



**CUBE HOUSING ASSOCIATION LIMITED
MINUTE OF THE MANAGEMENT BOARD MEETING
BY VIDEO CONFERENCE
TUESDAY 10 NOVEMBER 2020 AT 12.30PM**

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

In attendance: Stephen Devine (Interim Group Director of Repairs), Laura Henderson (Managing Director), Anthony Allison (Director of Governance), Pauline Turnock (Director of Financial Reporting) and (in part) Jackie McIntosh (Director of Property Development and Initiatives), Brian Stewart (Director of Investment and Repairs) and Helen Berry (Head of Assurance)

1.	Apologies for Absence	
	There were no apologies for absence. 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 non-attending Board members for consideration and comment.	
2.	Declarations of Interest	
	The Board noted the standing declarations of interest. No new declarations were made.	
3.	Minute of Board meeting held on 18 August 2020, 23 October 2020 and matters arising	
	The minutes of the meetings held on 18 August 2020 and 23 October 2020 was approved.	
4.	Coronavirus (COVID-19): Scotland’s Strategic Framework (presentation)	
	<p>The Board received a presentation on the Scottish Government’s Covid-19 strategic framework including: the four harms that the strategy sought to address; the five tier system being adopted by the Scottish Government; and the current level of each local authority area in the areas that we operate.</p> <p>The Board also received an update on our approach to: staff infection and exposure including the current mitigations we have in place; working safely guidelines; testing guidelines for managers; e-learning courses; and W.E. Protect helpline.</p> <p>The Board welcomed our approach to ensuring the safety of our customers and staff.</p>	

5.	Staff survey during lockdown, summer 2020	
	<p>The Board received a report which provided the results of a staff survey held in July 2020 to: assess staff morale during the first four months of lockdown; seek feedback on how staff felt they and our customers had been supported; and to collate views and suggestions on how staff experiences in the pandemic might influence and shape our future ways of working.</p> <p>The Board considered the report and the importance of ensuring staff continue to be supported during the pandemic.</p> <p>Decided: The Board noted the contents of the reports.</p>	
6	2021 Rent Setting	
	<p>The Board discussed the proposed approach to the 2021 rent increase which would form part of the wider consultation with tenants about the strategic direction of Cube. The Board considered the impact of the pandemic on our tenants and the need to ensure that we work to keep rents as affordable as possible. The Board also emphasised the importance of continuing to promote our wrap around services.</p> <p>Decided: The Board</p> <p>1) Agreed that consultation on the 2021/22 rent increase will form part of the wider tenant consultation exercise and subsequent ballot on the proposed transfers to GHA and Loretto Housing;</p> <p>2) Agreed that the proposed rent and general service charge increase will be 1% if tenants vote in favour of the transfer proposals in both ballots, and 1.7% if they vote against;</p> <p>3) Agreed that final approval of the rent increase will be subject to approval of both the Cube and Wheatley Group Boards in February 2021, based on the results of the proposed ballots.</p>	
7.	a) Business and remobilisation update	
	<p>The Board received an update on our response to the impact of the current COVID-19 pandemic on our services, our tenants and communities. The Board considered the approach to remobilisation.</p> <p>Decided: The Board noted the contents of the report.</p>	
7.	b) Building compliance update	
	<p>The Board received an update on the building compliance work streams during the current COVID-19 crisis and on our remobilisation plans for these. The Board considered the report and in particular, reviewed performance in relation to gas safety compliance. The Board also considered performance in relation to the installation of smoke and heat detectors, noting the Scottish Government's proposal to postpone the implementation date until February 2022 (subject to</p>	

	<p>parliamentary approval). It was explained that our original programme had been scheduled to run for the full financial year but had been impacted by covid, owing the invasive nature and requirement to be in a customer's home.</p> <p>Decided: The Board noted the contents of the report and agreed the proposed approach to compliance related works.</p>	
8.	Delivery Plan 2020/21 and quarterly performance report	
	<p>The Board received the update on our performance in Quarter 2 and the Delivery Plan approach for the 2020/21. The Board considered the report and the performance information presented therein, noting the impact that Covid had had on a number of measures.</p> <p>Decided: The Board approved the phased targets and delivery plan for 2020/21.</p>	
9.	CBG 5-year review	
	<p>The Board received and considered an update on Wheatley Group's proposed 5-year review of its joint venture with Glasgow City Council in relation to City Building (Glasgow) LLP (CBG).</p> <p>Decided: The Board noted the update and the proposed Terms of Reference that Wheatley Group has agreed for the 5-year review of the CBG joint venture at Appendix 1.</p>	
10.	Finance report	
	<p>The Board considered the management accounts for the period to 30 September 2020, including the latest forecast for 2020/21. The Board considered the reported statutory surplus of £1,129k which was £2,952k favourable to budget, noting that the two main drivers for the budget variances were the receipt of grant income for new build properties in July 2020 and savings made in expenditure items as a result of changes to the operating model implemented in response to the Covid-19 pandemic. The Board noted in particular the reduction in reactive repairs, which was attributable to the emergency-only service provided during lockdown.</p> <p>Decided: The Board noted the report and the management accounts for the period to 30 September 2020.</p>	
11.	Risk register	
	<p>The Board received and considered a report on the corporate risk register and considered the changes that had been made.</p> <p>Decided: The Board agreed and approved the revised corporate risk register and confirmed it appropriately captures the current corporate risks.</p>	

12.	Assurance update	
	<p>The Board considered a report on the delivery of the Group's internal audit work during 2020/21. The Board welcomed the external report on cyber security and also welcomed the revised approach to internal audit.</p> <p>Decided: The Board noted the report.</p>	
13.	Governance update	
	<p>The Board received a report on the Annual Assurance Statement and updated Internal Rates of Return (IRR) in relation to the development programme.</p> <p>The Board welcomed the report and the assurance statement, which confirmed that Cube (and all RSLs) in Wheatley Group materially complied with (i) all relevant regulatory requirements set out in chapter 3 of the Regulatory Framework; (ii) all relevant standards in the Scottish Social Housing Charter; and (iii) taking into account the current guidance and restrictions relating to the Covid 19 pandemic, all relevant legislative duties.</p> <p>The Board also welcomed the reduction in the IRR rate which took account of changes to our underlying cost of borrowing.</p> <p>Decided: The Board</p> <p>1) noted the Group Annual Assurance Statement; 2) noted the Development Project approval criteria will be updated to reflect the new Group IRR rate</p>	
14.	AOCB	
	There was no other competent business	

Signed _____

Date _____