p> <p>The Board:</p> <ul style="list-style-type: none"> • Discussed and considered the contents of the report • Agreed to proceed with the rent harmonisation implementation from 1 April 2025. 	
10	<p>Staff Structure Review – Proposal</p> <p>The CEO presented a report informing the Board of the proposal to restructure the staffing arrangements to deliver improved customer service and futureproof our workforce for the challenges ahead with a particular focus on the Asset Team.</p> <p>The Committee was reminded that a review of the full staff structure had taken place when the CEO came into post and changes would be phased. The review of the Asset Team had been postponed until the retirement of the previous DOA and the arrival and settling in of the new DOA. The proposed changes will futureproof the Asset Team by taking into consideration significant increase in workload to deliver the component renewal programme, the introduction of robust stock conditions surveys, the volume of work to meet the upcoming Net Zero standard, and increased compliance reporting.</p>	CEO

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	<p>The proposed changes are</p> <ul style="list-style-type: none"> The addition of a Senior Asset Officer to support the DOA in delivering the strategic asset management agenda and to strengthen the Asset Team resource. All included salary cost for this post would be ~£57.9K <p>Taking the above factors into consideration, making permanent the Asset Management Officer post that was filled on a 2-year temporary contract in May 2024. The post had been factored into the last review of the Business Plan.</p>	
	<p>The Board:</p> <ul style="list-style-type: none"> Noted the contents of the report Approved the current temporary AMO member of staff being made permanent. Approved the proposal to add an additional post to the Asset management team as outlined above. Approved the Job Description for the Senior Asset Officer 	
11	<p>Draft Revenue Budget 2025/26</p> <p>The DOF presented the Board with the initial draft budget for 2025/26.</p> <p>The Board noted that all costs had been reviewed in light of forecast expenditure trends in 2024/25 and representations made by Budget Holders.</p> <p>The following assumptions have been used</p> <ul style="list-style-type: none"> Rental income is based on a rent increase of 1.7% (CPI as at September 2024) along with the previously agreed 2% phased and targeted uplift as part of the rent harmonisation exercise. Void Rent Loss has been set at 0.5% (unchanged from 2024/25). Bad Debts have been set at 2.0% (increase of 0.5% on 2024/25). Staff Salaries include the recommended staffing establishment changes along with an annual cost of living increase of 1.7% and the recently announced increases to Employer NIC. Insurance costs have been increased by 15% reflecting the continuing hardening of the insurance market. Repair contracts have been uplifted by 2.0%. Provision for Void Maintenance is based on 120 void properties per annum at a cost of £4,818 per property. 	DoF

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	<ul style="list-style-type: none"> Planned/Cyclical Maintenance relates to the external painterwork programme, the annual servicing of heating and electrical systems as well as items identified under the Life Cycle Costing (LCC) Report and those previously designated as Recoverable Service Costs. Development expenditure after grant is forecast to be £2.98M, delivering a further 68 social housing units. Capital expenditure on housing component renewals is estimated at £2.35M, the level currently included in the Business Plan. However, this will require further updating based on the re-profiling of the delayed 2024/25 component renewal programme. <p>The forecasts have been prepared to ensure that loan covenant compliance has been achieved.</p> <p>The anticipated surplus is £1,622,120 with expected year end cash balances of £2,315,801 after drawing down a further £3M from the RCF.</p> <p>The Board noted that the rent harmonisation will remove the requirement to hold a full rent consultation for 2025/26. The Board further noted that the £2.35M budgeted for capital expenditure does not include the work outstanding from the 2024/25 programme and without the removal of MRI from the interest loan covenant, it will not be possible to catch up in 2025/26. This is an area to be monitored closely.</p> <p>The Board:</p> <ul style="list-style-type: none"> Considered and discussed the contents of the report and noted the proposed 2025/26 budget. 	
12	<p>Health & Safety Update</p> <p>The CSO presented a report providing a full overview of current Health and Safety arrangements.</p> <p>Special notice was drawn to the H&S Action Plan which had been established following the audits of the two Safety Control Manuals, the FRA at the Westhill office, and the recent internal audit into tenant safety.</p> <p>The Board:</p> <ul style="list-style-type: none"> Noted the contents of the report Noted the outcomes of the FRA Note the H&S action plan 	CSO

Minute No	Subject	Action
13	<p>Digital Strategy Update</p> <p>The FBA presented a report providing the Board with the opportunity to note the work currently being undertaken and proposed in line with the Digital Strategy.</p> <p>The Board noted that the following work had been completed within the last year:</p> <ul style="list-style-type: none"> • Cyber Security – Cyber Essentials Plus accreditation and KBe4 training rolled out to all staff and Board members. • Multi Factor Authentication – Roll out of Windows Hello and Microsoft Authenticator to all staff and Board members. • VPN – This has been set up for all members of staff who will be taking payments from tenants to comply with call masking and PCI Compliance requirements. <p>The Board noted that the following work is on-going:</p> <p>HomeMaster – the implementation of the upgraded Blazor edition of HomeMaster.</p> <p>SharePoint Project – transforming the current folder-based SharePoint system into a flatter structure to allow for data tagging to simplify and automate data storage.</p> <p>Both projects are expected to be completed within the next 8-10 months.</p> <p>The Board reviewed the Digital Action Plan which outlines a number of smaller ongoing projects.</p> <p>The Board noted that none of the items outlined in the Action Plan include specific items linked to Tech in Housing. It was noted that this formed part of the tenancy sustainment action plan.</p> <p>The Board queried whether a change in IT provider would require extra resources and was informed that it would not, however the completion of some items on the Action Plan may be delayed as workload is reviewed.</p> <p>The Board:</p> <ul style="list-style-type: none"> • Noted the contents of the report • Noted the progress being made in improving Osprey's digital systems • Noted the on-going work 	FBA

Minute No	Subject	Action
14	<p>External Audit Tender</p> <p>The CEO presented a report providing the Board with an update and decision in relation to the outcome of the tender exercise for External Audit services.</p> <p>The Board was reminded that the tender for a new external auditor contract had been sent out immediately after the AGM in September. Osprey's approach to external audit is to gain continual improvement and support the assurance process on strong, transparent financial management and therefore the decision had been made to weight service delivery higher than price on an 80/20 basis.</p> <p>Three submissions had been received by the tender closure date of 28 October from:</p> <ul style="list-style-type: none"> • Anderson, Anderson and Brown • Chiene + Tait • RSM <p>The Board noted that all three organisations are well established in the Scottish Social Housing Sector.</p> <p>The Chair and Vice Chair of the R&G Committee along with the CEO and DOF met on 7 November to appoint the external auditor by using the evaluation scoring by consensus approach.</p> <p>The quality assessment and cost analysis were added together to apportion overall scores. The top ranked submission was from RSM, scoring highest on both quality and cost.</p> <p>The Board noted that consideration had been given to the potential negative perception in not appointing a change of auditor given that Osprey had been with RSM for a number of years. It was the collective and unanimous view that this was not risk given the size and professional structure of RSM along with the regular change of audit manager.</p> <p>A change of external auditor is a Notifiable Event (NE) with the Regulator. The re-appointment of RSM therefore does not constitute a NE, however the Regulator has been notified of the outcome of the tender exercise.</p> <p>The Board:</p> <ul style="list-style-type: none"> • Considered and discussed the contents of the report. • Noted and endorsed the tender scoring evaluation outcomes and the re-appointment of RSM to provide external audit services to Osprey. 	CEO

Minute No	Subject	Action
	Items for Discussion / Consideration	
15	<p>Performance Results (Quarter 2 2024/25) The Board reviewed the Q2 year-end KPI (Key Performance Indicators) figures.</p> <p>It had been a good quarter resulting in a consistent performance across the KPIs. Particular attention was drawn to the 'average time to complete non-emergency repairs'. This data requires to be reviewed by the DOA as it is understood that the completion dates for approx. 12 works order are incorrect which has had a detrimental and disproportionate effect on the outcome. Exception reporting is to follow in due course. In addition, the Board noted that 2 evictions had taken place with a further 2 expected shortly.</p> <p>Updated KPIs for 2025/26 are due to be proposed for approval during the next governance cycle.</p> <p>The Board:</p> <ul style="list-style-type: none"> • Noted the results 	CEO
16	<p>Financial Performance (Quarter 2 2024/25) – OH The DOF presented a report detailing the financial outcomes for the quarter ended 30 September 2024. The majority of results for the period are excellent with most areas ahead of expectations.</p> <p>Rental income is as per the forecast with overall income slightly ahead of budget. Expenditure is also better than budget expectations.</p> <p>Areas worthy of consideration</p> <ul style="list-style-type: none"> • Reactive maintenance costs are £14k less than budget, less than in Q1 (£40k). This will continue to be monitored closely. • Void maintenance costs are £18k below budget, less than in Q1 (£36k). This will continue to be monitored closely. • Loss on disposal of assets are significantly lower reflecting continuing delays to the component renewal programme. • Bad Debt provision remains £29K higher than budget but has improved from Q1 (£54K). • Inflation (CPI) is currently 1.7% but is expected to increase beyond 2.0% by during the remainder of the financial year. <p>There remains £22M available via the Revolving Credit Facility to fund further development activities.</p>	DOF

Minute No	Subject	Action
	<p>The balance sheet remains strong with net reserves of £33.0M and cash balances of £2.1M.</p> <p>The Board:</p> <ul style="list-style-type: none"> • Noted and discussed the contents of the report 	
17	<p>Asset Management Report</p> <p>The DOA presented a report updating the Board on the current progress with respect to various programmes of work that the Asset Department are progressing.</p> <p>Items noted were:</p> <p>Reactive Repairs Budget - Asset expenditure to the half-year point is either at, or below budget projections.</p> <p>Reactive Repairs Contract Report – Monthly meetings have taken place with 1Call which has resulted in improved performance. Maskame & Tait and Heatcare continue to perform well with no issues of note.</p> <p>Kitchen and Bathroom Replacements – Tenders to go out as soon as the Osprey procurement framework has been set up. First contract expected to be issued in early 2025.</p> <p>Windows and Doors Framework Contract (Sidey) - Identified reparation works for areas of poor workmanship on recently (2023) completed works have been completed. The works programme for 2024/25 remains outstanding for discussion with Sidey. Osprey to consider whether using the Osprey framework of local contractors or a national contractor will be the best option for the scale of the upcoming windows/doors replacement programme.</p> <p>Painter Work Framework Contract (Bells Group) – the 2024 painter works programme is complete. A review will be undertaken to gauge whether the local network of suppliers/installers can service the needs of Osprey over the next works programme or whether a national contractor would be beneficial.</p> <p>Energy Efficiency/System Upgrades – There is no allocated Scottish Government funding for the provision of energy efficiency upgrades this financial year. As a result the number of properties that will benefit from energy efficiency upgrades will be reduced.</p> <p>Medical Adaptations – The Scottish Government funding for the 2024/25 year has been confirmed at £70,080. However this includes a previous under claim value from the year before.</p>	DOA

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	<p>Procurement - The work required to create a pre-qualified list (or framework) of competent local contractors has progressed in the period with the assistance of our development surveyors – WSD. A pre-qualification questionnaire will be advertised in late November with a target of having the framework concluded in December.</p> <p>FireAngel Linked Heat/Smoke Alarms – 300 units replaced to date. A full cyclical replacement programme to be set up.</p> <p>The Board:</p> <ul style="list-style-type: none"> • Noted the contents of the report. 	
18	<p>Governance Plan</p> <p>The CSO presented the Board with a report updating the Board on the revised Governance Plan.</p> <p>The Board was reminded that the Governance Plan had been created following Board self-assessment undertaken with Linda Ewart and the work of the Assurance SLWG earlier in the year to take forward the areas identified where Osprey could further strengthen over the next 12 months.</p> <p>The action plan will be reviewed and reported back on an ongoing basis.</p> <p>The Board:</p> <ul style="list-style-type: none"> • Noted the contents of the report • Agreed to monitor progress on the action plan 	CSO
	Items for Information and Assurance	
19	<p>Conference / Training Events – attendee feedback</p> <ul style="list-style-type: none"> • RIHAF Conference – A good conference highlighting the issues faced by remote HAs, including alternative fuel sources. • SFHA Finance Conference – 9 Staff and Board members attended. Noted that this is deemed the most beneficial conference for Board members. • CIH Housing Festival – Edinburgh March 2025 – Free for CIH members, anyone interested in attending to let the CEO know. • 	All

Minute No	Subject	Action
20	AOB – There were no AOB items	
21	Date of next meeting Wednesday 26 February 2025 at 10.00 am Westhill Office/Hybrid	

The meeting closed at 13:00

Signed:

Date: