

CUBE HOUSING ASSOCIATION LIMITED
MINUTES OF THE MANAGEMENT BOARD MEETING No. 181
AT 70 GLENFINNAN ROAD, MARYHILL, GLASGOW
3RD DECEMBER 2009, 6.00 P.M.

Present: Gordon Scott, Chairperson Michael Paton, Vice Chairperson
Frank Macfadden, Board Member Susan Holms, Board Member
Maureen Carroll, Board Member Bob Turnbull, Vice Chairperson
Alan MacKenzie, Board Member Clare Elliott, Vice Chairperson
Lesley McInnes, Board member Bill Steen, Board Member

10 Members present: 77%

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

		ACTION
1.	APOLOGIES	
	Apologies were received from Jackie Barnes, Liz Ruine and Rena Ross.	KM
1.1	Resignation of Management Board Member, Alan Ferguson	
	The Chief Executive reported that Alan Ferguson had submitted his resignation from the Management Board; passing on his best wishes to staff, Chairperson Gordon Scott, and the Board members. Having served on the Boards of other Associations in the past, he wished to continue to vary his experience. The Board agreed he had greatly contributed to the success of Cube and instructed the Chief Executive to write on their behalf thanking him for his time and dedication to the Board.	LMCC
2.	DECLARATIONS OF INTEREST	
	None.	
3.	MINUTES OF PREVIOUS MEETING	
3.1	Management Board Meeting No. 180, 1 st October 2009. The minutes were approved as a true record of the meeting. Proposed: Susan Holms Seconded: Michael Paton Signed: Gordon Scott.	
3.2	MATTERS ARISING	
	The Chief Executive confirmed the correct minute of the previous meeting was No. 180, 1 st October 2009; as circulated separately to the members.	
4.	COMMITTEE MINUTES	
	The following meeting notes were noted by the Board:	
i.	Housing, Meeting No. 14, 26 th August 2009.	
ii.	Housing, Meeting No. 15, 7 th October 2009.	

iii.	Housing, Meeting No. 16, 29 th October 2009 (draft).	
iv.	Finance & Regeneration, Meeting No.16, 21 st September 2009	
v.	Finance & Regeneration, Meeting No.17, 22 nd October 2009	
vi.	Confidential Audit & General Purposes, Meeting No. 7, 22 nd October 2009 (draft)	
4.1	MATTERS ARISING	
	<p>Item vi) Clare Elliott queried the continuing accreditation under the Investors in People Award (IIP). The Chief Executive advised that an options appraisal had been carried out since withdrawal was last recommended to the Board and IIP was found to be the most suitable and affordable, due to a budget underspend. As the Board had been reluctant to withdraw from IIP she was pleased to report that accreditation could continue.</p> <p>Item v) Bob Turnbull advised that the October 2009 FR Committee meeting had been an experimental “virtual” meeting. Bob noted that Committee discussed their feelings regarding the Virtual nature of the meeting and agreed that it had generally been successful. He further informed the Board that the FR Committee considered that the approach may have been more difficult to manage had the full Committee been available (2 members were unavailable) but that it concept was worth developing further.</p> <p>Bob noted that the FR Committee also considered that that the system allowed Cube’s officers to research information if necessary before commenting back to the meeting and that this was useful because it reduced the need to continue any issues to a further meeting.</p>	
	REPORTS FOR ACTION/INFORMATON/APPROVAL	
5.	GOVERNANCE	
5.1	CONFIDENTIAL – Staff and Board Structure Evaluation, progress report	
	A confidential minute applies to this item.	
5.2	Risk Register, Annual Review	
	<p>The Chief Executive explained the background to the Risk Register review and highlighted that the amended register took account of the Board’s work at its special meeting held 14th September 2009. She referred to the nine high or moderate risks detailed in the report and explained the register gave a list of risk which would be managed in the risk management plan due to be presented in February 2010.</p> <p>The Management Board approved the Risk Register for 2010/11 for inclusion in the corporate plan and for managing in accordance with the Risk Management Policy.</p>	LMCC
5.3	Changes to Rules and Code of Conduct	
	The Chief Executive explained the report covered changes in two Cube documents; the Rules and the Code of Conduct. She explained she had used SFHA’s (Scottish Federation of Housing Associations) new model rules provided during 2009 as the basis for the updated Rules. She read through the summary of the proposed changes at page 48 and confirmed the correct maximum numbers of	

	<p>membership types should read 8 tenants, 1 owner and 6 independents (rule 37.1). Discussion took place on when to consult the membership on Rule changes and on removing the word 'limited' from the Association's registered name. It was agreed to recommend the changes to members at the August 2010 AGM. Also, after legal advice has been taken, a further report on whether to include removing 'limited' is to be provided to the Board.</p> <p>The Management Board agreed to:</p> <ul style="list-style-type: none"> i) at the AGM on 28th August 2010, propose Rule changes to members to: <ul style="list-style-type: none"> a. replace the current Rules with the new model charitable rules of June 2009; b. add the Cube-specific requirements to the new Rules as in Appendix 1, and; c. consider further whether to remove "Limited" from the name of Cube Housing Association Limited, after legal advice has been taken and; ii) approve changes to the Code of Conduct for Management Board members as in Appendix 2, with immediate effect. 	LMCC
5.4	Family Friendly Policy Amendments	
	<p>The Chief Executive highlighted the changes to the policy. She confirmed the amendments had been supported at Audit and General Purposes Committee and were now recommended to the Board for approval.</p> <p>The Management Board approved the amendment to the Family Friendly Policy.</p>	LMCC
5.5	Monthly Performance Reports September and October 2009	
	<p>The Chief Executive confirmed Senior Management met with SHBVN (Scottish Housing Best Value Network) on 3rd December to discuss performance. Discussion took place on board and staff attendance, factoring and rent arrears. It was confirmed arrears, evictions and serious arrears cases were all decreasing. Clare Elliot asked for staff to be recognised for their good work in achieving this. The Head of Regeneration confirmed the process of handling void property was being reviewed, as targets are not being met. Bob Turnbull suggested the monthly reports could include a yearly comparison column and the use of numbers instead of percentages. It was agreed to review the style of the monthly reports.</p> <p>The Management Board approved the monthly reports for September and October 2009.</p>	LMCC
5.6	Milton Community Homes Committee Members Approval	
	<p>The Chief Executive explained that the Rules of Milton Community Homes stated their Committee members must be approved by Cube Housing Association as the parent company and highlighted the list of MCH Committee Members as elected at their AGM held October 2009. She also advised that staff were due to meet with the new Manager Frank Fox to discuss the MCH business plan.</p> <p>The Management Board approved the appointment of the MCH Committee elected at the annual general meeting (AGM) held 6th October 2009.</p>	LMCC
5.7	Board Appraisal System – Information Up-date and Review	
	<p>The Chief Executive explained the report provided information on the new governance structure and a review of the Board appraisal system introduced 2009.</p>	LMCC

	<p>The Management Board noted:</p> <p>a. the members' evaluation of the new governance structure and review of the appraisal system, and;</p> <p>b. the action plans and summary information arising from the 2009 appraisal process.</p> <p>It was agreed that future Board appraisals be carried out by the Vice Chair of each Committee.</p>	
5.8	Milton Community Homes Agenda and Minutes	
	<p>The Chief Executive highlighted the regular Committee papers from Milton Community Homes (MCH).</p> <p>The Management Board noted the ongoing business at MCH.</p>	
5.9	Regulators Letter re SHQS and Business Planning	
	<p>The Chief Executive referred to the Regulator's letter confirming the current medium engagement level and action points on SHQA attainment and the Corporate Plan approval in February 2010.</p> <p>The Management Board noted the correspondence from the Scottish Housing Regulator dated 9th October 2009.</p>	
5.10	CONFIDENTIAL Complaint Appeal Outcome, 9th November 2009	
	A confidential minute applies to this item.	
6.	REGENERATION	
6.1	CONFIDENTIAL Shared Ownership Charges Review	
	A confidential minute applies to this item.	
6.2	Construction Design and Management Policy (CDM)	
	<p>The Head of Regeneration highlighted changes had been made to the Construction Design and Management policy after feedback from the Finance and Regeneration Committee, advice from quantity surveyors and by considering the CDM Regulations 2007. He confirmed the amendments had been discussed in full at Finance and Regeneration Committee and were now recommended to the Board for approval.</p> <p>The Management Board approved the revised Construction Design and Management Policy.</p>	WC
6.3	CONFIDENTIAL – Glasgow City Council Local Housing Strategy	
	A confidential minute applies to this item.	
6.4	Haldane: McInnes Street, Short Term Use of Property	
	The Head of Regeneration confirmed the item had previously been discussed by the Finance and Regeneration Committee. He distributed an addendum paper as new information had subsequently been received about extensive vandalism to one block of flats. He explained the background to the empty properties and the current unavailability of grant funds from Scottish Government for demolition.	

	<p>He also explained the initial report sought approval to enter in to a leasing arrangement with another provider, however since the vandalism, it was likely that demolition would be the final outcome, hence the addendum report. Discussion took place on the demolition and costs against potential income and the likelihood of a potential lessee obtaining funding for refurbishment costs. It was agreed however, that discussions would continue with the lessee on their funding position until 11th December.</p> <p>The Management Board agreed that officers should pursue the following:</p> <ul style="list-style-type: none"> a. seek to conclude a leasing arrangement with an organisation for all 24 properties in which the income expected to be achieved through the lease would at least cover the Association's costs in bringing the properties up to a lettable standard and which would satisfy the requirements of the Scottish Housing Regulator. The potential lessee to have until 11th December to indicate if they would contribute to the cost of refurbishment b. In the absence of an undertaking to contribute to the cost of refurbishment then demolish the property in agreement with the Scottish Government that grant for the demolition could be claimed at a future date when further funds become available. 	WC
6.5	Sale of Property Under Right to Buy Scheme	
	<p>The Head of Regeneration introduced the report advising of properties sold under the right to buy scheme.</p> <p>The Management Board noted that the property at Gorget Quadrant was sold on 30/09/2009 and the property at Kirkhill Drive was sold on 20/11/2009 both under the Right to Buy scheme.</p>	
7.	HOUSING	
7.1	Lettings Policy Amendments	
	<p>The Head of Housing explained the changes to the policy appeared in red. She confirmed the amendments had been discussed in full at Housing Committee and were now recommended to the Board for approval.</p> <p>The Management Board approved the proposed amendments to the House Lettings Policy.</p>	SMCL
7.2	Stair Cleaning: Evaluation and Proposals	
	<p>The Head of Housing explained the report evaluated common area cleaning services. She explained 95% of existing customers wished to continue with the cleaning service and highlighted the results of the survey to introduce services in other areas. Discussion then took place on the effectiveness and reliability of the survey questionnaire. The Head of Housing explained the 13.7% residents' response rate exceeded the recommended 10% average response rate. She also advised that additional telephone surveys had been carried out, showing an increase in residents asking for cleaning to be introduced in the Clydebank area.</p> <p>The Management Board approved the following changes to services applicable from 1st April 2010:</p>	SMCL

	<p>i) Continue the Common Area Cleaning service in Wyndford in the 26 storeys, 14 storeys, and Collina Street</p> <p>ii) The extension of Common Area Cleaning service for the back stairs, common landings and landing windows to specified buildings in Clydebank, Granville St, Wyndford, Broomhill and Gorget, recovery of costs to be through a new service charge to the affected tenants and owners.</p>	
7.3	Arrears Improvement Plan Up-date	
	<p>The Head of Housing highlighted the progress made in the arrears improvement plan, confirming on the whole performance had improved on last year. She confirmed the Housing Committee regularly monitors arrears progress and referred to three areas outwith timescale and the reasons behinds these not being on target.</p> <p>The Management Board noted the progress with the arrears improvement plan.</p>	
7.4	Void Improvement Plan Up-date	
	<p>The Head of Housing highlighted the progress made in the void improvement plan, confirming the plan was on target and void performance was better than last year. She confirmed the Housing Committee regularly monitors void progress. She referred to two areas outwith timescale and the reasons behinds these not being on target. She highlighted the difficulties in letting sheltered properties and the consultation exercise currently taking place to seek tenants' views on the common sheltered facilities. She pointed out that a strategic review would be required long term for these properties.</p> <p>The Management Board noted the progress with the void improvement plan.</p>	
8.	FINANCE AND CORPORATE	
8.1	Draft Budget 2010/11	
	<p>The Head of Finance explained this first draft of the budget confirmed income would remain stable with a 1% increase assumed for rent increases. He confirmed maintenance expenditure as £4.6m, with £3.7m expected to be spent on kitchen improvements, which will be capitalised. He highlighted major new areas of expenditure as being an emergency repairs contingency and noted likely costs for staffing as well as additional IT costs required to support the business. Discussion took place on the repairs contingency and a recommended staff pay freeze in line with the current economic climate. It was confirmed repairs contingency funds would be put in to reserves if not spent.</p> <p>He advised the draft budget responds well to the Scottish Housing Regulator's concerns about sustained high expenditure over a long period of time. Frank Macfadden highlighted recommendations from central government to local authorities on sharing services, economies of scale and outsourcing to deliver services, rather than adding to capital resources. The Chief Executive confirmed sharing services with other housing associations had been considered by staff and options may be available in future e.g. on re-locating office premises. She noted that the Association continues to seek efficiencies from its operations.</p> <p>The Head of Finance confirmed the final budget would be presented to the Board at the planning away-day in February 2010.</p> <p>The Management Board noted the draft budget 2010/11.</p>	SB

8.2	Fraud Policy and Response Plan	
	<p>The Head of Finance introduced the policy and the response plan. He highlighted staff and Board members have an equal responsibility to safeguard the Association's resources and confirmed the policy had previously been discussed at the Audit and General Purposes Committee who recommended it to the Board for approval. The Board discussed their own role in preventing fraud.</p> <p>The Management Board approved the Fraud Policy and Response Plan.</p>	SB
8.3	Large Scale Voluntary Transfer (LSVT) Contracts	
	<p>The Head of Finance explained the background to the LSVT contracts in Glasgow West and West Dunbartonshire. He referred to the welcome correspondence from the Scottish Government at page 261 offering to set aside the contracts subject to consultation with tenants. The Board agreed he should consult on a proposal to set the contracts aside over the next two months in conjunction with obtaining legal advice, and to present a draft response to the Board in February 2010.</p> <p>The Management Board noted the updated position on the LSVT contracts.</p>	SB
8.4	Quarterly Report and Monthly Accounts September and October 2009	
	<p>The Head of Finance introduced the reports previously discussed at the Finance and Regeneration Committee. He referred to the quarterly accounts report to the end of September 2009 and the details in the Executive Summary.</p> <p>The Management Board noted the quarterly report to end September 2009 and monthly accounts for September and October 2009.</p>	
9.	HEALTH AND SAFETY	
	The Management Board noted there were no issues to report.	
10.	GENERAL CORRESPONDENCE	
	None.	
11.	ANY OTHER BUSINESS	
	None	
12.	Management Board Meeting No. 182 and Planning Away-day Saturday 6th February 2010 will be held from 9.00 a.m. to 2.00 p.m. Full details to be confirmed.	

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

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