

**Minutes of Board meeting – Thursday 26th March 2026
In Southside House at 6.00pm**

Action

Present: Alison Devlin (AD), Munir Choudry (MC), Pamela McLevy (PMcL), Jenna Monteith (JM), Eachann Gillies (EG), Alison McManus (AM), Ruth McCluskey (RM) (Chair), Lili Peters (LP)

In attendance: Paul McVey (PMcV), Donalda Hogg (DH), Pauline Fletcher (PF), Donna Reilly (DR), Des Phee (DP), Aileen Radford (AR), Liz Bowden (LB)

**Item 1:
Apologies &
Attendance** Apologies received from Lisa Peebles and Alex Cameron.

**Item 2:
Conflicts of
Interest** None for noting

**Item 3:
Minutes of
meeting
26.02.2026** P.3 Item 7 – there was some discussion regarding feedback received in the rent consultation survey stated that SHA should tighten their own belt. MC had asked that this person be phoned to advise them how the association has tightened different areas of the business. This will be added to the minutes, and a communication will be prepared on that basis.

The Board approved the minutes.

**Item 4:
Rubixx IT
System** LB gave a demonstration of the new Rubixx IT System to the Board.

It was noted that this system is Cloud based which can be accessed anywhere. The software is updated every 8 weeks, and this helps staff to keep updated.

LB demonstrated the dashboard showing worktrays, work orders and tasks.

EG asked if there is a mobile browser? LB advised that the portal can appear on phones or tablets but this is currently in the early stages. Costs are quite high for an app which is not doing push notifications as yet. The app charges are £2 per month for anyone accessing the app. This could be quite costly as we receive around 400 applications per month and that is before any tenants access this portal. Need to make sure the portal is working at a higher level before moving to an app.

MC asked about applicants who cannot access the portal? LB commented that any applicant can contact the office where they will be helped to complete the online form, or a staff member would go out to visit them in their home. LB also commented that there has not been a drop in the number of applications received.

LB advised that the portal also allows interpretation, which will be helpful.

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The portal is being soft launched and any feedback from tenants working with this would be very helpful. AD will log on and have a look.

RMcC thanked LB for all her hard work setting up this new system and explaining everything in an easy-to-understand way. LB will be missed and everyone wished her a very happy retirement. **LB left the meeting.**

**Item 5:
Matters
Arising /
Outstanding
Actions**

Albert Drive Sites / 188 Albert Drive: -

PMcV and DR met with GCC today. A letter of appointment has now been issued to CBS, who will be carrying out the works. We expect to receive a programme for the works next week, with site activity likely to begin shortly thereafter. The works are anticipated to run for approximately three months.

Pensions Update: - this will be discussed further on in the agenda.

SFHA Governing Body Conference – 21st April 2026: - Lisa Peebles and Lili Peters will attend and if anyone else would like to go, contact Aileen.

**Item 6:
Consent
Agenda
Items &
Summary**

SL Minutes – 21.01.2026: - these are for information

Operations Sub-Committee Minutes – 21.01.2026: - for information

F&CS Sub-Committee Minutes – 19.02.2026: - for information

**Item 7:
CEO Report**

Pension Discussions:

Minutes redacted to remove commercially sensitive information

GWSF Briefing:

For information – paper on Our Place

Additional Public Holiday Decision: -

Staff left the room to allow the Board to discuss in more detail. The Scottish Government additional public holiday was taken to F&CS in February and more information was to be sought. The majority of housing associations are taking this holiday. Some local authorities are and some are not.

After full consideration, the Board voted no for this optional additional days leave. There was a discussion around offering to swap another public holiday and this will be considered.

Staffing: -

New Head of IT & Systems has been appointed. 24 applications received and strong series of interviews. Ross McNaughton is starting early June.

All staff meetings have been taking place and all going well.

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Eid celebration for staff at lunchtime yesterday. This was well attended and money raised for charity.

St. Andrews Drive Play Area

Minutes redacted to remove commercially sensitive information

Single Building Assessment: -

These are ongoing and we have asked Diamond to pass on a timeline on when we will receive reports.

Private Acquisitions: -

In process of obtaining 2 acquisitions with funding from GCC for the purchase with 50% grant towards works costs. Flat 1/1, 56 Kenmure Street and Flat 2/2, 357 Pollokshaws Road.

166 Gorbals Street: - The Board had previously considered two options for the property: a café/nail salon proposal and a convenience store operator, however, via Ryden we have since received an expression of interest from COW Collective.

COW Collective is a mental-health-focused café concept offering a community space that integrates professional therapy services delivered by registered practitioners, a speciality coffee operation, community workshops, and wellness-focused retail such as books, journals and art supplies. Their proposal includes an annual rent of £22.5k and requests break options in years 3 and 5.

The Board discussed this proposal and agreed to progress with the COW Collective option.

Governance & Leadership Strategy Sessions: -

Session booked for 17th April, for leadership and management team. Looking at corporate plan and strategic work.

Also looking to hold 2 half day sessions for the board on 22nd or 23rd April and 6th May.

Board members will come back to Aileen or Paul with dates that suit.

**Item 8:
Group Final
Budget**

When the initial draft budget was prepared, we didn't know about how quickly the Berryknowes Avenue situation would develop or indeed the global climate associated with the current war in Iran. The assumptions made originally have already changed.

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We are now showing a surplus of £354k, assuming that grant funding for the waking watch and fire alarm system is given for Berryknowes. This may need to be rephased prior to the mid-year point.

Net capital expenditure of £10.2m
External funding required of £8.2m

Key assumptions are around Berryknowes Avenue and the subsequent rent loss attached to this.

Insurance has changed from 10% to 15%. Interest rates are being kept the same just now but may change in the future.

We have signed in to our energy prices up to January 2027

Capital cost of £105k to be included for the new finance system. The support for our system will cease in September 2026 and we need to pay to get out of the system if we have it as a standalone.

The debt covenants are fine as is the interest cover.

PMcV also anticipating an exit credit from the SPF.

The Board approved the final budget for 2026/27.

**Item 9:
150
Berryknowes
Avenue –
Update**

** *Minutes redacted to remove confidential information**

**Item 10:
SHA
Procurement
Strategy
2026-2027**

PMcC advised that this is an annual strategy to ensure SHA complies with duties under the Procurement Reform (Scotland) Act 2014.

Page 2 section 3 details the outcomes of procurement activities that were planned during 2025/26.

The strategy for the coming year identifies procurement values and thresholds

Page 9 section 1.6 shows estimated contract values. For this coming year it is estimated at £4.5m of goods and services.

PMcC advised the Board the difference between an open tender and a framework tender.

The board approved the Procurement Strategy for the coming year.

DP asked to extend standing orders – this was approved.

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**Item 11:
Close
Cleaning &
Landscaping
Maintenance**

PF provided a VFM update as well as the outcome of the procurement process for the close cleaning and landscape maintenance contract.

Table 1 presents the tendered service provision. There is an increased cost to the association, but these figures do not take into account sick leave and holidays etc.

In terms of the tender, this went through the Public Contracts Scotland procurement route and was evaluated with 70% quality and 30% price scenario. PF also ran the results through the more standard 60%/40% scenario and this did not change the outcome.

There were 6 valid submissions with Caledonian Maintenance coming out on top. There is also the potential for costs to reduce if factored owners do not enter into this new service.

If approved PF will look to start a conversation with the contractors as soon as possible.

The Board approved Caledonian Maintenance Services Ltd for the closing cleaning and landscape maintenance services.

**Item 12:
Electric
Vehicle
Salary
Sacrifice
Scheme –
Proposal**

PMcV went through the report and advised that this scheme will be an employee benefit and a sustainable environmentally friendly proposal.

The organisation will lease the car on behalf of the employee and pays for this using the salary sacrifice from the employee.

Various providers were considered and this was narrowed down to two – Octopus and The Electric Car Scheme. Other associations were also contacted for their feedback.

Section 3 details the proposal and what is included in the lease from Octopus.

Sections 4 and 5 detail the risks to the association. Not all risks are mitigated but there is nothing significant.

The uptake of this may be reasonable, possibly 10% of the workplace.

Recommendation is to approve this to allow SHA to move forward and produce a policy.

The Board discussed and approved the implementation of this scheme.

**Item 13:
Factoring
Management**

The proposal is to make a change to the management fee structure, introducing a reduced management fee for those using digital communication. The two proposals are 8% but reduce to 6% if they use digital services, or 10% with a reduction to 6%.

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**Fee Increase
Proposal**

The Board approved the 10% down to 6% increase.

**Item 14:
SHR
Regulatory
Status and
Engagement
Plan**

DP advised that this is the Associations' Regulatory Status and Engagement Plan for 2026/27. Our Regulatory Status is again Compliant, The SHR have stated that they do not currently require any further assurance from the Association other than the annual regulatory returns required from all RSLs. DP advised that the Association will be providing an update to the Regulator regarding the findings of the final Single Building Assessment report on 150 Berryknowes Avenue.

The Board noted the report

**Item 15:
Committee
Workplan**

DP presented a new Committee Workplan for the year 1 April 2026 to 31 March 2027, for the SHA Board, Sub-Committees and the Southside Lettings (Scotland) Board. Planned work for the year has been noted however there will be ad hoc or additional items throughout the year which will come into the Board and Sub-Committee's agenda. The completed Workplan for 2024/25 will be presented at the April Board meeting.

The Board were asked to approve moving the dates of the SL Board and Operations Sub-Committee to 13th May. This was agreed.

**Item 16:
Governance
Matters**

Nothing to note.

**Item 17:
Relationship
with other
bodies**

MC advised that he had attended the recent Mossspark Community Council meeting and gave an update. This included information on concerts held in Bellahouston Park and neighbouring communities having to deal with anti-social behaviour. This community council is only 2-3 years old and they are very enthusiastic.

**Item 18:
SHR
Guidance
Notes etc**

SHR Letter regarding Assurance Statement: -

The SHR will notify RSLs in advance of any specific requirements they must consider in their Annual Assurance Statement. This year the SHR are seeking specific assurance from landlords around the quality of data held in relation to construction, condition and components within their stock.

The Board noted the information

**Item 19:
Health &
Safety
Update**

No items for discussion.

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**Item 20:
Any other
competent
business**

PMcV advised that he has spoken to Stacey Quinn who works with TURF regarding potentially joining the board. PMcV will send out more information and will invite Stacey to April's meeting to observe.

**Item 21:
Date of next
meeting**

The next board meeting will be held on Thursday 30th April 2026 at 6.00pm.

The Board meeting closed at 8.20pm