



**CUBE HOUSING ASSOCIATION LIMITED
MINUTE OF THE MANAGEMENT BOARD MEETING
BY VIDEO CONFERENCE
TUESDAY 16 FEBRUARY 2021 AT 1.00PM**

Present: Peter Kelly, Robert Keir, Jennifer Williamson, Eric Gibson, Kerri McGuire, Suzanne Lavelle, Bill Coghill and Kenny Simpson.

In attendance: Stephen Devine (Interim Group Director of Repairs), Laura Henderson (Managing Director), Stephen Wright (Deputy Group Company Secretary), Sarah Stocks (Finance Manager GHA and Cube) and PC Stuart Cameron

1.	Apologies for Absence	
	There were no apologies for absence. The Chair declared that a quorum was present.	
2.	Declarations of Interest	
	The Board noted the standing declarations of interest. No new declarations were made.	
3.	Minutes of Board meetings held on 10 November 2020 and 22 December 2020 and matters arising	
	<p>The minutes of the meetings held on 10 November 2020 and 22 December 2020 were approved.</p> <p>It was noted that the reports for the meeting had been issued in advance and that the business of the meeting would focus (i) consideration of the strategic review (ii) those items requiring decision and (iii) finances and performance. Given the comprehensive reports and proposed transfers to GHA and Loretto, it was agreed that items 6, 8, 9, 10 and 15 would be noted only.</p>	
4.	Cube strategic review	
	The Board received an update on the proposed transfer of Cube stock and outcome of the tenant ballot. It was noted that 41% of eligible Cube tenants (i.e. those with a Scottish secure tenancy) had voted. It was noted that that turnout among tenants potentially transferring to GHA was 42.9% with 85.8% of tenants voting in favour and 14.2% against. Among tenants potentially transferring to Loretto, the turnout was 36.7% with 92.6% voting in favour and 7.4% against.	

	<p>The Board reviewed the project timelines and considered the emerging themes arising from the diligence being conducted by GHA and Loretto. The Board also considered the proposed transfer agreement and requested a legal opinion from Shepherd and Wedderburn LLP (solicitors) prior to the completion of the transfer.</p> <p>The Board noted that the Transfer of Engagements would require approval at two Special General Meetings and sought assurance that Wheatley Group would continue to provide support from the period following the transfer to GHA until completion of the Transfer of Engagements and winding-up.</p> <p>Decided: The Board</p> <ol style="list-style-type: none"> 1) noted progress in developing the transfer including the positive result of the tenant ballot; and 2) agreed that the transfers continue to be developed with a view to seeking final approval for the transfer to GHA at the Board's next meeting and progressing the transfer of engagements to Loretto thereafter. 	
5.	CIP Deployment – key outcomes (Presentation)	
	<p>The Board received a presentation on the deployment of the Community Improvement Partnership in Wyndford and the benefit it has had on the local community.</p> <p>Decided: The Board noted the contents of the presentation.</p>	
6	Service mobilisation update	
	Decided: The Board received and noted the report.	
7.	Rent and service charges 2021/22	
	<p>The Board considered a report on the proposed rent and service charge increase for 2021/22.</p> <p>The Board discussed the report and the proposed 1% rent increase, which was guaranteed for three years as part of the ballot proposals for the transfers to GHA and Loretto.</p> <p>Decided: The Board</p> <ol style="list-style-type: none"> 1) agreed that a 1% rent increase be applied to the Cube tenants in line with the ballot commitment; and 2) agreed that we formally write to tenants to confirm this (subject to Group Board approval) 	
8.	Stronger Voice, Stronger Communities – our new engagement framework	
	<p>The board received a report on the new engagement framework which supported the new Group strategy.</p> <p>Decided: The Board</p> <ol style="list-style-type: none"> 1) noted the new Group engagement framework; and 2) noted the Cube draft engagement programme. 	

9.	Operating model update: approach to service delivery	
	<p>The Board received a report on the approach to service delivery during the 2021-26 strategy period.</p> <p>The Board:</p> <ol style="list-style-type: none"> 1) noted the approach to service delivery set out for the 2021-26 strategy period; and 2) Noted that the approach to service delivery would form part of the operating model along with more flexible working by staff and the development of corporate hubs. 	
10	Group Homelessness Policy 2021-2026	
	<p>The Board received a report on the new Group Homelessness Policy and considered the key highlights:</p> <ul style="list-style-type: none"> ▪ Housing 10,000 homeless households by 2026 (group-wide); ▪ Strengthening the pathways of services and support for homeless households through working with those who have lived experience; ▪ Creating an integrated Group value proposition through our expertise and resources across care, support, housing, advice, training, volunteering and employment. <p>Decided: The Board noted the Group Homelessness Policy.</p>	
11.	Five-year development programme	
	<p>The Board received a report on the proposed five-year development programme. It was noted that all of the projects included in the plan were out with Glasgow and would therefore be undertaken by Loretto Housing, subject to completion of the Transfer of Engagements.</p> <p>Decided: The Board approved the five-year development programme.</p>	
12.	Transforming our rent payment methods	
	<p>The Board considered a report setting out how we intend to modernise the approach to rent payment methods. The Board considered the proposals and noted that these were also being adopted by partner organisations at GHA and Loretto.</p> <p>Decided: The Board</p> <ol style="list-style-type: none"> 1) Approved modernising our Group approach to rent payment methods as we fully harness the opportunities presented by technology for the benefit of both customers and our business including the exploration and introduction of recurring card payments; 2) agreed a wider review of our approach to rent and income collection, with a progress report to be provided in 2021; and 3) noted that our current WSS offering requires to be reviewed in the longer term and in the context of delivering customer App to facilitate easier access to services, deliver exceptional customer convenience and capture just in time feedback. 	

13.	Finance report for the period to 31 December 2020	
	<p>The Board scrutinised the management accounts for the period to 31 December 2020, including the latest forecast for 2020/21. The Board considered the statutory surplus of £499k for the period to date and noted this was £3,245k favourable to budget. The Board also considered the reported surplus of £7,603k which was £1,103k favourable to budget.</p> <p>Decided: The Board noted the Finance Report for the period to 31 December 2020.</p>	
14.	Delivery Plan 2020/21: Quarter 3	
	<p>The Board received the report and considered performance for the year to date. The Board discussed performance around gas safety and noted that we were fully compliant.</p> <p>Decided: The Board noted the contents of the report.</p>	
15.	Scottish Child Payment	
	<p>The Board received the report.</p> <p>Decided: The Board noted the take up campaign for the new Scottish Child Payment, launching on 15 February 2021 and administered on behalf of the Scottish Government by Social Security Scotland.</p>	
16.	AOCB	
	An update was provided on an ongoing commercial litigation.	

Signed _____

Date _____