ITEM 15.2

MINUTES OF MEETING NO.714
QUEENS CROSS HOUSING ASSOCIATION BOARD OF MANAGEMENT
HELD ON MONDAY 7 SEPTEMBER 2026 FOLLOWING AGM
THE COURTYARD 2 WESTERCOMMON DRIVE G22 7BE

Attendance: Andrew Burns, Lorraine Duncan, John Dunn, Chibuzo Ehieze, Sadie Gordon, Susan Gow, David Horner, John McIntyre, Matt Millar, Anne Ramsey.

Shona Stephen (Chief Executive), Neil Manley (Director of Finance and Corporate Support), Alison McKay, (Governance Advisor), Fiona Smith (Head of Customer First)

ACTION

1.0 Welcome and Apologies

1.1 Fiona Smith, Head of Customer First welcomed everyone to the meeting.

2.0 Declarations of Interest

2.1 No new declarations were made.

3.0 Office Bearer and other appointments

3.1 The Board noted the annual report outlining appointments to the Board of Queens Cross Housing Association, office bearer positions, committees, subsidiary boards and North West Partners for the coming year. The Board considered the proposed appointments and noted the importance of effective succession planning across the Queens Cross group.

3.2 The Board welcomed and approved the nominations of Margaret Glass and Helen McLellan as Queens Cross Ambassadors.

3.3 The Board approved the appointments of Anne Ramsey as Chair and Sadie Gordon as Vice Chair until the next AGM in 2027.

3.4 The Board approved all appointments to the Queens Cross subsidiary boards as detailed within appendix 1.

3.4 The board agreed the Authorised Signatories will remain as Chief Executive, Directors, and Office Bearers.

4.0 Signing of Code of Conduct, Declaration of Interest, and other information

4.1 The Code of Conduct sets out the standards of behaviour and conduct it expects of governing body members and governing body members must declare and manage openly and appropriately any conflicts of interest and ensure they do not benefit improperly from their position. Further information is available in the SHR Standards of Governance and the Association Rules which can be found in the portal. To support our commitment to reducing our carbon footprint, signing will be completed online using DocuSign.

4.2 The Board agreed that all members would complete the following annual documents:

- Code of conduct which will be issued via DocuSign
- Annual declaration of interest which will be circulated via Microsoft forms
- Annual personal information details which will be circulated via Microsoft forms.

4.3 Members should ensure that they have read, understood, and accepted their responsibilities before signing and taking up their appointment on the board.

5.0 Annual Review of Safety Policy Statement and Signing of Health and Safety Responsibilities of the Board

5.1 The purpose of this report is to present the Safety Policy for endorsement and the Policy Statement and Responsibilities of the Board, for review and signing to evidence compliance with SHR Regulatory requirements, to meet all our legal duties and responsibilities and adhere to relevant guidance, as set out in section 3 of the Regulatory Framework. Members of the Board were invited to consider the responsibilities set out at Appendices 1 and 2 of the report which would be sent for signing via DocuSign.

5.2 After consideration the Board:

1. Noted the organisational chart in relation to H&S responsibilities.
2. Endorsed the Health and Safety Policy (Appendix 2) of the report.
3. Agreed that the digital signatures of the Chair and Chief Executive be applied to the Policy Statement (Appendix 2).
4. Reviewed the responsibilities, specifically those of the Board, as set out in the Health and Safety Control Manual (Appendix 3).
5. Agreed that every Board Member will digitally sign to confirm that they have read, understood, and accepted their responsibilities as set out in the Health and Safety Manual (Appendix 2) with the exception of the new member who will undertake H&S training & a review of the responsibilities as part of her induction.

6.0 AOB

6.1 There was no other business to be considered.

7.0 Date and Time of Next Meeting

The meeting concluded at **8.10pm**.

The next meeting is scheduled to take place on Tuesday 27 October 2026 at 6.00pm.

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

Chair: ……. Date: ……