

**MINUTES OF MEETING NO.645**  
**QUEENS CROSS HOUSING ASSOCIATION BOARD OF MANAGEMENT**  
**HELD ON TUESDAY 23 JUNE 2020 AT 6.00 P.M. via ZOOM**

Andrew Burns, Marilyn Clewes, Ian Elrick, Margaret Glass, Sadie Gordon, David Horner, John McIntyre, Anne Ramsey, Robert Takenzire, Bronwyn Wyper.

Neil Manley (Director of Finance and Corporate Support), Rona Anderson (Director of Property, Enterprise and Regeneration), John Boyle (Head of Property Services), Adele Drennan (Governance Officer).

**ACTION**

**1. Welcome and Apologies**

Marilyn Clewes welcomed everyone to the virtual Zoom Board meeting and handed over to Neil Manley, Director of Finance and Corporate Support to chair the meeting.

Apologies received from Shona Stephen (Chief Executive).

Andrew Burns joined the meeting at 7:30pm.

Board Members were invited to submit questions in relation to the reports in advance of the meeting however no questions were submitted.

**2. Declarations of Interest**

There were no new declarations.

**3. Cedar Investment Update**

**Due to commercial sensitivity this report is not for publication.**

**4. Five Year Financial Forecast**

4.1 The purpose of this Report was for the Board to consider the 5 year financial forecast presented and agree online submission of the return to the Scottish Housing Regulator which is a regulatory requirement.

4.2 The Director of Finance and Corporate Support advised that the submission is usually required by 30 June however SHR have extended the deadline to 30 September and suggested that this was both to provide more time and to allow RSL's to model up on the potential impact of the Covid-19 crisis on their finances.

4.3 The Board noted that it is unlikely that the full impact will be understood or felt by September so it is our intention to retain the forecasts approved by the Board in March and the longer term impact of Covid-19 can be assessed and incorporated in the budget and forecasting process for 2021/22. This will allow time for discussions to take place in the autumn in relation to pensions and will allow time for greater Board scrutiny and for the forecast to be based on firmer data.

4.4 In response to a member's question on whether SHR require the impact of Covid to be reflected in this return, the Board noted that our separate monthly Covid return to the Regulator provide information on lets, rent arrears, void properties and staff absence and furlough. These monthly returns also detail our cash balance as at the last day of each month.

4.5 The Board approved the online submission of the 5 year financial forecast to the Scottish Housing Regulator.

**5. AOB**

**5.1 Proposed changes to meeting schedule**

The Director of Finance and Corporate Support advised that following a meeting with Wylie and Bisset earlier in the week, they have advised that they require some additional time in order to complete the first set of Group Accounts. This has also been made more difficult by the Factoring audit which has also been delayed due the impact of Covid-19. In order to accommodate this, the Board agreed the amendments to the schedule and set out in the report.

**5.2 Factoring Board vacancy**

The Chair advised that since a member's resignation from the Association Board in January, the vacancy on the Factoring Board had not yet been filled.. Board Members were asked to contact Marilyn directly to confirm whether they have an interest in joining the Factoring Board and one Board member expressed an interest in attending the meeting as an observer on 20 August with a view to joining the Factoring Board.

**6. Date and Time of Next Meeting**

The meeting concluded at 7pm.

The next meeting is scheduled to take place on Tuesday 18 August 2020 at 6pm.

I certify that the above minute has been approved as a true and accurate record of proceedings:

**Chair:** ..... **Date:** .....