DRAFT

MEETING OF THE OSPREY HOUSING BOARD
27 May 2026 12:30 – WESTHILL OFFICE AND TEAMS

Present:	Brian Watson, Director OH Board, Chair, (BW) Les Allan, Director OH Board: Vice Chair (LA) (Teams) Brian Topping, Director OH Board (BT) Simpson Buglass, Director OH Board (SB) Douglas Bodie, Director OH Board (DB) Colin Hawkins, Director OH Board (CH) Lauren Allan, Director OH Board (LaA) (Teams) John Connelly, Director OH Board (JC) (Teams) Rab Hepburn, Director OH Board (RH) Jonathan Young, Director OH Board (JY) Alison Mitchell, Director OH Board (AM) Stuart Robertson, Director OH Board (SR) (Teams)
Apologies:	Gillian Houston, Director OH Board (GH) Mike Scott, Director OH Board, (MS) Scott O'Neill, Board Apprentice (SO'N)
Attending:	Stacy Angus, Chief Executive Officer, Osprey (CEO) Gary Walker, Director of Finance, Osprey (DOF) Clare Ruxton, Director of Corporate Services (DCS) Dan Thompson, Director of Housing Services, Osprey (DHS) Ryan Swan, Director of Assets, Osprey (DOA) Sofia Redford, Corporate Services Officer, Osprey (CSO) (Minute)

Minute No	Subject	Action
1.	**Welcome and Apologies** Apologies as noted above.	**Chair**
2.	**Declarations of Interest** There were no changes to the standard declarations.	**Chair**
3.	**Minutes of meeting held on 25 February 2026** The minute of the Board meeting held on 25 February 2026 was agreed as a correct and accurate record. **Approval of the minute was proposed by BT and seconded by JY.**	**Chair**
4.	**Matters Arising** There were no Matters Arising that were not covered on the agenda.	
	Items for Decision/Approval/Endorsement	
5.	**Board Member Application – Jax Gordon** The Board considered the application from Jax Gordon in detail, noting the candidate's experience, skills matrix alignment, and tenant representation value. The Board further noted that Ms Gordon, who currently is a member of OTRA will be the first tenant member on the Board for some time and that they welcome the tenant perspective that she will bring. **The Board:** • **Unanimously approved the application and agreed that, based on her experience, Ms Gordon should join the Housing Committee.**	**Chair**

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6	**Chief Executive's Report** The CEO presented her report to provide the Board with an overarching governance mechanism for: • 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. No decision had been made under delegated authority through the fast-track process by the Chairs Group. **Policy/Strategy Approvals** The following policies and strategies had been reviewed by the relevant committee(s) and recommended for approval: • **Policies** o Financial Regulations o Children's Rights, Evictions & CRWIA Policy o Arrears Management Policy o Factoring Management Policy o Board Member Code of Conduct o Staff Code of Conduct o Colleague Council Remit o Probationary Period o Artificial Intelligence (AI) • **Strategies** o Digital Strategy o Communication Strategy **Committee Outcomes** The Housing and P&O Committees met on 29 April, the F&A Committee met on 13 May. The following items, not otherwise subject to a separate agenda item/report at today's meeting were discussed/noted. **People and Organisation Committee – the following items were agreed and noted:** • cHeRries Award Finalists • Update on the Employment Rights Act • Board member performance review 2026	**CEO**

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	Particular notice was paid to a longstanding employee relations issue. The Board noted that the P&O Committee had been made aware of and endorsed the approach taken to deal with a staffing matter that required quick action outwith the governance cycle. An employee with a history of performance and conduct concerns including prior management interventions, had been on long-term sick leave since February, beginning just before the start of a scheduled disciplinary process. The disciplinary action related to a breach of the organisation's Cyber Security Policies, specifically the sharing of passwords. The disciplinary process had been paused due to the employee's illness. Subsequently, their Trade Union representative had proposed a protected conversation and a settlement agreement. This option had been pursued to resolve the matter efficiently and avoid further proceedings. A modest settlement of £15k had been agreed with the termination date agreed as 30 April 2026. The CEO had engaged with the Chair/Vice Chair of the Board alongside the Chair of P&O committee to respond to this request timeously and efficiently. Full board were issued an email on 21st May 2026. This action is a notifiable event which has been registered with the SHR. Other items are covered as separate items on this meeting's agenda. **Housing Committee – the following items were agreed and noted:** • Housing Management items • Asset management items Other items are covered as separate items on this meeting's agenda. **Finance and Audit Committee – the following items were agreed and noted:** • External audit plan for 2025/26 • Updated Financial Regulations • Pension scheme performance • Procurement update Other items are covered as separate items on this meeting's agenda. **Strategic/Business Planning Issues** **SFHA – Post Election Action** The Board noted that the SFHA had prepared a briefing paper to engage the sector and the new Scottish Parliament following the recent election.	

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	SFHA CEO visit to the North East The Board noted that the new CEO of SFHA had visited the local RSLs in the North East on 5 March, hosted by Osprey, to gain further insight into regional issues. This had been a positive and engaging session. **SHR – Updates** **Notifiable Events** The Board noted that the staffing issue outlined under the P&O Committee update was a Notifiable Event. Osprey's regulation manager had been kept up to date via email on 27th April 2026 with the process, and the NE formally submitted when the signed agreement had been received. The Board noted that the issue had been handled well and endorsed the process taken. The Board were further advised that the meeting that had taken place earlier the same day to discuss the acquisition will require a Notifiable Event. **SHR visit to the North East** The Board noted that the SHR Director of Regulation had visited the North East on 16 March as part of a wider roadshow to meet with leaders from RSL's to gain an understanding of the sector challenges and build relationships. The meeting had allowed Chairs and Vice Chairs of the local RSLs to engage which had been productive and insightful. **SHR Engagement Plan 2026/27** The SHR had published their Engagement Plan with Osprey. The Board noted that Osprey were compliant with all standard reporting requirements for a developing organisation. An article updating tenants has been shared on our website and will be included in the summer newsletter. **Annual Assurance Statement Guidance and Process** The Board noted that the SHR had published their guidance in relation to specific Assurance requirements for the 2026 Assurance Statement. The guidance will be factored into the Annual Assurance working group process. **ARC Submission** The Board noted that the ARC data for 2025/26 had been scrutinised by OTRA and the Board on 21 May and was now ready for approval and submission.	

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	Strategy Day – September 2026 The Board noted that the September strategy day will focus on the following areas: • Treasury review – Allia will be attending to discuss current treasury and options for long term management of portfolio. • Property Evaluation Tool – the review of property related data and long term integrated asset management planning will be discussed and reviewed ahead of 2026-27 budget and business plan review. **EPB Policy – Follow up actions and implementation** The Board noted that a review of the contractors list is under way and staff training is planned for June. On completion of the contractor list review updated guidance will be circulated to Board members and staff. **The Board:** • **Approved the suite of policies and strategic documents reviewed during the period.** • **Considered and supported other key recommendations/ proposals/actions highlighted in the report, including those outcomes from each of the Committees.** • **Approved the ARC data for submission to the SHR** • **Otherwise noted the report.**	
7.	**Development: Performance and Financial Report** An update was provided on the current development programme, including progress against delivery targets on live sites across Aberdeen City, Aberdeenshire and Moray. The Board considered: • Site-specific risks relating to St Cyrus, including planning constraints in relation to the access road. This was all being managed effectively and although handover was pushed back a month we are monitoring this site intensely to ensure completion did not slip further and remained within budget. • Potential programme risks and contractor performance – no issues highlighted with it being noted that two sites were progressing ahead of schedule and are likely to have an earlier handover. • Financial performance was reviewed on a per site basis with no issues to raise at present. • Upcoming development - it was discussed that a small site of 8No units at Mintlaw may require formal approval outwith the governance cycle once feasibility case was complete. CEO requested delegated authority to the Chairs Group to action this between meetings if required, this was granted.	**CSO**

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	SSENT Housing project The Board noted that there was no meaningful update on this. Legals are with SSENT. It was agreed that the continually slipping timescales was an issue and that a decision will have to be made at the August meeting as to whether the project should continue given there are other options for development available. **The Board** • **Noted the contents of the report and the appended financial update.** • **Approved delegated authority to the Chairs group to progress approval of the Mintlaw development if required between Board meetings.**	
8.	**Risk Reporting Review** The DCS presented a report providing the Board with an update of the continuing work around managing risks. The Board noted that, as part of this, SLT had reviewed the corporate risk register and concluded there was no need to adjust existing risk scores. Discussion focused on Risk 05 and its ongoing monitoring due to the potential effects of the situation in the Middle East, paricularly around the cost of fuel. The implementation of the CalQRisk system was noted, providing enhanced reporting and oversight capability. **The Board:** • **Considered and approved the contents of the report.**	**DCS**
9.	**Schedule of Delegated Authority (SoDA) Review** The CEO outlined the proposed changes to the SoDA which had been reviewed at each sub Committee for specific scrutiny within their remit and areas of focus. Proposed updates reflected: • Updated staff structure diagrams • Revised staffing approval thresholds • Clarification of executive responsibilities • Removal of the Emergency Cabinet Board arrangements **The Board:** • **Discussed the contents of the report** • **Reviewed and approved the proposed changes to the SoDA.**	**CEO**

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10	**Staff Structure Proposal** The DCS provided an update in relation the proposed staff structure review. The Board noted that the first phase of the review of the staff structure discussed and approved at the last Board has been completed and fully implemented. In phase 2 a realignment of the Customer Services Team is proposed to ensure that the structure, roles and resources for customer services delivery align with current and future service priorities. This will see the CS Assistants move to either the Housing or Asset Teams with line management being taken on by the current Senior Officers in those departments. With this change and an increase in other responsibilities both senior roles have been evaluated and will be regraded to management positions. P&O Committee reviewed and endorsed the approach taken for staff engagement, consultation and communication plan. F&A Committee had reviewed the additional costs within context of the staffing budget and the wider budget, endorsing the changes proposed. The Board reviewed the timeline for phase 2, which is anticipated to be completed by beginning of July. **The Board:** • **Noted the contents of the report** • **Approved the proposal outlined in the report** • **Ratified the F&A Committee's approval of the increase in salary budget to cover the regrading of senior officer roles.**	**DCS**
11	**Annual Treasury Report** The DoF presented the Board with the Annual Treasury Report for the year ended 31 March 2026. The Board reviewed the treasury position, including loan portfolio performance, covenant compliance and borrowing requirements. The Board noted the treasury activities during the year complied with agreed treasury management policies and practices, CIPFA Code recommendations, and all other statutory or regulatory requirements. The Board noted that Allia had been appointed to undertake review of current arrangements and make recommendations on our long term planning. This would form part of the Strategy day planned for September 2026.	**DoF**

Minute No	Subject	Action
	The Board • **Noted the contents of the report.**	
12	**Health and Safety Update** The Health & Safety update was presented. Board members noted progress against the Health & Safety Action Plan, reporting of incidents during the quarter and ongoing assurance arrangements. It was confirmed that the next H&S Audit is due in June 2026 and the action plan will be updated accordingly based on outcome of this audit. The Board noted that the area around where the Marconi Mast fallen during storm earlier in the year had been made safe. Engagement with Aberdeenshire Council was ongoing re the replacement with an alternative would be progressed. **The Board:** • **Noted the report and received assurance that appropriate Health & Safety controls and monitoring arrangements remain in place.**	**CSO**
	Items for Discussion/Consideration	
13.	**Performance Review (Quarter 4 2025-26)** The KPI performance for Q4 was presented and the Board noted that it had been a good quarter of consistent performance across range of indicators. The Board noted that they were pleased with the excellent year end figures and that key is to have good, sustained performance. CEO advised that SLT are undertaking a review of how the KPI spreadsheet is presented for future reporting and this will be shared at the next governance cycle. **The Board:** • **Noted the contents of the report.**	**SLT**
14	**Financial Performance (Quarter 4 2025/26)** The detailed financial outcomes for Q4 were reviewed and the Board noted that the results were excellent, continuing the trend seen in the previous reporting periods with the appropriate controls in place. The Board noted the excellent outcome to the adaptation grant application to the Scottish Government which resulted in £180K received and historical costs going back 5 years recovered. **The Board:** • **Noted the report.**	**DOF**

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17	**Capital Works Report** The current progress with respect to various programmes of capital replacement work that the Asset Department are progressing were presented. Considerable progress had been made in the delivery of the kitchen replacmenet programme with CHAP now on site and delivering 4 kitchens a week in the Moray area. This was primarily the area of catchup due to the previous issues with Everwarm causing significant delay. Particular attention was drawn to the pausing of the NZFM oil to ASHP replacement project as a result of the unexpected change to ECO4 overarching agreed funding provision, made at government level. Discussions are underway with NZFM to better understand how best we can proceed. The Board recognised that this is a disappointment situation, especially for tenants who had been told they were getting upgraded heating systems. Discussions with other providers are also under way and DOA will have an updated plan for the next Board. **The Board:** • **Noted the contents of the report.**	**DOA**
	Items for Information and Assurance	
19	**AOB**	
20	**Date of next meeting -** Wednesday 26 August 2026 at 10:00 Westhill Office/Hybrid	

The meeting closed at 13:50

Signed: Brian Watson
Date: 26 August 2026