

**CUBE HOUSING ASSOCIATION LIMITED  
MANAGEMENT COMMITTEE MEETING No. 163  
AT SKYPARK, 45 FINNIESTON STREET, GLASGOW  
1<sup>ST</sup> NOVEMBER 2007**

**Present:** Gordon Scott, Chairperson  
Rena Ross, Committee Member  
Dougie Paton, Committee Member  
Stephen Smith, Committee Member  
Alan Ferguson, Committee Member  
Susan Holms, Committee Member  
Lesley McInnes, Committee Member (by telephone link)

Michael Paton, Vice Chairperson  
Bill Steen, Committee Member  
Jean Pringle, Committee Member  
Liz Ruine, Committee Member  
Jackie Barnes, Committee Member

**Members in attendance: 71%**

**In attendance:** Lynn McCulloch, Chief Executive  
Willie Croft, Head of Regeneration Services (except item 2.1)  
Sandra McLeod, Head of Housing Services (except item 2.1)  
Kate Miller, Executive Officer (minutes)  
Janet Herdman, Maintenance Manager (except item 2.1)  
Cathie Corbett, Finance Manager (except item 2.1)  
Ray Smith, Angel Group, (item 6.1)

		<b>ACTION</b>
<b>6.</b>	<b>HOUSING – item brought forward</b>	
<b>6.1</b>	<b>Lease of Properties for “Section 4” Asylum Seekers</b>	
	<p>Ray Smith from the Angel Group joined the meeting and provided information on the organisation; their target client group, turnover and repair arrangements to properties. Discussion followed on leave to remain, insurance cover and level of rent charges.</p> <p>Ray Smith left the meeting.</p> <p>Discussion then took place on the presentation and Michael Paton informed the group of the various Angel Group subsidiaries.</p> <p>Committee <b>decided</b> not to proceed with the provision of 10 properties as previously agreed and to pursue alternative options including meeting the same needs by working with the Council’s Homelessness Partnership to provide accommodation on a non profit basis to refugees and asylum seekers.</p>	<b>SMCL</b>
<b>1.</b>	<b>APOLOGIES</b>	
	<p>Apologies were received from Frank Macfadden and Ellen McGowan.</p> <p>The Chief Executive advised Committee of the letter received from Jim Foulis, indicating his resignation from the Management Committee on health grounds.</p> <p>Committee members indicated they were sorry to lose Jim Foulis after such a long period of service, marked by consistent attendance and contribution.</p> <p>Committee <b>noted</b> the contents of the letter and asked the Chief Executive to write with their thanks.</p>	<b>KM</b>

<b>2.</b>	<b>MINUTES OF PREVIOUS MEETING</b>	
<b>2.1</b>	<p>Management Committee Meeting 162, 4<sup>th</sup> October 2007, (Confidential Extract)</p> <p>The extract was <b>agreed</b> as a true record of items 5.6 and 5.7 from the meeting. It was <b>noted</b> that Michael Paton should be recorded as Vice Chairperson and Susan Holms should be recorded as Committee Member.</p> <p><b>Proposed:</b> Dougie Paton, <b>Seconded:</b> Bill Steen, <b>Signed:</b> Gordon Scott.</p>	<b>KM</b>
<b>2.2</b>	<p>Management Committee Meeting 162, 4<sup>th</sup> October 2007.</p> <p>The minutes were <b>agreed</b> as a true record of the meeting. It was <b>noted</b> that Michael Paton should be recorded as Vice Chairperson and Susan Holms should be recorded as Committee Member.</p> <p><b>Proposed:</b> Michael Paton, <b>Seconded:</b> Dougie Paton <b>Signed:</b> Gordon Scott.</p>	
<b>3.</b>	<b>MATTERS ARISING</b>	
	There were no matters arising to items 2.1 or 2.2.	
<b>4.</b>	<b>AREA AND SUB-COMMITTEE MINUTES</b>	
	<p>The following minutes were <b>noted</b> by Committee.</p> <p>(i) Gorget Area Committee Meeting No. 40, 29.08.07.</p>	
<b>4.1</b>	<b>MATTERS ARISING</b>	
	The Head of Housing Services advised of that a recruitment drive had identified seven potential new members for the Gorget Area Committee. Committee members were pleased to <b>note</b> this.	
<b>5.</b>	<b>GOVERNANCE</b>	
<b>5.1</b>	<b>Quarterly Performance Reports</b>	
	<p>These were presented by the staff in attendance. Enquiry was made on the staff agency costs, repairs post-inspections, reactive repair costs, committee attendance figures, peer rankings and insurance excess.</p> <p>Following questions and discussion on these and other key performance areas; Committee <b>noted</b> the quarterly performance information.</p>	
<b>5.2</b>	<b>Milton Community Homes</b>	
	<p>The Chief Executive advised that 3 of Cube's Management Team had been invited to attend the subsidiary company, Milton Community Homes (MCH), meeting on 30<sup>th</sup> October 2007. The financial consultant to Milton Community Homes had given a presentation indicating that MCH was unlikely to become an independent Housing Association in the current climate. She confirmed the Management Committee of Milton Community Homes anticipated their decision would be to stay as a subsidiary of Cube.</p> <p>Committee <b>noted</b> that future discussion should be scheduled on the future relationship between Cube HA and MCH as part of the Group Structure</p>	

	review. It also <b>noted</b> the minutes and agendas; 2008 meeting dates and GHA summary inspection report.	
<b>6.</b>	<b>HOUSING</b>	
<b>6.1</b>	<b>Lease of Properties for “Section 4” Asylum Seekers</b>	
	This item was brought forward to the start of the meeting.	
<b>6.2</b>	<b>Eviction Reports</b>	
	<p>The Head of Housing Services provided background information on four eviction reports. Discussion took place on cases (i) and (ii) in particular. Cases (i), (iii) and (iv) - Committee <b>agreed</b> that all other options had been exhausted and approved that Decree is implemented and repossession action is pursued at this time.</p> <p>Case (ii) – After discussion, Committee did not agree that Decree should be implemented and repossession action pursued at this time. Committee asked the Head of Housing Services to provide further clarification on housing benefit and support needs for this case, before returning the report to the next meeting.</p>	<b>SMCL</b>
<b>6.3</b>	<b>Progress on the Transfer of Support Services</b>	
	<p>The Head of Housing Services presented the report. She advised on the delay in the Council’s appointment of a contractor for the sheltered services but that November is still the expected handover date for the alarm service. She reported that the Council has awarded a contract to the Glasgow Council Alarm service which will not retain all the features of the in-house service Cube hoped for, as outlined in the report. However, it does meet the priorities for transfer. i.e. an improved service (physical response in emergencies), a more professional service which is better able to meet current and future regulatory requirements, better value for any tenants who are not exempt from charges (it will be free) and it allows Cube to end a loss making activity.</p> <p>The Head of Housing advised that Cube should not agree to the Council’s longer term position regarding ownership and maintenance of the hard wired equipment due to the risks outlined in the report. She also confirmed tenants had been informed that the new providers’ staff are in fact first aiders and not paramedics.</p> <p>After discussion, the Committee noted Glasgow City Council’s appointment of Glasgow Council Alarms service and the reported arrangements to progress the transfer of the community alarm service. It also <b>agreed</b> that any unavoidable additional costs associated with decommissioning Cube’s hard wired equipment should be minimised and spread over time.</p>	<b>SMCL</b>
<b>6.4</b>	<b>EDC Homeless Reception Centre: Lease of Woodstock Avenue to The Mungo Foundation</b>	
	The Head of Housing Services presented the report. She reminded Committee that it was intended on completion that the property be leased to a care provider who would manage this part of the Homeless service of behalf of East Dunbartonshire Council. After a tendering exercise in this regard, the Council had selected the Mungo Foundation and staff had been in negotiation with the Care Provider concerning the terms of the lease.	<b>SMCL</b>

	Committee <b>approved</b> the leasing of Woodstock Avenue (East Dunbartonshire Council Homeless Reception Centre) using Cube's standard lease to The Mungo Foundation on a 5 year lease – including the provision for renewal thereafter in agreement with the Association.	
<b>7.</b>	<b>REGENERATION SERVICES</b>	
<b>7.1</b>	<b>Reactive and Void Repairs Contract, Appointment of Contractors</b>	
	<p>The Maintenance Manager presented the report and advised that management committee members Susan Holms and Michael Paton took part in the contractor interview process. The report was tabled because the interview and assessment process had only been completed earlier in the week. Discussion then took place on the procurement and partnership framework process and the schedule of rates codes.</p> <p>Committee <b>approved</b> the appointment of PME Partnerships Limited as the reactive and void repairs contractor; and asked staff to verify the schedule of rates codes listed in the report.</p>	<b>WC/JH</b>
<b>7.2</b>	<b>Up-date on Investment Programme 2007/08</b>	
	<p>The Maintenance Manager presented the report on the 2007/2008 Programme, which is generally proceeding according to plan. She explained the advantages for tenants and the Association of merging the kitchen, bathroom and rewiring contracts for each of the Wyndford 26 storey blocks in turn and over a 2 year period. She advised a show flat was now ready to view. This was discussed, along with general health and safety matters and tenant feedback.</p> <p>Committee <b>noted</b> progress so far and approved the recommendation that the works to renew the kitchens and to rewire each of the flats within the Wyndford 26 storey blocks be merged with the bathroom replacement scheme, and that each of the 26 storey property types be upgraded in turn.</p>	<b>WC/JH</b>
<b>8.</b>	<b>Finance and Corporate</b>	
<b>8.1</b>	<b>Appointment of External Auditors</b>	
	<p>The Finance Manager presented the report on the appointment of external auditors being due for review and the outcome of the tendering and assessment. She advised that the fees reported would be subject to an inflation only increase from 2008/09.</p> <p>Committee <b>approved</b> the appointment of Alexander Sloan and Co Ltd as external auditor for Cube Housing Association and its subsidiary companies for the three financial years 2007/08 to 2009/10 inclusive, with immediate effect.</p>	<b>AH</b>
<b>8.2</b>	<b>Appointment of Internal Auditors</b>	
	<p>The Finance Manager presented the report on the appointment of external auditors being due for review and the outcome of the tendering and assessment. She advised that the fees reported would be subject to an inflation only increase from 2008/09.</p> <p>Committee <b>approved</b> the appointment of Baker Tilly Ltd as internal auditor for</p>	<b>AH</b>

	Cube Housing Association Ltd for the three financial years 2007/08 to 2009/10 inclusive, with immediate effect.	
<b>8.3</b>	<b>Quarterly Accounts to September 2007</b>	
	The Finance Manager presented the accounts and drew attention to the areas of variance from the budget. These were discussed, particularly the effect of empty house repairs on the current repairs overspend. The Head of Regeneration advised that he would examine the void and routine maintenance spend patterns closely and take appropriate steps to address the projected over-spend.  Committee <b>noted</b> the quarterly accounts to September 2007.	<b>WC</b>
<b>9.</b>	<b>GENERAL CORRESPONDENCE</b>	
	Letter from Minister for Communities and Sport The Chief Executive advised Committee that a letter had been received from the Minister for Communities and Sport, declining her invitation to visit the Association. Committee <b>noted</b> the content of the letter.	
<b>10.</b>	<b>ANY OTHER BUSINESS</b>	
	The Chief Executive informed Committee of the following items: i) Committee Meeting No. 164, 6th December 2007 Committee decided to hold this meeting between 4.15 and 6.15pm to allow the annual festive dinner to take place after the meeting. ii) Chartered Institute of Housing, Presidential Dinner 25th January Committee agreed to book a table for 10. It decided the Chair and Vice Chair, along with another office bearer, will attend the event, and that the Chief Executive should identify appropriate staff and invited guests. iii) North Glasgow Housing Association, 30th Anniversary Gala Dinner Committee noted the kind invitation for two guests and agreed the Chief Executive and Secretary should represent the Association at this event on 16th November.	<b>KM</b>  <b>KM</b>  <b>KM</b>
<b>11.</b>	<b>DATE AND TIME OF NEXT MEETING</b>	
	The next meeting will be held on Thursday 6th December 2007 at 4.15 p.m. in Skypark.	

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

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