

**MINUTES OF MEETING NO.657**  
**QUEENS CROSS HOUSING ASSOCIATION BOARD OF MANAGEMENT**  
**HELD ON TUESDAY 6 JULY 2021 AT 6.00 P.M. via ZOOM**

Marilyn Clewes, Ian Elrick, Margaret Glass, Sadie Gordon, David Horner, John McIntyre, Matthew Millar, Bronwyn Wyper.

Neil Manley (Director of Finance and Corporate Support), Rona Anderson (Director of Property, Enterprise and Regeneration), Elizabeth Hood (Depute Director), Fiona Smith (Executive Office Manager).  
John Boyle, Head of Property Services – Item 4 only, and Niall McKinnon, Head of Development – Item 6 only.

**ACTION**

**1.0 Welcome and Apologies**

1.1 Marilyn welcomed everyone to this meeting, which had been arranged in addition to the approved meeting schedule, to consider 4 Items which could not wait until the next scheduled meeting on 31 August.

Apologies were received from Andrew Burns, Anne Ramsey, Robert Takenzire, Shona Stephen, Louise Smith, Donalda Hogg, Adele Drennan

**2.0 Declarations of Interest**

2.1 There were no new declarations.

**3.0 SHR Returns for Approval – 5 Year Financial Projections (FYFP) and Loan Portfolio 2020-21**

3.1 The Association is required as part of the SHR regulation plan to provide annually a return detailing the 5year cash-flow forecast. The FYFP attached at Appendix 1, combines the year end position with the 2021/22 budget approved in March. SHR also require an annual loan portfolio return attached at Appendix 2, which confirms the association's loan debt in detail. Neil thanked John and Ian for their feedback given in advance of this meeting and confirmed that changes would be made prior to submission to the SHR.

There were no other questions and the board, having had time to review the reports, noted that the FYFP has been submitted online by the deadline date of 30 June and the Loan Portfolio will be submitted in due course.

**Neil**

**4.0 Tender Report – Major Repairs Phase 1, Part 2**

4.1 John Boyle, Head of Property Services, joined the meeting to present this report. The purpose of this report was to present the tender from Procast Building Contractors Limited for approval. As the tender value was in excess of £1million, approval is required by the Board and cannot be delegated. John summarised the report and highlighted that the Major Repairs Phase 1 was initially split into three sections however all remaining sections of Phase 1 have now been incorporated into one package and a tender has been issued through the Scottish Procurement Alliance Wholehouse Framework.

4.2 The Board noted:

- a) The construction sector has bounced back rapidly after the pandemic and the market is currently very volatile, which is reflected in contractor availability to price work but also in the rise in tender prices.
- b) Procast have previously worked very successfully with the Association and given our past experience, John confirmed that he has no concerns regarding their ability to work with the Association and deliver on the project.

- c) The works are to be awarded based on a 60% quality assessment using existing framework quality scores and not just on price.
- d) An internal project team has been created to ensure that all departments are involved and kept up to date with progress and can provide assistance when required.
- e) Project updates will be posted regularly on the Association's Social Media accounts, with regular reports provided to the appropriate Community Involvement Groups (CIGs)
- f) The tender report prepared by Faithful & Gould on the 25 June 2021 (attached at Appendix 1) evaluating the submissions received and ascertaining the Most Economically Advantageous Tender for the works.

4.3 The Board asked a number of questions and were pleased to see that lessons had been learned from the previous contract and that customer engagement and communication was now a priority. It was confirmed that the proposed contract will be on a Fixed Price basis, and John is confident that it will be delivered on budget and within the financial parameters set out in section 6 of the report. The Board was assured with the arrangements in place to mitigate risk to the Association; Procast is a trusted and well-established organisation of substantial size, has a robust supply chain of labour/materials, and measures will be in place to ensure only certified works are included within interim payments. In addition, periodic Cost Reports will be produced, projecting the final account, and this process will ensure that the project costs are being monitored against the accepted tender amount.

- 4.4 After consideration, the Board was satisfied that:
- a) adequate controls have been put in place to manage risk
  - b) robust monitoring arrangements are in place to ensure the successful completion of the contract
  - c) appropriate professional independent advice had been sought.

The Board approved the tender from Procast Building Contractors Limited.

Sadie Gordon joined the meeting at 6.15pm

**5.0 Eviction for Approval – this report has been withheld from publication as it contains private and confidential information.**

**6.0 Hamiltonhill Phase 1 Tender Update – this report has been withheld from publication as it contains commercially sensitive information.**

**7.0 A.O.B**

**There was no other business to be considered.**

**8.0 Date and Time of Next Meeting**

The meeting concluded at 7.10pm.

The next meeting is scheduled to take place on Tuesday 31 August 2021 at 6pm.

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

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