

**KINGSRIDGE CLEDDANS HOUSING ASSOCIATION
MANAGEMENT COMMITTEE MEETING
HELD ON 30TH JULY 2024 at 5.45pm
IN THE ASSOCIATION'S OFFICE**

Present: Elaine Shaw – Chair (ES)
John Barclay – Vice Chair (JB)
Arlene Martin (AM)
Kirsteen McLerie (KM)

In Attendance: Daniel Wilson (DW)
Alex Cameron of Quinn Internal Audits (AC)
Ikra Aziz (IA)

1. APOLOGIES

Bobby Wards, Jane McDonald, Margaret McKenzie, Fiona Mills, and Louise Herity

2. DECLARATION OF INTEREST

No interests were declared.

3. MINUTES OF PREVIOUS MEETING HELD 27th JUNE 2024

The minutes of the previous meeting were approved on a proposal by AM seconded by KM.

4. MATTERS ARISING

DW confirmed the board away day will be held on Saturday, August 24th at 10 am in the KCHA office. MC will be setting the strategic objectives and direction for the organisation for future years and this will develop the Corporate Plan. For these reasons, it is essential that everyone who can attend does so.

MC noted this reminder.

5. TENANT SAFETY INTERNAL AUDIT PLAN

AC talked the MC through the Internal Audit on Health and Safety. He detailed that it was a positive audit with the Association meeting all its requirements for health and safety, and that the only matters raised were advisory and were with regard to updating our policies.

ES agreed that mould and damp is a key area for focus for the organisation and this is reflected in it being a KPI in the MC reports, and that we shall continue to look to support tenants that are suffering from damp, even when this is through in efficient management of their properties.

The MC discussed the proposed changes to the policies and requested that DW update the policies to reflected these suggested changes.

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6. ASSURANCE REPORT

DW presented the assurance report and updated the MC on the regular support meetings he is having with the Scottish Housing Regulator (SHR).

DW provided an update on the recent publications and guidance from the SHR, including suggestions for updates to the website; these have now been incorporated to the KCHA website.

MC noted the assurance report and thanked DW and all staff for their hard work during the last few months.

7. RISK REGISTER

DW presented the updated Risk Register. He detailed that the register is regularly reviewed across all departments with any new risks being added, and any managed 'low' risk being removed. The Register reflected decreases in many risks as we have strengthened our procedures to mitigate against these.

MC discussed the Risk Register, particularly EESSH 2 which could significantly impact the association's financial position.

MC agreed they were satisfied that all appropriate actions have been taken to mitigate risks and that we have in place an efficient model for identifying and managing these.

8. KPI REPORT

DW presented the KPI report to the MC. He detailed that we continue to perform well across all KPIs and that on initial inspection we are looking likely to perform well in comparative to both the Drumcog average and RSLs in Scotland.

The MC discussed the days to re-let, this being the only area where we are not within target. DW detailed this was due to one void being for 20 days, following an eviction. As we have only had a small turnover of three properties to date, it is hoped that this statistic will be improved as the year progresses.

MC noted the continuous good performance and discussed that the time for re-let should average out if more properties become void.

9. CAB REPORT APRIL – JUNE

DW presented the CAB report to MC. The report shows CAB continuously working hard to help tenants maintain their tenancies. CAB were able to help tenants financially gain from areas such as housing benefit, council

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tax, utilities and many more. (Total tenant financial gain for April to June - £22,338.85).

MC were very impressed by the service CAB continues to provide and have noted their performance and the positive impact on tenant's lives.

10. COMMON GOOD PROCEDURE

The MC had previously requested that DW draft a procedure for the allocation of payments to worthy community groups and DW presented this draft for consideration.

The MC discussed the procedure and the importance of having a clear procedure in place as well as stipulating criteria and requirements for applicants. The MC agreed that the procedure was needed to ensure the association exercises good governance and remains fully accountable for any expenditure.

The MC agreed that they will look to set a ring-fenced budget in the coming year for the common good payments and shall consider any applications on a case by case basis until then. They requested that DW provide a report on the total allocated alongside any future requests so they may continue to supervise this budget.

11. POLICIES

a. DW advised MC of updates for the following policies:

- Business Continuity Plan
- Whistleblowing
- Tenant Participation

MC reviewed and approved all changes.

12. MEMBERSHIP APPLICATION AND CANCELLATIONS

MC noted that there were no changes to the Memberships.

13. ST LAURENCE CHAPEL REQUEST FOR SUPPORT

MC discussed and decided to donate █████ towards the refurbishment of St Laurence Chapel. MC agreed that St Laurence Chapel is a huge part of the community and such a project is reflective of an area in which we are committed to providing local support. MC proposed this donation (with permission from the chapel) shall be publicised in the next newsletter to show the Association's support for the local community.

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14. A.O.C.B

MC discussed the resignation received from Jane Atkins [REDACTED]. MC passed on their thanks to Jane for her service. As Jane's resignation created a casual vacancy, under rule 41 of the Association's rules, MC decided to appoint Fiona Mills to fill this vacancy (moving from her current position as co-optee to a full-time member of the Management Committee).

15. DATE OF NEXT MEETING

The next meeting will be the Board away on **Saturday 24th August** at **10am** followed by the Management Committee meeting on **Tuesday 27th August** at **5.45pm**.