

**CUBE HOUSING ASSOCIATION LIMITED
MANAGEMENT COMMITTEE MEETING No. 165
AT SKYPARK, 45 FINNIESTON STREET, GLASGOW
24th JANUARY 2008, 6.00 P.M.**

Present: Gordon Scott, Chairperson
Rena Ross, Committee Member
Dougie Paton, Committee Member
Liz Ruine, Committee Member
Susan Holms, Committee Member
David Birkmyre, Committee Member

Michael Paton, Vice Chairperson
Bill Steen, Committee Member
Jean Pringle, Committee Member
Alan Ferguson, Committee Member
Bob Turnbull, Committee Member
Ellen McGowan, Committee Member

Members in attendance: 75%

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)

		ACTION
1.	APOLOGIES	
	Apologies were received from Frank Macfadden, Stephen Smith, Lesley McInnes and Jackie Barnes.	KM
2.	MINUTES OF PREVIOUS MEETING	
2.1	Management Committee Meeting 164, 6 th December 2007. The minutes were approved as a true record of the meeting. Proposed: Michael Paton Seconded: Dougie Paton Signed: Gordon Scott.	KM
3.	MATTERS ARISING	
	Item 7.1, Eviction Report (ii). Head of Housing Services advised contact had been made with the homeless team and also housing benefit appeals team. A backdate of housing benefit had been approved, and the tenant had also made a payment arrangement. The Management Committee noted the information. Item 7.3 Service Charges 2007/2008. Head of Housing Services confirmed the charges will be included in the rent increase notice given to tenants in February 2008. Item 9.1 Financial Business Plan Revision. Head of Finance and Corporate Services advised that Nationwide Building Society will not now extend the Cube committed loan facility by a further £10m, and that Dunfermline Building Society and Royal Bank of Scotland had been approached for new loan facilities of up to £15m. The Head of Finance and	AH

	<p>Corporate Services indicated that many of the banks who were keen to lend to Cube last year, had been affected by the 'Global Credit Crunch' and were either not lending, or only doing so at higher lending margins. This had left only a couple of options for future borrowing at reasonable cost. He confirmed a paper comparing terms would be provided for Management Committee in February 2008.</p> <p>Item 9.2 Granville Street Lease to Scottish Pre-school Play Association The Head of Finance and Corporate Services confirmed the final lease was present for signing by Committee. He highlighted the annual rent for the property was £30,000 and that a deposit had also been paid.</p> <p>Management Committee noted the matters arising from the minutes No. 164 of 6th December 2007.</p>	
4.	AREA AND SUB-COMMITTEE MINUTES	
4.1	<p>The following minutes were noted by the Management Committee:</p> <ul style="list-style-type: none"> (i) Dumbarton Area Committee Meeting No. 82, 30.10.07 (ii) Gorget Area Committee Meeting No. 42, 14.11.07 (iii) Wyndford Area Committee Meeting No.111, 29.10.07 	
5.	MATTERS ARISING	
	<p>Gorget Area Committee Meeting No. 42, 14th November 2007. Jean Pringle highlighted an inaccuracy in the minute, concerning the date and time of the next meeting.</p>	
6.	GOVERNANCE	
6.1	Monthly Performance Reports	
	<p>The Chief Executive advised staff absence had been reported in full at the staffing sub-committee meeting held on 16th January 2008. She also highlighted that staff absence had increased due to long term illness. Susan Holms enquired on the well being of the staff involved.</p> <p>The Head of Housing Services commented on the current and non-technical arrears and the improvement of former tenant arrears and void arrears in comparison to last year's performance. The Head of Regeneration confirmed actual void repairs performance still seemed to differ from reported performance due to delays in reporting by the contractor. Ellen McGowan enquired on the contractor reporting electronically, and the Head of Regeneration confirmed the contractor (PME) was in the early stages of arranging this.</p> <p>The Head of Finance and Corporate Services commented on the management accounts to 30th November 2007. Reactive maintenance was still ahead of budget, but £50k of gas servicing costs had been miscoded as reactive and were now allocated to cyclical maintenance causing an overspend there. Employee costs were still under budget, although staff agency costs had risen to £76k as posts were being covered on an agency</p>	

	<p>basis, rather than backfilled pending completion of the structural review. Planned maintenance £1.1m under budget, spend for the year anticipated at around £2.2m with a carry forward of £400 to £500k.</p> <p>The Management Committee noted the monthly performance reports.</p>	
6.2	Membership Application	
	<p>Committee was asked to grant approval for membership and to affix the Seal on the share certificate for the following, whose address was included in the report:</p> <p>Miss Margaret Mullen</p> <p>The Management Committee approved the membership application.</p>	
6.3	Verbal Feedback from Staffing Sub-committee, 16th January 2008	
	<p>The Chief Executive advised the sub-committee had begun the pay and rewards review by discussing the existing long salary scales and caretaking bonus payments. The sub committee agreed staff should carry out an appraisal of the benefits and disadvantages of full v associate EVH membership; after which the staffing sub-committee would make recommendations to Management Committee. The sub-committee also authorised an offer for the annual pay settlement.</p> <p>The Management Committee noted the verbal feedback from the staffing sub-committee.</p>	
6.4	Milton Community Homes: minute 28.11.07, arrears minute 04.12.07, agenda 23.01.08, performance report April 07 to Jan 08, tenant participation action plan and management committee assessment questionnaire	
	The Management Committee noted the minutes and agenda from Milton Community Homes.	
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 advised the case was now resolved and was being withdrawn from the Committee papers.</p>	SMCL
7.2	Progress on the Transfer of Support Services	
	The Head of Housing Services presented the report. Discussion took place on converting care call flats to mainstream and phone line costs. Susan Holms queried the variety of approaches in the installation of alarm	

	<p>equipment and Head of Housing Services agreed to contact Glasgow City Council to ensure that the process and communication would be as agreed with Cube.. The Head of Housing Services also advised of a potential request from the Council for a further delay in the transfer of sheltered housing services, which she would report if received.</p> <p>The Management Committee noted:</p> <ol style="list-style-type: none"> 1. the Council have begun the replacement programme for both dispersed and care call alarms with the target date for replacement being no later than the 30th January 2008 <p>The Management Committee approved:</p> <ol style="list-style-type: none"> 1. the change in how care call flats are allocated, in that, due to the removal of the care call system, the flats now be allocated as mainstream housing. 2. a possible extension of the Attendo contract to 28th February 2008 if Glasgow Council fail to complete the installation project by the 31st January 2008. 	<p>SMCL</p> <p>SMCL</p>
7.3	Operational Agreement with East Dunbartonshire Council Re Woodstock Avenue.	
	<p>The Head of Housing Services presented the report and confirmed the document was of a standard type, previously discussed and agreed by the Committee.</p> <p>The Management Committee approved the operational agreement negotiated with East Dunbartonshire Council which sets out to minimise financial risk to the Association in regards to Woodstock Avenue.</p>	SMCL
8.	REGENERATION	
8.1	Investment Programme 2008/2011	
	<p>Head of Regeneration presented the report and provided replacement copies of appendices 1 and 2. He advised the Committee that the figures supplied on page 83 of the papers were therefore adjusted as detailed in the new appendices.</p> <p>Bob Turnbull sought clarification on the totals in appendix 1, and Head of Regeneration explained the calculations. Discussion took place on the Committee's preference that digital TV costs in appendix 1 should not be covered by a service charge to residents.</p> <p>The Management Committee:</p> <ol style="list-style-type: none"> 1. noted the content of the report and the consultation that has been carried out, and 2. agreed the contents of the proposed Investment Programme <p>Management Committee also decided a further report be provided on the obligation as a landlord to supply the digital service, and the notion of re-charging owners.</p>	<p>WC</p> <p>WC</p>

8.2	CONFIDENTIAL – Burns Drive, Johnstone	
	The minute of this item is confidential.	
8.3	Planned Maintenance: Water Tank Relining, Chlorination and Float-Switch Valve Replacement, Wyndford	
	<p>The Head of Regeneration presented the report and explained the works were originally due to be carried out in 2009, however as the existing lining did not meet current standards, it was prudent to arrange for the work to be done earlier in the investment programme.</p> <p>The Management Committee agreed to include this work within the 2007 to 2009 Investment Programme, and approved acceptance of the tender submitted by EEG Facilities Services Ltd.</p>	WC
8.4	Planned Maintenance: Wyndford Bathroom Renewal	
	<p>The Head of Regeneration presented the report. Bob Turnbull asked for details of the quality and price assessment that had been carried out and the Head of Regeneration gave a verbal report.</p> <p>The Management Committee approved acceptance of the tender submitted by CK Heating with the proviso that the documented quality and price assessment of these tenders would be reported to the next meeting.</p>	WC
8.5	Planned Maintenance Wyndford Window Replacement	
	<p>The Head of Regeneration provided background to the report, highlighting that Management Committee had already agreed to a window replacement project in the 2007/2008 planned maintenance programme.</p> <p>The Management Committee approved the tender submitted by CMS Enviro Systems.</p>	WC
8.6	Westcliff and Castlehill Options (verbal)	
	<p>Liz Ruine expressed an interest in this matter as she is the Chairperson of the Castlehill Action Group. The Chief Executive advised that there was no need for Ms Ruine to be excluded from this committee discussion as the matter was being reported as only exploratory at this stage.</p> <p>The Head of Regeneration explained that Cube had been invited by West Dunbartonshire Council to express an interest (in conjunction with other local Housing Associations), in the potential transfer of properties within the Westcliff and Castlehill areas. He advised that a meeting had taken place with Castlehill Action Group and local councillors on 10th January 2008, where he had presented information on Cube services. He advised that the Cube and Dunbritton HA presentation had focused on how they might provide a joint approach to the transfer. He was also due to attend a further residents community meeting which would allow them to ask specific questions.</p> <p>Liz Ruine reported that she had declared her position as a Cube Committee member to the meeting.</p>	WC

	<p>The Committee was interested in the revival of stock transfer as an option in West Dunbartonshire and was supportive of continued dialogue with the Council and appropriate tenants.</p> <p>The Management Committee noted the information on the Westcliff and Castlehill options.</p>	
8.7	(Tabled) Haldane Regeneration: Cook Road and Miller Road Demolition Contract	
	<p>The Head of Regeneration thanked the Committee for agreeing to consider a tabled report so that this demolition contract could be considered. He presented the report, which detailed the further demolition of properties In Haldane and the assessment of tenders received.</p> <p>The Management committee approved the contract sum with Central Demolition of £92,193.00 excluding vat.</p>	WC
9.	FINANCE AND CORPORATE	
9.1	Draft Budget 2008/2009	
	<p>The Head of Finance and Corporate Services explained the document was a first draft which would also be discussed at the Management Committee away day on 9th February 2008. He confirmed that the figures are indicative and based on the 'restructured' Cube. He noted that overheads remained constant and that the wage increase of 3.25% for approval was under inflation and therefore would be beneficial for viability. The Head of Finance and Corporate discussed the main income and expenditure headings in turn, discussion focused on the 6.3% rent increase, the potential for increased factoring charges, the re-classification of some maintenance and service costs as cyclical maintenance, and the investment programme of £5.9m, including a £400k carry forward. There was also discussion of the Skypark lease and how overheads would reduce significantly if this could be assigned.</p> <p>Head of Housing pointed out that although the figures took account of the potential changes to the estate/neighbourhood services; these changes were not yet approved by Management Committee. The draft budget illustrated that these could be accommodated if required.</p> <p>The Management Committee noted the contents of the first draft budget and approved the underlying key assumptions relating to increased rents and investment levels.</p>	AH
10.	GENERAL CORRESPONDENCE	
10.1	Firm Foundations and Presentation on Scottish Government's New Proposals for Housing, by Alan Ferguson	
	<p>Alan Ferguson advised the Committee of his work as Director of the Chartered Institute of Housing on responding to "Firm Foundations". He confirmed this was the first 'vision' that a Scottish Government had issued on housing since 1999, and then highlighted the challenges facing the housing sector in a presentation on the issues in and arising from, the document. Gordon Scott and Michael Paton reported on their discussions on this subject at the recent SFHA Chairs' conference. Discussion took place on the role of</p>	

	<p>the sector; the role of regional developers and the new regulation agency. The Management Committee found the presentation interesting and commented that the proposals were very relevant to the challenges currently being addressed by Cube.</p> <p>The Management Committee noted the content of the presentation, and thanked Alan Ferguson.</p>	
10.2	SFHA Dispatches	
	<p>The Chief Executive referred members to an email up-date from the Scottish Federation of Housing Associations.</p> <p>The Management Committee noted this information.</p>	
11.	ANY OTHER BUSINESS	
	None.	
12.	DATE AND TIME OF NEXT MEETING	
	The next meeting will be held on Saturday 9 th February 2008 at 10.00. a.m.	

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

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