

**CUBE HOUSING ASSOCIATION LIMITED
MANAGEMENT COMMITTEE MEETING No. 164
AT SKYPARK, 45 FINNIESTON STREET, GLASGOW
6TH DECEMBER 2007, 4.15pm**

Present:	Gordon Scott, Chairperson Rena Ross, Committee Member Dougie Paton, Committee Member Liz Ruine, Committee Member Jackie Barnes, Committee Member Bob Turnbull, Committee Member Ellen McGowan, Committee Member	Michael Paton, Vice Chairperson Bill Steen, Committee Member Jean Pringle, Committee Member Alan Ferguson, Committee Member Susan Holms, Committee Member David Birkmyre, Committee Member
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Members in attendance: 81%

In attendance: Lynn McCulloch, Chief Executive
Willie Croft, Head of Regeneration Services
Sandra McLeod, Head of Housing Services
Andrew Hashmi, Head of Finance and Corporate Services
Kate Miller, Executive Officer (minutes)
Gordon Taylor, Corporate Manager (item 7.4)
Joanna Voisey, Regeneration Officer (items 8.2, 8.3, 8.4)

		ACTION
1.	APOLOGIES	
	Apologies were received from Frank Macfadden, Stephen Smith and Lesley McInnes.	KM
2.	MINUTES OF PREVIOUS MEETING	
2.1	Management Committee Meeting 163, 1st November 2007. The minutes were agreed as a true record of the meeting. Proposed: Bill Steen Seconded: Jean Pringle Signed: Gordon Scott.	
3.	MATTERS ARISING	
	(Item 1.0) the Chief Executive provided details of the leaving presentation for Jim Foulis, former Management Committee member. The Management Committee noted the information.	
4.	AREA AND SUB-COMMITTEE MINUTES	
4.1	The following minutes were noted by the Management Committee. (i) Broomhill Area Committee Meeting No. 71, 17.09.07 (ii) Dumbarton Area Committee Meeting No. 81, 18.09.07 (iii) Wyndford Area Committee Meeting No.109, 17.09.07	
5.	MATTERS ARISING	

	There were no matters arising.	
7.4	Item Brought Forward – Progress on Transfer of Support Services	
	<p>The Corporate Services Manager provided information on risk and de-commission issues and costs; meetings scheduled with residents and the timescale for installation and transfer of the service. J Pringle said Glasgow City Council did not have sample equipment during a visit to her area. The Corporate Services Manager noted the information for ongoing liaison with the Council.</p> <p>The Management Committee noted that:</p> <ol style="list-style-type: none"> 1. in order to assist the Council, the transfer of the alarm service has been delayed until new modern dispersed alarms are fitted, with the target date for replacement being no later than the 30th January 2008, and 2. the cost of decommissioning the old equipment has been minimised and will be phased in as the properties become void. <p>The Corporate Manager then left the meeting.</p>	GT
8.2	Item Brought Forward - Strategy and Development Funding Plans: East Renfrewshire, Renfrewshire, East and West Dunbartonshire	
	<p>The Head of Regeneration introduced the Regeneration Officer who explained the strategy and development funding plans for East Renfrewshire, Renfrewshire and East and West Dunbartonshire.</p> <p>Discussion took place on each of the different plans, including decanting tenants and arrangements for owner occupiers in West Dunbartonshire; the sale arrangements for Homelink properties and project costings. The Regeneration Officer advised that she hoped to bring further sites for approval as these are added to the West Dunbartonshire masterplan.</p> <p>The Management Committee approved the contents of the Strategy and Development Funding Plans for each of the local authority areas and their submission to Communities Scotland.</p>	WC
8.3	Item Brought Forward – Loch Road Tender	
	<p>The Regeneration Officer confirmed details of the tender, highlighting the large size of the site; the issue of an existing gas main and confirmed that excellent references had been received for the contractor.</p> <p>The Management Committee agreed to authorise staff to enter into the Design and Build contract with Wilson Developments on the following basis:</p> <ol style="list-style-type: none"> 1. that there is sufficient funding to meet the costs of developing 2. that all risks associated with any outstanding statutory consents are accepted by the contractor as part of the design and build contract 	WC
8.4	Additional Tabled Item: Auchenback, Barrhead – Homestake Tender Acceptance	
	The Chairman agreed to consider an additional item. The Regeneration Officer outlined details of the recommended tender and discussion followed	

	<p>on the design and build project; site investigations and duty of care.</p> <p>The Management Committee agreed to:</p> <ol style="list-style-type: none"> i. authorise Tender Acceptance on the basis that this is fully funded by a mixture of HAG and Private Finance ii. authorise the Head of Regeneration to finalise the marketing criteria for the Homestake properties in liaison with our agents Link Homes, Link HA and East Renfrewshire Council. <p>The Regeneration Officer then left the meeting.</p>	WC
6.	GOVERNANCE	
6.1	Governance Review – Committee Structures for Approval	
	<p>The Chief Executive confirmed details of the sub-group members who had worked on the proposals and highlighted the seven main features of the proposal listed in the report. Bob Turnbull commented that the proposals would take account of the work the committee did with Carol Paton on governance, and enquired on the progress of changes at Area Committee level. The Chief Executive confirmed that the group had considered an extension of the current structure but felt that this was something that required more consultation with the area committees and other residents themselves. She commented on the contribution to the recent Joint Area Committee meeting on this subject by the Tenant Participation Advisory Service (TPAS) and recommended that they or the Tenants Information Service (TIS) should be appointed to assist Cube with a review of the tenant participation strategy, including the future role of area committees. Alan Ferguson asked for the brief to include an initial discussion between the appointed organisation and the management committee and this was agreed.</p> <p>The Management Committee:</p> <ol style="list-style-type: none"> i. approved in principle, the changes to a Management Board and sub committee structure, as outlined in the report; ii. delegated authority to the Chief Executive to commission an appropriate agency to assist with a review of the tenant participation and consultation strategy using current budgets, and; iii. noted that amended Standing Orders to implement changes from 1st April 2008 will be presented at a future meeting. 	LMCC LMCC
6.2	Christmas and New Year Holiday Closure Arrangements	
	<p>The Chief Executive explained the detail of the report and highlighted that Management Committee's main concern should be the issues of emergency staff cover and emergency repair arrangements. Clarification was given on the role of the Joint Consultative Committee (JCC) in this negotiation and holiday arrangements for estate staff.</p> <p>The Management Committee approved the implementation of a local agreement to close the Association's offices for 3 days between Christmas and New Year annually from December 2007, subject to no deterioration in emergency services provided to tenants.</p>	LMCC

6.3	Monthly Performance Reports	
	<p>The Chief Executive highlighted poor Management Committee attendance in October and that staff sickness figures would show an increase in November and December. Discussion took place on void rent loss; anti-social cases; housing benefit payments; reactive maintenance spend; cost of temporary staff and overheads. The Head of Finance and Corporate Services confirmed a new potential tenant was interested in, and had viewed the Skypark office, which may lead to a further visit. The Chief Executive confirmed minimal alterations to the Skypark office had been carried out to provide a private interview room and improve security for staff, on the basis that a transfer of the lease was not imminent.</p> <p>The Management Committee noted the Monthly Performance Reports.</p>	
6.4	Management Committee Meeting Dates	
	<p>The Chief Executive explained the list gave meeting dates only until April 2008, as the proposed changes to the Management Committee structure would affect future dates.</p> <p>The Management Committee approved the Management Committee Meeting dates from January to April 2008.</p>	
6.5	Milton Community Homes: minute 30.10.07, agenda 28.11.07 and policy timetable	
	<p>The Management Committee noted the documents from Milton Community Homes and noted the duplication in the 30th October 2007 minute under attendance and apologies.</p>	
7.	HOUSING	
7.1	Eviction Reports	
	<p>Report (i) The Head of Housing Services explained the detail of the case and answered questions from the Management Committee.</p> <p>The Management Committee approved the Decree is implemented and repossession action is pursued at this time.</p> <p>Report (ii) The Head of Housing Services explained the case had originally been presented to Committee in November 2007, but approval had been held pending further information. Detailed discussion took place on the case covering housing benefit appeals; social work involvement and contact difficulties with the tenant. The Management Committee raised concerns on support from Housing Benefit and Social Work Departments.</p> <p>The Management Committee did not approve implementation of the Decree, and asked the Head of Housing Services to make contact with political and homeless agencies to raise awareness of this case and the broader issue of benefit appeals.</p>	<p>SMCL</p> <p>SMCL</p>

7.2	Consultation on Neighbourhood Services Partnership - Consultation, Progress Report	
	<p>This was a verbal report. The Head of Housing Services also distributed a document entitled Estate Services Future Structure and Cost Implications, showing current and proposed costs.</p> <p>In the verbal report it was confirmed - as part of the consultation process - a questionnaire had been sent out and consultation days had taken place. Residents had asked questions about the costs of the proposals and whether these were included in tenants' rents. Staff had clarified that the proposal was to change the service within current costs and that there would be no impact on the investment programme. However, the costs to owners would have to be altered and recovered, and the new stair cleaning service in Wyndford would incur a service charge for all residents in that estate. Discussion followed on the planning of consultation open days and the actual letter of invitation. The Chief Executive confirmed that Management Committee had previously agreed that staff were to develop and consult on the partnership proposals. The Head of Housing confirmed she had already taken note of concerns, and she had written to local Management Committee members to comment on future consultation arrangements and correspondence, and awaited their feedback.</p> <p>The Head of Housing Services explained a final report would be compiled and presented to Management Committee during February 2008.</p> <p>The Management Committee noted the progress made on the consultation process.</p>	SMCL
7.3	Service Charges 2007/08	
	<p>The Head of Housing Services explained the background to the report and confirmed, if approved, the changes would be included in the formal rent increase submitted to the Management Committee in February 2008. During discussion, the Head of Regeneration explained the requirement to advertise contracts above a certain sum in the European Journal.</p> <p>The Management Committee approved:</p> <ul style="list-style-type: none"> i) the service charges being applied to recover actual costs subject final committee approval on the introduction of the new services <p>The Management Committee noted:</p> <ul style="list-style-type: none"> ii) the continuing phasing of increased heating charges for 4 flats in Strathbungo, and Ruchazie; iii) the anticipated costs for the new services subject to approval by Committee in February 2008. 	SMCL SMCL
8.	REGENERATION	
8.1	Investment Programme 2008/09	
	This item was postponed until the next meeting due on 24 th January 2008.	
8.2	Strategy and Development Funding Plan	
	This item was brought forward to the start of the agenda.	

8.3	Loch Road Tender	
	This item was brought forward to the start of the agenda.	
9.	FINANCE AND CORPORATE	
9.1	Financial Business Plan Revision	
	<p>The Head of Finance and Corporate Services gave a presentation on the review of the business plan, referring Committee to the excel spreadsheet on display. He explained the capital repayment “holidays” applying to the new loans. He advised the Management Committee that the excellent stock valuation allowed more borrowing to increase the investment programme by a further £6m in the early years. He also referred the committee to the purpose of the Partnership proposals discussed earlier, as a form of “risk management” to protect this investment. He encouraged the committee to be pro-active in its estate and maintenance services to protect the demand for their improved housing stock.</p> <p>The Management Committee:</p> <ol style="list-style-type: none"> 1. noted and approved the plan in principle including the proposed £6m increase to investment in the coming two years. 2. approved the increase in borrowing to £30m and the subsequent requirement to call down the stand by facility of £10m with Nationwide at the appropriate time 3. approved that delegated authority be given to the Head of Finance to proceed with the selection of appropriate securities to grant in favour of Nationwide to meet this increased borrowing (actual grant of security will require approval by Committee) 	AH
9.2	Granville Street Lease to the Scottish Pre-School Play Association	
	<p>The Head of Finance and Corporate Services confirmed the lease had been compiled by solicitors Brechin Tindal Oatts and it was with the prospective tenants for consideration. He expected only minor amendments would be needed before signing by all parties. Jean Pringle had identified a number of areas in the lease that were obtuse, given the legal language. He assured the committee that this was the document recommended by Cube’s solicitors as appropriate for their landlord role. Jean Pringle wished to abstain from giving her approval while she had these concerns. She agreed to forward her list of queries to the Head of Finance and Corporate Services after the meeting for resolution. With this abstention,</p> <p>The Management Committee agreed:</p> <ol style="list-style-type: none"> 1. that the draft lease be approved and that the Head of Finance be given delegated authority to agree and finalise the document with the tenant and Cube’s solicitors, and; 2. that the Chair and Secretary then sign the final document on behalf of the Association 	AH
10.	GENERAL CORRESPONDENCE	
10.1	Firm Foundations and Presentation on Scottish Government’s New Proposals for Housing, by Alan Ferguson	

	This item was postponed until the next Committee meeting due on Thursday 24 th January 2008.	
10.2	SFHA Dispatches	
	The Chief Executive referred members to the up-date from the Scottish Federation of Housing Associations in its "Dispatches" document, for information.	
11.	ANY OTHER BUSINESS	
	None.	
12.	DATE AND TIME OF NEXT MEETING	
	The next meeting will be held on Thursday 24 th January 2008 at 6.00 p.m. in Skypark.	

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

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