

**CUBE HOUSING ASSOCIATION LIMITED
MANAGEMENT COMMITTEE MEETING No. 161
AT SKYPARK, 45 FINNIESTON STREET, GLASGOW
6TH SEPTEMBER 2007**

Present: Gordon Scott, Chairperson
Frank McFadden, Secretary
Ellen McGowan, Committee Member
Michael Paton, Committee Member
Jim Foulis, Committee Member
Liz Ruine, Committee Member
Lesley McInnes, Treasurer
Stephen Smith, Committee Member

Susan Holms, Vice Chairperson
Rena Ross, Committee Member
Alan Ferguson, Committee Member
Bill Steen, Committee Member
Bob Turnbull, Committee Member
Dougie Paton, Committee Member
Jackie Barnes, Committee Member

Members in attendance: 88%

In attendance: Lynn McCulloch, Chief Executive
Sandra McLeod, Head of Housing Services
Andrew Hashmi, Head of Finance and Corporate Services
Willie Croft, Head of Regeneration Services
Kate Miller, Executive Officer (minutes)

Apologies: David Birkmyre, Committee Member
Jean Pringle, Committee Member

		ACTION																				
1.	APOLOGIES																					
	Apologies were received from David Birkmyre and Jean Pringle.	KM																				
5.	MANAGEMENT COMMITTEE ARRANGEMENTS – item brought forward																					
5.4	<p>Election of Office Bearers</p> <p>The Chief Executive explained the process of electing office bearers and the following were elected and agreed to serve:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Position</th> <th style="text-align: left;">Proposed</th> <th style="text-align: left;">Seconded</th> </tr> </thead> <tbody> <tr> <td>Gordon Scott</td> <td>Chairperson</td> <td>L. Ruine</td> <td>B. Steen</td> </tr> <tr> <td>Michael Paton</td> <td>Vice Chair</td> <td>S. Holms</td> <td>E. McGowan</td> </tr> <tr> <td>Lesley McInnes</td> <td>Treasurer</td> <td>D. Paton</td> <td>L. McInnes</td> </tr> <tr> <td>Frank Macfadden</td> <td>Secretary</td> <td>S. Smith</td> <td>E. McGowan</td> </tr> </tbody> </table> <p>Susan Holms was also proposed for the position of Vice Chairperson by Dougie Paton and seconded by Alan Ferguson. Susan declined to put her name forward for the position.</p>	Name	Position	Proposed	Seconded	Gordon Scott	Chairperson	L. Ruine	B. Steen	Michael Paton	Vice Chair	S. Holms	E. McGowan	Lesley McInnes	Treasurer	D. Paton	L. McInnes	Frank Macfadden	Secretary	S. Smith	E. McGowan	
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2.	MINUTES OF PREVIOUS MEETING	
2.1	<p>Management Committee Meeting 160, 2nd August 2007.</p> <p>The minutes were agreed as a true record of the meeting.</p> <p>Proposed: Ellen McGowan, Seconded: Jim Foulis Signed: Gordon Scott.</p>	KM
2.2	<p>Draft Minutes of 17th Annual AGM, 25th August 2007.</p> <p>The minutes were agreed as a true record of the meeting.</p> <p>Proposed: Jim Foulis, Seconded: Michael Paton. Signed: Gordon Scott</p>	KM
3.	MATTERS ARISING	
	<p>2.1 Minutes of Management Committee Meeting 160, 2nd August 2007</p> <p>From Item 3 Matters Arising (previously item 6.1), Michael Paton queried progress on the visit by the Angel Group. Head of Housing confirmed previous difficulties in getting a response from the group, but advised contact had been made with a new Manager which should help progress the visit.</p> <p>Item 5.4, future provision of estate services – Head of Housing confirmed a series of meetings with staff and Committee members had been held to progress the detail approved by Committee.</p> <p>Item 5.1 Independence Agreement - the Chief Executive advised members the agreement was not signed at the last Cube Innovations meeting; this was delayed until the document is checked by legal advisers.</p> <p>2.2 Minutes of 17th Annual AGM, 25th August 2007</p> <p>Susan Holms noted the date recorded was 2006 and not 2007.</p>	<p>SMCL</p> <p>LMCC</p> <p>KM</p>
4.	AREA AND SUB-COMMITTEE MINUTES	
4.1	<p>The following minutes were noted.</p> <ul style="list-style-type: none"> (i) Broomhill Area Committee Meeting No. 69, 09.07.07 (ii) Wyndford Area Committee Meeting No. 107, 25.06.07 (iii) Dumbarton Area Committee Meeting No.79, 26.06.07 <p>Item (i) - Susan Holms advised notices were now on display to deter people from feeding pigeons and encourage deterrents.</p> <p>Items (ii) and (iii) – no matters arising.</p>	

5.	CORPORATE AND GOVERNANCE	
5.1	Milton Community Homes	
	Management Committee noted the minute and agenda of 13 June 2007 from Milton Community Homes.	
5.2	Membership Applications for Approval	
	Committee approved the five applications for membership and agreed the seal be affixed to the documentation.	KM
5.3	Monthly and Quarterly Performance Reports	
	<p>Head of Housing highlighted improved void loss, Head of Regeneration highlighted targets were being met or exceeded. Head of Finance and Corporate Services highlighted an over-spend in reactive maintenance, particularly in void repairs, but overall budgets are under control.</p> <p>Ellen McGowan queried how long we appoint contractors for and Alan Ferguson asked if we could not have anticipated the over-spend in void repairs. Head of Finance and Corporate Services confirmed the spend was under anticipated, however the quality of properties being vacated had added to the problem. He did however, anticipate this to slow down with the investment we are making.</p> <p>The Committee noted the monthly and quarterly reports.</p>	
5.4	Management Committee Arrangements	
	<p>Disclosure of Interests and Code of Conduct – the Chief Executive explained reason for the documents and advised members should complete both forms. Committee noted the documents.</p> <p>Appointment of Staffing Sub-committee – the Chief Executive gave a brief outline of the sub-committee. Committee agreed the appointment of Frank Macfadden, Gordon Scott, Lesley McInnes, Michael Paton, Ellen McGowan, Stephen Smith and Susan Holms to the staffing sub-committee, and the members listed agreed to serve. The next meeting was confirmed as Wednesday 3rd October 2007 at 5.30 p.m.</p> <p>Directors for Milton Community Homes – Committee agreed the appointment of Frank Macfadden as Director to Milton Community Homes; Frank Macfadden agreed to the appointment.</p>	KM
6.	HOUSING SERVICES	
6.1	CONFIDENTIAL ITEM	
	Confidential items at 6.1 have been removed from this minute.	
7.	REGENERATION SERVICES	

7.1	Maryhill Burgh Halls – Progress Report	
	Head of Regeneration advised Cube would be involved in offering HR advice and support to the project and that the project was progressing well despite apparent lack of funds. Committee noted the progress made on the Maryhill Burgh Halls regeneration project.	
7.2	Gas Service and Maintenance Contract	
	Head of Regeneration confirmed the contractor did not work for us currently but had done so in the past. Committee approved the appointment of Gas Call Services as our gas servicing and maintenance contractor.	WC
7.3	Flat Roof Renewal Gorget and Broomhill	
	Head of Regeneration advised Committee the condition of the roofs had turned out to be poorer than expected. Bob Turnbull highlighted the low cost of Aim Developments and enquired if a guarantee would be provided – Head of Regeneration confirmed there was. Management Committee noted the cost and scope of the proposed work and agreed to include the project in the Investment Programme over 2 years. Management Committee approved the appointment of Aim Developments.	WC
	Additional Item Tabled – Special Services Maintenance and Repair with High Rise Properties, Glasgow and Dumbarton	
	Head of Regeneration advised the existing contract ends in September 2007, hence the last minute tabling of the item. Stephen Smith highlighted the difference in the level of tenders and asked if we were not leaving ourselves open to an increase in costs. He advised that keen pricing can cause problems at a later stage. Head of Regeneration confirmed quality testing was carried out in tendering and that our Special Services Engineer was happy with the tender. Management Committee approved the appointment of ECG Facilities Services as our Special Services Maintenance contractor.	WC
7.4	Broomhill Regeneration Potential	
	Head of Regeneration presented detailed information to the Committee, addressing key points for consideration of demand, tenant profile, managing open spaces and interest by other parties in the area. Susan Holms enquired on land at Broomlea School, Head of Regeneration confirmed Glasgow City Council had various developers approach them as it was a desirable site; but nothing had been confirmed as yet. Discussion followed on the four key points listed below, Alan Ferguson in particular queried the reference made in the report on altering the Allocation Policy.	

	<p>Alan Ferguson enquired on using consultancy services such as 'greenspace', Head of Regeneration confirmed this had been done with M8 consultants.</p> <p>Committee approved points 1, 2 and 4. Committee approved point 3 on removal of the wording <i>'together with suitable alterations to the Allocation Policy'</i>.</p> <ol style="list-style-type: none"> 1. that Head of Regeneration investigate the scope for Cube HA to influence the wider development of the Broomhill estate 2 that a survey of the estate should be carried out, including a residents survey and a tree survey 3. that consideration should be given to sustaining this successful community with appropriate future changes to the properties and services offered on the estate. 4. that a further report to be provided on the asset management opportunities of the site with a view to unlocking substantial resources aimed at improving our stock. 	WC
8.	FINANCE AND CORPORATE	
8.1	Telephone System and Service	
	<p>Head of Finance and Corporate Services advised the existing telephone and intranet systems were out of date, inflexible, had developed in an ad-hoc manner involving a number of different providers. The systems required to be up-dated and rationalised to provide Cube with 21st century communications. Head of Service outlined the options in the paper and the recommendation to go with option 3 involving a switch to NTL, however, NTL had at the last minute advised of an additional licensing charge of £11,000. This required further consideration however, in the interest of moving this project along, Committee approved:</p> <ol style="list-style-type: none"> 1. the changes in telecom provision from BT to NTL or another appropriate provider/providers on a 3 year contract @ £29k pa and 2. the procurement a new phone system at a capital cost circa £24k including connection charges 	AH
8.2	IT Services Review Report	
	Head of Finance and Corporate Services highlighted the key issues in the review paper. Committee noted the findings of the IT services review.	
8.3	Internal Audit	
	Head of Finance and Corporate Services highlighted the findings of the report, in particular the recommendations for action on page 124. Those	

	<p>action points not yet addressed would be covered by the new Corporate Manager.</p> <p>Committee noted the findings of the annual report.</p>	
8.4	Asset Management	
	<p>Head of Finance and Corporate Services explained the Scottish Pre-school Playgroup Association were a small charity who were resident in the same building as Cube.</p> <p>Committee agreed to:</p> <ol style="list-style-type: none"> 1. approve that a 10 year lease be granted to SPPA. 2. grant delegated authority to the Head of Finance to negotiate the lease and bring back a final draft for committee approval and; approve that the disposals register be updated as appropriate. 	AH
	<p>Head of Finance and Corporate Services distributed a magazine article highlighting another business let in the main Skypark building. As this main block is now full, the focus will now shift to the Skypark 5 building for re-furbishing/marketing, which will help our case for moving out.</p> <p>Head of Finance and Corporate Services confirmed the proposed floor extension to Skypark 5 had now been cancelled.</p> <p>Committee noted the contents of the article.</p>	
9.	GENERAL CORRESPONDENCE	
	None.	
10.	ANY OTHER BUSINESS	
	None.	
11.	DATE AND TIME OF NEXT MEETING	
	The next meeting will be held on Thursday 4 th October 2007 at 6.00 p.m. in Skypark.	

The above Minutes were read and agreed as a true record of the meeting.

Signed..... Date.....