



**CUBE HOUSING ASSOCIATION LIMITED  
MINUTE OF THE MANAGEMENT BOARD MEETING  
BY VIDEO CONFERENCE  
TUESDAY 7 JULY 2020 AT 6PM**

**Present:** Peter Kelly, Robert Keir, Eric Gibson and Kenny Simpson.

**In attendance:** Elaine Melrose (Group Director of Resources), Laura Henderson (Managing Director), Anthony Allison (Director of Governance), Pauline Turnock (Director of Financial Reporting), Professor Graeme Roy (Fraser of Allander Institute, item 4 only) and John Crooks (Health and Safety Manager – item 6 only)

<b>1.</b>	<b>Apologies for Absence</b>	
	Apologies were received from Jennifer Williamson. The Chair declared that a quorum was present. It was noted that the Board meeting was being held with a reduced number of Board members and that reports had also been issued to Bill Coghill, Kerri McGuire, Suzanne Lavelle for review.	
<b>2.</b>	<b>Declarations of Interest</b>	
	The Board noted the standing declarations of interest. No new declarations were made.	
<b>3.</b>	<b>Minute of Board meeting held on 4 June 2020 and matters arising</b>	
	Minute of the meeting on 4 June 2020 was approved.	
<b>4.</b>	<b>Strategy refresh</b>	
	The Board received a presentation from Professor Graeme Roy on the economic impact of Covid 19, including: the channels of impact and duration; the potential shapes of the economic recovery and associated impacts such as the uneven impact on different segments and regions of the labour market, particularly on lower paying sectors; and how our existing strategy stands, with the key areas of focus remaining valid but the delivery and timing likely to require refinement. The Board discussed the distribution of the economic impact and the likelihood this will have an adverse impact for our tenants. The Board further discussed the potential impact of a second wave. It was explained a second wave was a risk and would have a significant impact if it led to the resumption of lockdown. The Board discussed the potential the UK and Scottish Government policy responses and potential future policy directions. It was explained that the current measures have already been financially unprecedented but that to date this has not been met by an adverse response from markets.	

	<p>The Board discussed further the impact on small business and welcomed the assurance our strategy themes remain valid.</p> <p>The Board discussed the strategy development process and it was explained we will seek to identify opportunities and challenges arising.</p> <p><b>Decided: The Board agreed the approach to strategy development set out in the report.</b></p>	
<b>5a.</b>	<b>Finance report</b>	
	<p>The Board received a summary of financial performance for the year to date and the regulatory return.</p> <p>The Board discussed financial performance for the year to date and the variances arising, particularly in relation to development and investment</p> <p><b>Decided: The Board</b></p> <p><b>1) noted the management accounts for the period to 31 May 2020; and</b></p> <p><b>2) approved the SHR Portfolio Submission as at March 2020</b></p>	
<b>5b.</b>	<b>2020/21 Financial Projections Reforecast</b>	
	<p>The Board received an update on the expected impact of COVID-19 on our financial projections and key financial ratios. The key areas of revisions, including the rent assumptions and the necessary reprofiling of repairs and capital investment were set out in further detail.</p> <p>The Board discussed the projected covenant compliance, in particular interest cover. It was noted this was a Group wide covenant.</p> <p>The Board discussed the reprofiling of our development programme, deferred spend and assumed efficiencies and the impact on our projections. The Board discussed how we potentially utilise efficiencies to support tenants and welcomed in particular the reduction of the rent uplift assumption.</p> <p><b>Decided: The Board:</b></p> <p><b>1)noted the update to our financial projections, including the reduction in the long term rent increase to 2.9%; and</b></p> <p><b>2)noted that a further revision to the projections will be brought back to the Board in August</b></p>	
<b>6.</b>	<b>Health and Safety update</b>	
	<p>The Board received a summary of the wide range of Health and Safety activity being undertaken to protect and support our staff and customers as well as meet our compliance requirements.</p> <p>The Board acknowledged the significant work undertaken to date, the dynamic nature of our response and the need for continued flexibility.</p>	

	<b>Decided: The Board noted the contents of the report.</b>	
<b>7.</b>	<p><b>Business update</b></p> <p>The Board received an update on current activity within the business, in particular arrears, the number of tenants now in receipt of Universal Credit and our support for tenants such as via our EatWell service.</p> <p>The Board sought an update on our ongoing engagement with staff. It was explained that we are engaging all staff on a regular basis and that this is being bolstered by the Group CEO routinely holding engagement sessions with staff</p> <p>The Board discussed the district heating system, the support currently being given and when this support will taper off. It was explained that as we transition to phase 3 of the Scottish Government plan this would be a likely trigger for review.</p> <p>The Board welcomed the low staff absence level and sought an update on the text messaging to tenants. It was confirmed the bulk texting was progressing and the testing of payment links are currently underway.</p> <p><b>Decided: The Board noted the content of the report.</b></p>	
<b>8.</b>	<p><b>Remobilisation of services</b></p> <p>The Board received an update on our planned staged approach to the remobilisation of business operations over the coming months, including the methodology for transitioning between stages and the fit with phases of the Scottish Government's publication, '<i>Scotland's route map through and out of crisis</i>'.</p> <p>An update was provided on the mobilisation of a visiting team, with home visits now underway. The Board sought an update on staff feedback regarding undertaking visits and associated health and safety arrangements. It was confirmed all staff will have appropriate Personal Protective Equipment and that this has given staff assurance.</p> <p>The Board discussed the planned remobilisation of repairs. It was confirmed this was assumed to be January 2021 before the full service was resumed. It was explained that the plans would however remain dynamic.</p> <p>The Board received a further update on the range of ongoing compliance activity.</p> <p><b>Decided: The Board:</b></p> <p><b>1) noted the approach set out in this report</b></p> <p><b>2) noted that a further update on our service models will be provided to the next meeting in August</b></p>	

<b>9.</b>	<b>Fire Prevention and Mitigation Update</b>	
	<p>The Board received an update on: the national picture and the how the Scottish Fire &amp; Rescue Service have redesigned their services to reflect and take account of the COVID-19 pandemic; measures we have introduced to ensure fire safety and customer well-being continues to be of paramount importance during the post Covid 19 lock down period; and year end performance for fire safety remedial work.</p> <p>The Board discussed the number of accidental fires since lockdown, which is very low at two incidents.</p>	
<b>11.</b>	<b>AOCB</b>	
	There was no other competent business	

Signed \_\_\_\_\_

Date \_\_\_\_\_