

MINUTES OF MEETING NO.671
QUEENS CROSS HOUSING ASSOCIATION BOARD OF MANAGEMENT
HELD ON TUESDAY 25 OCTOBER 2022 AT 6.00 P.M.

Andrew Burns, Ian Elrick (virtual), Margaret Glass, Sadie Gordon, David Horner, John McIntyre, Matthew Millar, Anne Ramsey, Bronwyn Wyper.

Neil Manley (Director of Finance & Corporate Support), Rona Anderson (Director of Property, Enterprise & Regeneration), Donald Hogg (Head of Business Services), Elizabeth Hood (Depute Director of Neighbourhood Services), Louise Smith (Director of Neighbourhood Services), Fiona Smith (Executive Office Manager), Adele Drennan (Governance Officer), Niall McKinnon (Head of Development – item 4 only)

ACTION

1.0 Housekeeping

1.1 Noted

2.0 Welcome and Apologies

2.1 Apologies from Shona Stephen (Chief Executive).

3.0 Declarations of Interest

3.1 There were no new declarations.

4.0 Development Programme Update

4.1 The purpose of this report was for the board to note the current position with the development programme and the proposed future development programme.

4.2 Niall McKinnon, Head of Development was in attendance to speak to this report. He provided a verbal summary in relation to the current projects that were detailed at section 3 of the report and the current challenges we are experiencing in respect of Hamiltonhill Phase 1, the Green Infrastructure works, Burnbank Gardens, and 840 Garscube Road. The board then noted the current position regarding future projects at Hamiltonhill, Glenfarg Street, 568 Maryhill Road, 171 Wilton Street, Garscube Tenements, 494 Great Western Road and 45/51 Windsor Terrace. Niall highlighted the financial implications which were set out at section 5 of the report.

4.3 In response to some questions raised by members, it was noted that:

- A meeting is to take place on 27 October with GCC in relation to funding for the Burnbank Gardens project.
- The joint Burnbank Gardens project will be developed as two separate blocks – one managed by QCHA and the other by Glasgow West. Each will be responsible for setting their own rent levels.
- Despite the recent removal of our geographical boundary, there is no intention at present to consider additional developments or projects, however the removal of the boundary provides the Association with some flexibility should it wish to consider other projects in the future.

4.4 The Board noted the report.

5.0 Sustainability Consultancy Update

5.1 The purpose of this report was for the Board to note that procurement of a consultancy service to produce a Net Zero Housing Investment Plan for the Association, working with other RSLs under the banner of NWP has taken place .

ACTION

5.2 The report highlighted the collaborative work taking place with another three RSLs to produce a Net Zero Housing Investment Plan (HIP) for our stock. The Board noted that whilst the Association has a good track record of investment in the energy efficiency of our homes, we have a varied stock portfolio and have properties which are defined as 'difficult to treat'. Meeting EESSH1 was a challenge, particularly for tenemental properties, and we are still working to comply with the standard in full. EESSH2 will require a reassessment of all of our housing types and review of the technical solutions to identify the most cost effective and practical options to move properties which are currently achieving an EPC Band D, to a Band B. The challenge is that many of our homes achieve EESSH1 because of gas heating, and very soon, net zero targets will require us to provide alternative forms of heating. Consultancy work jointly between 4 RSLs – QC, Maryhill HA, Paisley HA and Barrhead HA – each organisation having a similar stock portfolio and tenant profile. By commissioning the work jointly, unnecessary duplication of effort has been avoided and value for money has been increased by sharing our stock data, learning from previous projects, and developing our collective staff knowledge and expertise. The consultancy is expected to have a duration of 12 months starting in October 2022, and the contract allows for some follow-on work depending on the final content of the HIP and the requirements of each Association. A detailed project plan is to be agreed with the consultant team at the outset and progress will be monitored against key milestones.

5.3 The Board noted the report.

6.0 Investment Programme Update

6.1 The purpose of this report was for the board to note the Investment Project updates, the anticipated underspend for 22/23 and resultant impact on 23/24 and 24/25.

6.2 The report provided an update on the current Investment projects being managed by the Investment team and challenges they face in the near future. It also detailed the impact on project delivery that Covid19, Brexit, Ukraine and general cost-of-living crisis has had, and its expected impact on future projects.

6.3 A summary of all projects was contained within Appendix A: Investment Project Progress Matrix. This matrix included a RAG rating, which indicates any significant issues (RED), less significant (AMBER) and no issues (GREEN) in relation to spend, time, quality, or customer impact. The matrix also included key points of the projects.

6.4 The Board noted the report.

7.0 Rent Consultation Update

7.1 The purpose of this report was for the Board to consider and discuss the percentage increase that tenants will be consulted on to inform the final decision on any rent increase to be applied from 1st April 2023

7.2 Louise Smith, Director of Neighbourhood Services, presented the report. She explained that the Scottish Government announced in September that as part of its programme for Government it would be introducing emergency legislation to freeze rents for both social and private landlords in Scotland until 31st March 2023. Whilst there have been indications that a rent freeze or cap could continue beyond 31st March 2023 or some form of rent cap could be introduced, the Scottish Government has not clarified its intentions resulting in significant uncertainty for the sector. The Scottish Housing Regulator has advised that Associations should proceed with rent increase consultations as normal however the consultation will now be later and shorter than in previous years due to the uncertainty created by the emergency legislation. The consultation will run from December through to early January and feedback will be provided at the January Board meeting. The draft consultation document was attached

as Appendix 1 and this was shared with members in advance of the meeting to allow time for comments and feedback to be provided. The figures that tenants are to be consulted on will be discussed and agreed at the Board Planning Day on 25 November when October's CPI-H figure is announced.

7.4 Following a discussion, the Board:

- a) Noted that the usual consultation process has been impacted by the Scottish Governments' decision to introduce emergency legislation including a rent freeze until 31st March 23.
- b) Noted that the position on a rent increase on 1st April is uncertain
- c) Noted the draft consultation document which was attached as Appendix 1
- d) Noted that the consultation this year would be delayed to December and a decision on the percentage increase figure(s) on which tenants will be consulted on would be agreed at the Business Planning Day on 25 November.

8.0 Approval of 2022 Annual Assurance Statement

8.1 The purpose of this report was to present the 2022 Annual Assurance Statement to the board for consideration and approval.

8.2 Fiona Smith, Executive Office Manager, presented the report. She explained that this year's statement had been prepared following the SFHA good practice guidance that was reviewed and updated in June 2022, including the revised equalities data guidance and letters from the SHR issued in July and October 2022. The supplementary guidance published to reflect the impact of Covid has now been removed by the SHR however, the SHR has noted that the pandemic may still be impacting on services and programmes of work and has us to continue to distinguish any non-compliance with regulatory requirements that is directly due to the pandemic and from non-compliance that is for other reasons. The draft statement was presented in Appendix 1 and a summary of key requirements of standard evidence or assurance and how they link to the Regulatory Standards had been set out at Appendix 2. The Executive Team had reviewed the summary of evidence in advance of the meeting and were recommending that a statement of full compliance be submitted as, at the time of writing, there were no known issues of such materiality or significance that mean the Association cannot confidently say that the Association is compliant. Examples of material non-compliance were detailed in Appendix 3 for information.

8.3 The board:

- a) Noted the summarised evidence presented in Appendix 2
- b) Noted the examples of material non-compliance reported by other HAs at Appendix 3
- c) Noted the letter from the SHR dated 7 October at Appendix 4
- d) Authorised the Chair to sign off the Annual Assurance Statement (AAS) Appendix 1, for submission to the SHR (via DocuSign)

Chair

9.0 Update re: QC Community Foundation AGM

ACTION

9.1 The purpose of this report was to update the board in relation to the arrangements for the QC Community Foundation's AGM and appoint a board member to attend the meeting as the representative for QCHA.

9.2 Donalda Hogg, Head of Business Services advised that the Community Foundation's AGM was scheduled to take place on Tuesday 18 October at 5:30pm. However, as a result of a delay on the part of Hardie Caldwell's availability to commence the audit of the 2021/22 annual accounts, the audit arrangements had not been agreed on time and regrettably, a decision had to be taken to postpone the AGM until Tuesday 6 December

at 5:30pm. Since writing the report, it has been agreed that Wylie & Bisset will undertake the audit for this year

9.3 In accordance with the SCIO Constitution, the quorum for the AGM will be 2 members - one representative from each member organisation, that being the Association and the Workspace. The Board was therefore asked to agree that Anne Ramsey (also a QCCF Trustee) be appointed to act as the Association's representative at the Foundation's AGM on 6 December.

9.4 Following a short discussion, the board:

- a) Noted the arrangements for the QC Community Foundation's 2022 Annual General Meeting
- b) Agreed to appoint Anne Ramsey to attend the AGM as the member representative for QCHA.

10. Update on Pay Award- Private and Confidential report

11.0 Health and Safety

11.1 This is an opportunity to report on safety performance, funding requirements, safety failures and any other H&S related issues, to allow the Board to give all such issues due consideration.

11.2 There were no matters to report.

12.0 New Membership Applications

ACTION

12.1 There were no new Membership Applications to be considered.

13.0 Minute of Previous Meetings

13.1 Minute of meeting 669 held on 30 August 2022 was reviewed for accuracy and matters arising. The minute was agreed as an accurate account (subject to minor changes), proposed by Bronwyn and seconded by David.

Rona

13.2 Minute of meeting 670 held on 20 September 2022 (following the AGM) was reviewed for accuracy and matters arising. The minute was agreed as an accurate account with no amendments required, proposed by Anne and seconded by Margaret.

14.0 Action Tracker

14.1 There was one item on the tracker in relation to MMR for discussion at the Board Planning Day on 25 November. Given the likely busy agenda for the planning day, it was noted that consideration will be given as to whether this item will require to be discussed at another time.

Shona

15.0 AOB

15.1 There was no AOB to be considered.

16.0 Date and Time of Next Meeting

The meeting concluded at 8.05pm The next meeting is scheduled to take place at 6pm on Tuesday 29 November 2022.

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

Chair: **Date:**