

**CUBE HOUSING ASSOCIATION LIMITED  
MANAGEMENT COMMITTEE MEETING No. 167  
AT SKYPARK, 45 FINNIESTON STREET, GLASGOW  
6<sup>TH</sup> MARCH 2008, 5.30 P.M.**

<b>Present:</b>	Gordon Scott, Chairperson Rena Ross, Committee Member Dougie Paton, Committee Member Alan Ferguson, Committee Member Bob Turnbull, Committee Member Ellen McGowan, Committee Member	Michael Paton, Vice Chairperson Bill Steen, Committee Member Jean Pringle, Committee Member Susan Holms, Committee Member Lesley McInnes, Treasurer Stephen Smith, Committee Member
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**Members in attendance: 75%**

**In attendance:** Lynn McCulloch, Chief Executive  
Willie Croft, Head of Regeneration Services  
Andrew Hashmi, Head of Finance and Corporate Services  
Barbara McGibbon, Tenancy Services Manager  
Kate Miller, Executive Officer (minutes)

		<b>ACTION</b>
<b>1.</b>	<b>APOLOGIES</b>	
	Apologies were received from Frank Macfadden, Jackie Barnes, Liz Ruine and David Birkmyre.	<b>KM</b>
	<b>ACCESS APNA GHAR HOUSING ASSOCIATION</b>	
	<p>The Chairperson agreed that Monika Sharma, Chairperson of AAGHA could address the Management Committee. Monika delivered a letter of thanks to Cube HA and spoke of her Committee's appreciation for the support provided by Cube HA over the years. This amounted to providing accommodation at Cube's Skypark Office for AAGHA staff and for their committee meetings. The letter explained that AAGHA was hoping to achieve its aims as a housing service provider to people from black and minority ethnic backgrounds in Scotland, by joining the Sanctuary Group. She stressed that the very survival of her organisation had depended on support like Cube's and that her Committee was very grateful for the assistance which had kept them in operation long enough to join up with Sanctuary.</p> <p>Gordon Scott accepted the letter and said that, because Cube HA supports AAGHA's aim to provide good housing services to underrepresented groups, it had been glad to contribute something to its survival. He wished them every success with Sanctuary and that AAGHA would have a long future ahead as Scotland's first registered black and minority ethnic housing association.</p>	

<b>2.</b>	<b>MINUTES OF PREVIOUS MEETING</b>	
<b>2.1</b>	<p>Management Committee Meeting 165, 24<sup>th</sup> January 2008.</p> <p>The minutes were <b>approved</b> as a true record of the meeting.</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 165, 24<sup>th</sup> January 2008, confidential extract item 8.2.</p> <p>The confidential minute extract was <b>approved</b> as a true record of item 8.2 from the meeting.</p> <p><b>Proposed:</b> Michael Paton <b>Seconded:</b> Dougie Paton <b>Signed:</b> Gordon Scott.</p>	<b>KM</b>
<b>2.3</b>	<p>Special Management Committee Meeting 166, 9<sup>th</sup> February 2008.</p> <p>The minutes were <b>approved</b> as a true record of the meeting.</p> <p><b>Proposed:</b> Alan Ferguson <b>Seconded:</b> Bill Steen <b>Signed:</b> Gordon Scott.</p>	<b>KM</b>
<b>3.</b>	<b>MATTERS ARISING</b>	
	Item 2.1 - Management Committee Meeting No. 165, no matters arising.	
	Item 2.2 - Management Committee Meeting No. 165, confidential minute extract; no matters arising.	
	Item 2.3 - Management Committee Meeting No. 166, no matters arising.	
<b>4.</b>	<b>AREA AND SUB-COMMITTEE MINUTES</b>	
<b>4.1</b>	<p>The following minutes were <b>noted</b> by the Management Committee:</p> <p>(i) Gorget Area Committee Meeting No. 41, 10.10.07; No. 43, 12.12.07</p> <p>(ii) Broomhill Area Committee Meetings No. 72, 05.11.07; No. 73, 17.12.07</p> <p>(iii) Dumbarton Area Committee Meetings No. 83, 11.12.07; No. 84, 15.01.08</p>	
<b>5.</b>	<b>MATTERS ARISING</b>	
	There were no matters arising from the minutes (i), (ii) or (iii).	
<b>6.</b>	<b>GOVERNANCE</b>	
<b>6.1</b>	<b>Corporate Plan 2008 Revision</b>	
	<p>The Chief Executive explained this draft of the Corporate Plan was for information only, as it included the amendments approved at the Committee Business Planning day in February 2008. She explained further additions would be made:</p> <ul style="list-style-type: none"> <li>• when the planned risk management review is completed and added to the plan</li> <li>• when the new budget and financial projections are added as</li> </ul>	

	<p>appendices</p> <ul style="list-style-type: none"> <li>when all the committee biographies are updated and inserted</li> </ul>	
	<p>She confirmed the final document would be compiled after the end of March 2008 to allow performance figures to be added.</p> <p>The Management Committee <b>noted</b> the progress of the 2008 Corporate Plan update.</p>	
<b>6.2</b>	<b>Revised Standing Orders</b>	
	<p>The Chief Executive introduced the report explaining the Standing Orders was a draft working document that would be subject to further adjustment after the review of tenant participation in governance had taken place. She highlighted that the changes included a return to the role of Secretary being held by the Chief Executive (whilst not reducing office bearers); that staff would help finalise membership of the new Committees and that a Committee job description was included, while those for office bearers apart from the Chairperson would have to be compiled.</p> <p>Bob Turnbull highlighted Committee has responsibility to ensure the role of Secretary is carried out effectively. The Chief Executive agreed and confirmed that as Secretary she would be required to provide annual reports to Management Committee as evidence that the role was being fulfilled.</p> <p>The Management Committee <b>approved</b> the Standing Orders 2008 document as a working draft to be applied from now, but subject to further adjustment by the end of the review of Tenant Participation in Governance.</p>	<b>LMCC</b>
<b>6.3</b>	<b>Monthly Performance Reports</b>	
	<p>The Chief Executive highlighted the improved Management Committee attendance figures and the staff sickness absence figures. She advised that the staff sickness figures for February would show an improvement due to the return of staff who had been off long term.</p> <p>The Tenancy Services Manager highlighted the seasonal trend affecting non-technical arrears and the improvement on 2007 figures. She explained technical arrears included payments held in stopped accounts and that former tenant arrears should be reduced if the recommended write offs were approved at item 7.2. She also highlighted a decrease in void loss and the total number of voids overall.</p> <p>The Head of Regeneration highlighted his disappointment with the new Gas contractor in achieving timescales for gas safety inspections and advised that a meeting had taken place to address performance concerns. He advised Committee individual job lines were now being issued to the contractor to help monitor workload.</p> <p>After discussion, the Management Committee <b>noted</b> the information detailed in the monthly performance reports.</p>	
<b>6.4</b>	<b>Quarterly Performance Report</b>	

	<p>This consisted of the Quarterly accounts only as the other quarterly performance reports had been considered in the review of annual performance during the Away Day Meeting No. 166.</p> <p>The Head of Finance and Corporate presented the report explaining income and expenditure for the quarter were as anticipated. He highlighted the underspend in investment to end December 2007, but indicated that spend to the financial year end was anticipated at around £2.2m. The treasury report highlighted the benefits of hedging with average interest rate coming in below the business plan rate of 6%.</p> <p>Bob Turnbull queried the time period for a further review of hedging, and the Head of Finance and Corporate confirmed a further hedging exercise would be undertaken again in Autumn 2008 and then perhaps every two to three years thereafter.</p> <p>The Management Committee <b>approved</b> the December 2007 accounts.</p>	<b>AH</b>
<b>7.</b>	<b>HOUSING</b>	
<b>7.1</b>	<b>Eviction Report</b>	
	<p>The Tenancy Services Manager presented the report and explained that despite being entitled to full Housing Benefit, no payment had been received towards the account.</p> <p>In response to questions from Ellen McGowan and Jean Pringle, the Tenancy Services Manager advised the lack of payment was due to the tenant not providing key information to the local authority, and that next of kin are only approached to help gain contact with a tenant, and that personal details are never disclosed.</p> <p>The Management Committee <b>approved</b> that Decree is implemented and repossession action is pursued at this time.</p>	<b>BMCG</b>
<b>7.2</b>	<b>Bad Debt Write Off</b>	
	<p>The Tenancy Services Manager highlighted that the debt was less than previous years' and alternatives were always being sought to keep the figure to a minimum. She advised the team would continue to recover funds and that the final figure for write off was likely to differ from that presented in the report.</p> <p>The Management Committee <b>approved</b> to write off in 2007/08 irrecoverable bad debts in:</p> <p>i) rent arrears of <b>£91,524.09</b>, and;  ii) rechargeable repairs of <b>£11,972.77</b> to be offset by  iii) non refundable credits of <b>£27,457.62</b></p>	<b>BMCG</b>
<b>7.3</b>	<b>Progress on the Transfer of Support Services and TUPE Implications</b>	
	<p>The Chief Executive confirmed the alarm service transfer had concluded, however, arrangements were still to be confirmed regarding the new sheltered housing provider. She spoke of her previous correspondence to Glasgow City Council declining an extension to the transfer and advised that</p>	

	<p>GCC may be subject to scrutiny committee inspection on the transfer itself.</p> <p>The Management Committee <b>noted:</b></p> <ol style="list-style-type: none"> <li>1. the Council have taken on the alarm service from the 31<sup>st</sup> January 2008</li> <li>2. that new sheltered housing providers will be identified by the 10<sup>th</sup> March 2008</li> <li>3. that the Council is on target to transfer the sheltered services to a new provider(s) by the 31<sup>st</sup> March 2008</li> <li>4. that the housing support services will de-register from the Care Commission on the 31<sup>st</sup> March 2008.</li> </ol> <p>The Management Committee <b>approved:</b></p> <ol style="list-style-type: none"> <li>5. delegated authority to Head of Housing Services to negotiate with the new provider to lease the tied house.</li> <li>6. section 66 approval for leasing the existing tied house to the new provider to be continued for use as a tied house property</li> <li>7. section 66 approval for leasing of the common rooms and facilities attached to the sheltered services</li> </ol>	<b>SMCL</b>
<b>7.4</b>	<p><b>Draft Service Level Agreement with Glasgow Community Safety Services</b></p>	
	<p>The Chief Executive confirmed the draft service level agreement document was a sample only and was of the type that the working group would negotiate on the Management Committee's behalf. Bob Turnbull asked that all legal and charitable implications be considered; Jean Pringle requested a glossary be attached to the final documentation and requested advice be taken on item 6.1.9 in relation to human rights issues.</p> <p>The Management Committee <b>agreed</b> to delegate authority to the working group of 3 Board members and Senior Staff, to negotiate and agree on the final Service Level Agreement to be presented at the April Board meeting.</p>	<b>SMCL</b>
<b>7.5</b>	<p><b>Increase Number of Flats Leased to Glasgow Homelessness Partnership</b></p>	
	<p>The Tenancy Services Manager outlined the background to the report, confirming M-S Namana had agreed to terminate their leased properties with Cube. This would allow Cube to increase the number of leased flats to Glasgow City Council in the Wyndford multi storeys (from 10 to 35) for various homeless purposes. She also highlighted that negotiations had begun since this report was written, on providing GCC with a flat that could be converted for office space from which these flats would be managed.</p> <p>Michael Paton asked that a regular report be provided on leased properties. The Tenancy Services Manager agreed and advised plans were already in place to provide a report and she also confirmed that the lease allows Cube to vary the location of flats provided, to avoid an over-supply in any area.</p> <p>The Committee agreed to the recommendations in the report with the addition that there would be no restriction to using only the flats/addresses to</p>	<b>BMCG</b>

	<p>be recovered from MS Namana, i.e. the Management Committee <b>approved:</b></p> <ol style="list-style-type: none"> <li>1. an increase in the number of flats in the current leasing arrangement with Glasgow's Homelessness Partnership to 35 flats</li> <li>2. the use of the 35 properties leased to include homeless households from various client groups including refugees and asylum seekers as required by the Glasgow Homelessness Partnership.</li> </ol>	
<b>7.6</b>	<b>Report on Care Commission Inspection of Cube's Housing Support Services January 2008</b>	
	<p>The Chief Executive advised this would be the last inspection carried out by the Care Commission. She highlighted that although the inspection was carried out in the middle of transferring our services, it was still a very positive report. There were no recommendations for improvement and in particular it was noted that tenants felt well informed during the recent transfer process.</p> <p>Michael Paton asked for congratulations to be sent to the former Community Services Manager and his team.</p> <p>The Management Committee <b>noted</b> the good inspection report on Cube's Alarm and Sheltered Services from the Care Commission.</p>	
<b>8.</b>	<b>REGENERATION</b>	
<b>8.1</b>	<b>Sequestration Report</b>	
	<p>The Head of Regeneration presented the report and confirmed the outstanding balance of factoring arrears due by the owner occupier. He also highlighted the attached timeline of action taken from May 2007 until March 2008. He reported that the pre-arranged visit for 6th March 2008 had been unsuccessful due to no access.</p> <p>The Management Committee <b>approved</b> the lodging of a petition for sequestration in this case.</p>	<b>WC</b>
<b>8.2</b>	<b>Transfer of Ownership – Network Building, Mill of Haldane</b>	
	<p>The Head of Regeneration presented the report proposing transfer of ownership of the building to the local charity The Tulloch Trust. He explained that as Cube had acquired the building with wider role funds from Communities Scotland, their approval would be required regarding the transfer of the property.</p> <p>In response to questions, he confirmed the Tulloch Trust was aware the building was in a poor state of repair, and that it was possible that the Trust would be able to access funding to help with this. He referred Committee to the photographs showing temporary shoring repairs to the building.</p> <p>He highlighted the general conditions attached to the transfer, in particular the need for Section 66 consent and that the asset is used for the benefit of the local community in Haldane.</p>	

	The Management Committee <b>approved</b> the transfer of the Network Building to the Trust for a nominal sum, subject to the contract satisfying the requirements of Cube's Funders and Regulator.	<b>WC</b>
<b>8.3</b>	<b>Changes to HAG 2008/2009</b>	
	<p>The Head of Regeneration spoke of the proposed changes to Housing Association Grant (HAG) outlining the main proposals to Committee. He advised that the changes are likely to have a significant impact on Cube.</p> <p>Stephen Smith commented on the potential impact to the investment plan and any staff required if this was negative. The Head of Finance confirmed it may affect our ability to deliver new housing and advised the need for caution in assessing new projects.</p> <p>The Chief Executive advised that the Scottish Federation of Housing Associations (SFHA) had carried out an exercise to collect examples of the expected impact from Housing Associations, which they would collate and publish in due course.</p> <p>The Management Committee <b>noted</b> the Scottish Government is consulting on proposals for changes to Housing Association Grant and that staff are assessing the implications for Cube with a view to responding to the proposals.</p>	<b>WC</b>
<b>8.4</b>	<b>Annual Review of Contractors Approved List</b>	
	<p>The Head of Regeneration explained that the report detailed contractors who had approval to submit tenders i.e. those who met Cube's selection criteria. After questions and discussion, he proposed the list should be reviewed and presented to Committee on a more regular basis.</p> <p>On the proviso that future lists a) be reviewed on a more regular basis and b) should highlight contractor additions and deletions, the Management Committee <b>approved</b> the Approved Contractor list.</p> <p>Stephen Smith made a declaration that he has recently changed his employment to Persimmon Homes (West Scotland) who are included on the approved list. He agreed to submit a new declaration of interest form and to discuss with the Chief Executive whether this potential conflict of interest can be managed.</p>	<b>WC</b>
<b>8.5</b>	<b>Void Properties 'Out of Management'</b>	
	<p>The Head of Regeneration explained the benefits of having out of management properties i.e. they are useful as showflats or pilot properties to have during the investment programme and useful to have as temporary accommodation in emergency situations.</p> <p>The Management Committee <b>agreed</b> that the properties listed in appendix 1 should be considered as "out of management" for void rent loss purposes, that a maximum of 4 houses can be classified in this way at any one time at the discretion of the Chief Executive, and that houses used as emergency</p>	<b>WC</b>

	temporary accommodation can also be routinely classified in the same way.	
<b>8.6</b>	<b>(Tabled) Kitchen Renewal and Electrical Re-wire</b>	
	<p>The Head of Regeneration thanked the Committee for considering the tabled report. He confirmed the tender is part of the agreed planned maintenance programme to renew kitchen fittings and re-wire electrics at 171 Wyndford Road.</p> <p>He also confirmed the contractor C K Heating, is performing well on current Cube projects and that the tender figure is actually less than that retained in the budget. The contract will be carefully monitored to ensure that no additional costs are added and that savings will be made where possible.</p> <p>The Management Committee <b>approved</b> acceptance of the offer of £758,796.31 plus VAT submitted by CK Heating Ltd.</p>	<b>WC</b>
<b>9.</b>	<b>FINANCE AND CORPORATE</b>	
<b>9.1</b>	<b>Health and Safety Up-date Report</b>	
	<p>The Head of Finance and Corporate presented the report and explained that both Committee and staff must be aware of their responsibilities to implement Health and Safety. He highlighted that a short training session would be organised to increase Committee awareness of health and safety issues.</p> <p>He also reported that Health and Safety would be a regular agenda item for the new Audit and General Purposes Committee to consider, and that as well as up-dating the health and safety manual, risk assessments of office and public spaces, housekeeping inspections, and display screen assessments were currently taking place.</p> <p>Discussion took place on lone working, first aiders, CDM and CSCS regulations. The Head of Regeneration agreed to investigate any further CSCS requirements.</p> <p>The Management Committee <b>noted</b> the progress in reviewing and improving health and safety.</p>	
<b>9.2</b>	<b>Final Budget Report 2008/2009</b>	
	<p>The Head of Finance confirmed Committee had already approved the draft budget and this final version took account the recommendations from Committee and staff, for example increased electricity costs.</p> <p>In this final document he referred to the fine tuning of costs relating to the partnership and multi-storey cleaning contract; that the budget differed in presentation and detail from previous budgets; the increase loss for the year of £3.6m (underpinned by the 30 year business plan); the reduction in overhead costs; the drift in forecasting of the balance sheet and cashflow - caused by the surge of cash (coming just before the end of the financial year) from Communities Scotland to fund developments.</p>	

	<p>He referred to the rise in loans from £14.6m to £24.58 and discussed the possible increased value/negative value in the Glasgow west stock. The Head of Finance confirmed that overall the overhead budget gives a good measure of where the Association is placed and is fairly accurately forecast.</p> <p>The Management Committee <b>approved</b> the final budget for 2008/2009.</p>	
<b>10.</b>	<b>GENERAL CORRESPONDENCE</b>	
<b>10.1</b>	<b>EVH One Day Seminar and AGM</b>	
	The Chief Executive reported that volunteers for the 6 <sup>th</sup> April 2008 EVH event were Rena Ross, Susan Holms, Ellen McGowan and Jean Pringle.	
<b>11.</b>	<b>ANY OTHER BUSINESS</b>	
<b>11.1</b>	<p>The Management Committee <b>noted</b> the following information:</p> <ul style="list-style-type: none"> <li>(i) SFHA Dispatches</li> <li>(ii) SFHA Dispatched Firm Foundations Up-date</li> <li>(iii) Maryhill Burgh Hall Newspaper Article</li> </ul>	
<b>12.</b>	<b>DATE AND TIME OF NEXT MEETING</b>	
	The next meeting will be held on Thursday 3 <sup>rd</sup> April 2008 at 6.00 p.m.	

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

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