***MINUTES OF MEETING NO.688***

***QUEENS CROSS HOUSING ASSOCIATION BOARD OF MANAGEMENT***

***HELD ON TUESDAY 26 MARCH AT 6.00 P.M***

***AT 472 MARYHILL ROAD***

Andrew Burns, Ian Elrick, Margaret Glass, Sadie Gordon, John McIntyre, Matthew Millar.

Shona Stephen (Chief Executive), Neil Manley (Director of Finance & Corporate Support), Niall McKinnon (Head of Development), Alison McKay (Governance Advisor) – Minutes.

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|  |  | ACTION |
| **1.0** | Housekeeping |  |
| 1.1 | Housekeeping for 472 Maryhill Road was noted.  |  |
| **2.0** | Welcome and Apologies  |  |
| 2.1 | Apologies were noted from David Horner, Anne Ramsey, Bronwyn Wyper, Donalda Hogg (Depute Director of Property Enterprise and Regeneration), Louise Smith (Director of Neighbourhood Services), Elizabeth Hood (Depute Director of Neighbourhood Services) & Fiona Smith (Head of Customer First).  |  |
| **3.0** | Declarations of Interest  |  |
| 3.1 | There were no new declarations of interest.  |  |
| **4.0** | SDFP Development Funding Plan 2025-30 |  |
| 4.1 | The purpose of this report was for the Board to note the proposed future 5-year development programme and approve the Strategic Development Funding Plan (SDFP) 2025-2030 for submission to the City Council by 26 April. This report was presented by Naill McKinnon, Head of Development.  |  |
| 4.2 | The report and appendix outlined the next 5 years, setting out proposed projects and programme timescales together with the identified funding required by the Association over this period.  |  |
| 4.3 | The main projects noted were the 4 phases of Hamiltonhill, Burnbank Gardens, 568 Maryhill Road and 23 Northpark Street. Permission is being sought to use the site at Glenfarg Street as a pilot project for off-site modular construction with the support of GCC. The Association acquired 6 shops at Garscube Road on 23 February, with the remaining 3 units purchased by QC Workspace. It is hoped to convert these 6 units to 4 flats, potentially linking in with the works procurement of the tenements.  |  |
| 4.4 | Niall advised that no other development opportunities are highlighted at this time and the Association may want to look at new opportunities. Discussions are ongoing with Partick Thistle, Scottish Canals and GCC on possible opportunities.  |  |
| 4.5 | Projects which are removed from this plan are 171 Wilton Street and 494 Great Western Road. Glasgow City Council Social Care department are looking for accommodation and discussions are underway to rent these properties from the Association.  |  |
| 4.6 | The Board discussed the calculations of future costs and planning permission for converting the Garscube Road shops into flats.  |  |
| 4.7 | The Board agreed the proposed 5 year development programme and approved the SDFP for submission to Glasgow City Council.  |  |
| **5.0** | Burnbank Gardens New Build Tender Approval |  |
| 5.1 | The purpose of this report was to seek Board approval for the acceptance of the Works tender received from McTaggart Construction Ltd. for the delivery of 48 social rented flats on the Burnbank Gardens site. This report was presented by Niall McKinnon, Head of Development.  |  |
| 5.2 | In 2016, Glasgow City Council approached the Association and Glasgow West Housing Association (GWHA) with a request to jointly redevelop the former hostel at 25 Burnbank Gardens to provide housing designed to meet the needs of elderly people. Last year the Association received an Offer of Grant from Glasgow City Council towards the cost of the project and a detailed Stage 2 tender from McTaggart Construction Ltd. has now been received to deliver the 48 flats consented at Burnbank Gardens in line with this grant funding. When the grant is approved it is expected works will start on site within two months.  |  |
| 5.3 | The board noted that the tender assessment was carried out using a cost quality measure .After consideration , the board the Board approved the tender , as set out in the report ,submitted by McTaggart Construction Ltd.  |  |
|  | Niall McKinnon left the meeting at 6.35pm |  |
| **6.0** | Proposed KPI’s for 2024/2025 |  |
| 6.1 | The purpose of this report was for the Board to review and approve nineteen proposed KPIs for 2024/2025. This report was presented by Neil Manley, Director of Finance and Corporate Support.  |  |
| 6.2 | It was agreed a number of changes to reflect current performance and set a more realistic target. KPI’S for repairs, arrears and tenant satisfaction have all been reduced as a commitment to improving service.  |  |
| 6.3 | The Board considered and approved the 19 proposed KPI’s set out in this report.  |  |
| **7.0** | 2024/2025 Budget for Approval |  |
| 7.1 | The purpose of this report was for the Board to agree the finalised 2024/25 budget and forward financial forecast and note the changes made on those issues highlighted as outstanding or requiring further work in the draft budget paper. This report was presented by Neil Manley, Director of Finance and Corporate Support.  |  |
| 7.2 | Three key items were highlighted to the Board. pay offer, Covenant Delivery and Insurance.  |  |
| 7.3 | The board noted that since the draft budget brought to the Board in January, EVH and Unite failed to agree a pay deal for full EVH members and have gone through an ACAS arbitration process to seek a resolution. The outcome of this was an agreement on a pay offer which was higher than the forecast applied to the Associations budget. The Executive Team recommends that QCHA match the offer from the ACAS process however it was noted that in order to match the EVH offer within the existing balanced financial plan, £180k of recurring savings are required from the expenditure.  |  |
| 7.4 | At the draft budget stage, the investment budget presented two issues for the delivery of the financial covenants we are required to meet. Having met with M&G it has been agreed to have the same extension for 2024/2025 as set out in the agreement with RBS & Virgin Money.  |  |
| 7.5 | At the time of writing this report our insurance renewal costs were unknown. The renewal cost received is a slight increase from last year however still within budget. Feedback received was that the Associations claims history is good and the increase was due to property values.   |  |
| 7.6 | The Board * agreed the proposed wage increase with the Executive Team to look at savings.
* considered and approved the final budget.
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| **8.0** | Update from Audit Committee |  |
| 8.1 | John McIntyre provided an update from the Audit Committee meeting held in January. The committee looked at the assurance review, pay and policies and confirmed there was no concern. A longer discussion was held around the audit strategy with the gas, EICR’s and Allocations policy to be reviewed.  |  |
| **9.0** | Health and Safety |  |
| 9.1 | There were no Health and Safety updates.  |  |
| **10.0** | New Membership Applications |  |
| 10.1 | There were no new memberships to approve.  |  |
| **11.0**  | Minute of Meeting No. 687 |  |
| 11.1 | The minute of meeting 687 held on 27 February 2024 was reviewed for accuracy and matters arising. The minute was agreed as an accurate account proposed by Sadie Gordon and seconded by John McIntyre.  |  |
| **12.0** | Action Tracker |  |
| 12.1 | There were no actions on the tracker.  |  |
| **13.0** | **AOB** |  |
| 13.1 | Shona Stephen, Chief Executive Officer wanted to bring the Boards attention to an issue with the Ecopod system following the power outage last year. The Association is writing to all tenants advising the tariff rate is reducing 6% and a separate letter will be sent to those in debt to work out a repayment plan. A dedicated team of 3 staff members has been set up to assist tenants and SSE will be sending weekly reports for monitoring. The Board noted the update.   |  |
| **14.0** | Date and Time of Next MeetingThe meeting concluded at **7.35pm**The next meeting is scheduled to take place on **Tuesday 23 April 2024 at 6.00pm** |  |
|  | I certify that the above minute has been approved as a true and accurate record of proceedings:Chair: ………………………………….. Date: …………………………………… |  |