



**CUBE HOUSING ASSOCIATION LIMITED  
MINUTE OF THE MANAGEMENT BOARD MEETING  
BY VIDEO CONFERENCE  
TUESDAY 18 AUGUST 2020 AT 1PM**

**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), Mark Nicol (Group Protection and Strategic Partnership Lead, item 5 only) and Stuart Johnstone (Development Manager, item 8 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 and 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 7 July 2020 and matters arising</b>	
	Minute of the meeting on 7 July 2020 was approved.	
<b>4.</b>	<b>Remobilisation of services and business update</b>	
	<p>The Board received an update on the remobilisation of services across the business, in particular the plans to remobilise letting in the coming weeks.</p> <p>The Board considered progress across the business and in particular our contribution to homelessness via leases to Glasgow City Council. The Board further discussed staff absence levels, which continue to remain low. It was confirmed we currently have no staff absent.</p> <p><b>Decided: The Board noted the contents of the report.</b></p>	
<b>5.</b>	<b>Anti-Social Behaviour</b>	
	The Board received detailed update on: our approach and model for Anti-Social Behaviour; wider Community Improvement Partnership and Group Protection activity; delivery of our service and incident data during the period of lockdown; and learning from the recent lockdown period.	

	<p>The Board discussed the incidents occurring, the proportion by category type and the reducing level. It was confirmed that Wyndford remained a priority area.</p> <p>The Board considered our plans to further refine our approach, including the potential use of digital interfaces, such as an app. It was explained that we are exploring the viability of an app, including assessing how it might interact with existing systems.</p> <p>The Board discussed how we are also supporting any tenants who may be experiencing domestic abuse. It was confirmed this was via our Group Protection policy framework.</p> <p><b>Decided: The Board noted the update.</b></p>	
<b>6</b>	<b>Homelessness</b>	
	<p>The Board received a detailed update on: our response to homelessness across Group; the Scottish context; Homelessness and Rough Sleeping Action Group (HARSAG); homeless direction and policy; our own contribution in Cube; and the impact of Covid-19 for letting and services.</p> <p>The Board discussed the potential increase in the proportion of lets to homeless applicants and the implications of this for existing waiting list applicants. The Board further discussed the anticipated demand levels in future. It was explained that the increase in lettings was not a specific commitment at this stage and that we would fully assess the impact, including the impact on existing communities.</p> <p>The Board discussed the potential impact on future supply, including availability for younger people moving out of family homes and how the private sector could contribute to supply.</p> <p><b>Decided: The Board noted the update.</b></p>	
<b>7.</b>	<b>Customer satisfaction survey 2020/21</b>	
	<p>The Board considered the proposed approach to our satisfaction survey and agreed it was appropriate under the current operating circumstances.</p> <p><b>Decided: The Board:</b></p> <ol style="list-style-type: none"> <li><b>1) Agreed the proposed approach to gathering customer feedback for 2020/21</b></li> <li><b>2) Agreed that the 2019/20 formal ARC survey results will be reported in the 2020/21 returns to the Scottish Housing Regulator, as is permitted within the regulatory guidance.</b></li> </ol>	
<b>8.</b>	<b>New build performance update</b>	
	<p>The Board received an update on the impact of the pandemic on our development programme and the current position with our programme for this year, in particular progress at the Queens Quay, Sawmill Field and Westcliff developments.</p>	

	<p>The Board considered the impact on our projected outturn performance for the year and welcomed the resumption of activity on site.</p> <p><b>Decided: The Board noted the contents of the report.</b></p>	
<b>9.</b>	<b>2020/21 financial projections reforecast</b>	
	<p>The Board received a summary of our Five Year Financial Projection return.</p> <p>The Board discussed the return and sought clarification on the property valuation movements. It was confirmed this related to revaluation gains.</p> <p><b>Decided: The Board</b></p> <p><b>1) Noted the update to our financial projections, including the impact of the actual results for 2019/20 as reported in the Statutory Accounts; and</b></p> <p><b>2) Approved the summary sheet and accompanying financial data and projections at Appendix 1 and authorised these to be submitted to the SHR</b></p>	
<b>10a.</b>	<b>2019/20 financial statements</b>	
	<p>The Board received a summary of financial statements for the year and the adjustments made between the 31 March management accounts and the final audited accounts.</p> <p><b>Decided: The Board</b></p> <p><b>1) Approved the 2019/20 financial statements for Cube Housing Association;</b></p> <p><b>2) Confirmed the preparation of the financial statements using the going concern basis;</b></p> <p><b>3) Delegated authority to the Chair and Group Director of Finance to approve any non-material changes to the financial statements; and</b></p> <p><b>4) Approved the letter of representation to the auditors, and noted the related letter of comfort from the Chief Executive.</b></p>	
<b>10b.</b>	<b>Annual Internal Audit Report and Assurance Statement 2019/20</b>	
	<b>Decided: The Board noted the contents of the Annual Internal Audit Report and Assurance Statement 2019/20 along with the overall Annual Internal Audit opinion detailed in Section 6 therein.</b>	
<b>11.</b>	<b>Finance report for the period to 30 June 2020</b>	
	<p>The Board received a summary of financial performance for the year to date, with confirmation we continue to perform well given the operating context. The impact on rental income and of the delayed new build was set out in further detail.</p> <p>The Board discussed the projected spend on repairs and maintenance and the impact of delayed cyclical maintenance.</p> <p><b>Decided: The Board noted the Finance Report for the period to 30 June 2020</b></p>	

12.	<b>Governance update</b>	
	<p>The Board received an update on a range of governance related matters. The Board considered the proposed constitutional amendments relative to the requirements of the Regulatory Framework.</p> <p>The Board agreed to progress the constitutional changes on the basis that they remained materially compliant with the SHR Regulatory Framework.</p> <p><b>Decided: The Board</b></p> <ol style="list-style-type: none"> <li><b>1) Approved the tracked changed Rules;</b></li> <li><b>2) Instructed the Secretary to call a Special General Meeting for 22 September 2020 at 6pm to be held virtually via Zoom to consider a special resolution to adopt new Rules</b></li> <li><b>3) Instructed the Secretary to call the Annual General Meeting for 22 September 2020 at 6.15pm to be held virtually via Zoom;</b></li> <li><b>4) Noted the Secretary's report</b></li> </ol>	
13.	<b>AOCB</b>	
	There was no other competent business	

Signed \_\_\_\_\_

Date \_\_\_\_\_