

KINGSRIDGE CLEDDANS HOUSING ASSOCIATION

MANAGEMENT COMMITTEE MEETING

HELD ON 26th APRIL 2022

AT 5.45PM

IN THE ASSOCIATION'S OFFICE

Present: Elaine Shaw
John Barclay
Jane McDonald
Arlene Martin
Kirsteen McLerie
Robert Wards
Jane Atkins

In Attendance: John Docherty
Paul Immelman
Moyra McKenzie

1. APOLOGIES

No apologies tendered.

2. CORRESPONDENCE

No correspondence

3. MINUTES OF PREVIOUS MEETING HELD 29th MARCH 2022

The minutes of the previous meeting were approved on a proposal by Kirsteen McLerie, seconded by Arlene Martin.

4. MATTERS ARISING

4.1 *John informed the Management Committee the pay claim offer of 4.1% proposed by EVH and the Unions was accepted by 89.5% of respondents (91.5% response rate from EVH member organisations), therefore the offer was accepted and will be applied from 1st April 2022 to all staff.*

4.2 *Item 4.2 – Reported Item 16.2*

5. CHEQUE AND PETTY CASH LIST MARCH 2022

The cheque and petty cash list for March 2022 was approved by Elaine Shaw and John Barclay.

6. MANAGEMENT ACCOUNTS TO 31 MARCH 2022

Moyra presented the report on the Management Accounts to 31st March 2022 noting line by line with explanatory notes on;-

- The Statement of Comprehensive Income
- Operating Costs
- Movement in surplus £346,229 budget, £418,206 actual.
- Statement of Financial Position
- Management Expenses
- Financial Performance Analysis

The Management Committee accepted and approved the report.

7. HOUSING MANAGEMENT REPORT

7.1

ARREARS	MARCH 2022	MARCH 202	% CHANGE
<u>Gross Rent Arrears</u>	3.43%	3.99%	(0.56%)
CURRENT	3.18%	3.78%	(0.60%)
<u>Former Tenant</u>	0.18%	0.08%	0.10%
<u>Technical</u>	0.07%	0.13%	(0.06%)

7.2 ACCOUNT BANDING

	MARCH 2022	VALUE £'s
Prepaid	154	(£15,815.98)
NIL	53	£0.00
< £ 499.99	63	£13,349.27
£ 500 - 999.99	15	£10,491.14
£ 1,000 - £ 1,999.99	11	£13,801.41
>£ 2,000	0	£0.00
Former Tenant	3	£2,034.64
Current Arrears Cases	89	£37,641.82
Total Arrears Cases	92	£39,676.46
% Tenants in Arrears	31.1%	
No. Tenants > = 13 Weeks	12	
% Tenants >= 13 Weeks	4.1%	

Paul Immelman reported of the 26 cases over £500.00 and/or court action cases: -

- 1 Payment Decree,
- 4 Sisted
- 1 NPRP
- 6 pre-NPRP -2 defaults
- 14 cases on repayment arrangements – 3 Defaults

7.3 COURT ACTION CASEWORK: -

CASE No.	CURRENT STATUS	ACTION TAKEN	ARREARS @ 31.03.22	COMMENTS
A002	PAYMENT DECREE	Arrangement	1,443.71	Maintaining repayment arrangement
A048	SISTED	Arrangement	1,001.57	Maintaining repayment arrangement
A006	SISTED	Arrangement	958.17	Maintaining repayment arrangement
A017	SISTED	Arrangement	882.09	Maintaining repayment arrangement
A004	SISTED	Arrangement	725.52	Maintaining repayment arrangement

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7.4 VOIDS & ALLOCATION: -

Paul further informed that there was **1** void and **1** allocation during the month of March 2022: -

- Void rent loss March 2022 - £69.02, Cumulative Rent Loss £2,801.60
- Void re-lets – March 2022 – 1, Cumulative re-lets 11
- Housing List - 130 on list, 1 suspended, 0 closed.

There were **0** anti-social cases recorded during the month of March 2022.

After discussion, committee approved the Housing Management Report, noting performance.

7.5 HOUSING MANAGEMENT ANNUAL REPORT 2021 – 2022

Gross Rent Charge	1,157,987.92	
Void Loss	(2,801.60)	
Net Rent Charge	1,155,186.32	
Rent Collected	1,160,070.74	
% Net Collected		100.42%
% HB & DHP (GCC)	438,659.79	37.88%
% UC & RAD (DWP)	167,754.36	14.49%
% NO Benefit	553,656.59	47.81%
Gross Arrears	39,676.46	3.43%
Voids	11	2,801.60
- Transfer	1	324.76
- Abandoned	1	395.06
- Out of Area	5	697.60
- Death	4	1384.18
- % void rent loss		0.24%
Allocation		
- Offers Made	12	
- Offers Refused	1	
- Offers Accepted	11	91.7%
Applicants re-housed	11	
- Waiting List	4	36%
- Transfer	2	18%
- Homeless (S5)	5	45%
Applications received in year	83	
Applications on list at year end	130	
Applications suspended	1	
Anti-social complaints	3	100%

The Management Committee noted the reported performance 2021-22.

8. **DOMESTIC ABUSE POLICY**

Paul spoke to the previously distributed Policy. The Policy takes account of Good Practice Guide for Social Landlords produced jointly by ALACHO (Association of Local Authority Chief Officers), CIH (Chartered Institute of Housing), SFHA (Scottish

Federation of Housing Associations) Shelter Scotland and Scottish Woman's Aid, following discussion the Policy was approved unanimously for adoption.

9. MAINTENANCE CONTRACTOR'S PERFORMANCE REPORT 2021-22

John spoke to the previously distributed report, noting the performance:-

Contractor	No. Jobs	Average Response Emergency	Average Response non-emergency
DG Joiners	311	1 hour 31 mins.	2 Days
Wm. Patterson (Plumber)	199	2 hours 42 mins.	1 Day
Top Mark	17		3 Days
City Building	383	3 hours 13 ins.	2 Days
KW Building & Joiner	24		2 Days
ASAP	6		2 Days
David Mitchell Builders	21		3 Days
A & A Decorators	10		2 Days
Averton Landscapes	11		3 Days
Magnus Electrical	84	2 hours 28 mins.	2 Days
Digiview	1		2 Days
Burns Environmental	20		2 Days
CAS Contract Cleaning	5		3 Days
Mitchell Drainage	7	7 hours 5 mins.	2 Days
AW Property Maintenance	17		2 Days
Glasgow All Trades (GAT)	1		3 Days

No. Emergency Jobs	217	Average Response	2 hours 58 mins.
No. Non-emergency	771		2 Days
No. Qualifying Repairs 1 Day	121		1 Day
No. Qualifying Repairs 7 Days	8		3 Days
TOTAL No. Reactive Repairs	1117		
TOTAL Completed 1 st Time	1114		99.73%

In addition, there were a further 90 void property jobs carried out with an overall average completion time of 2 days.

Management Committee noted and approved the performance.

10. DISCLOSURE OF INTEREST POLICY - REVIEW

John presented the review of the Disclosure of Interest Policy, noting that there were no amendments the Management Committee approved the Policy for adoption.

11. ABSENCE MANAGEMENT REPORT 2021 - 22

John presented the previously distributed report noting:-

Period	Possible Workdays	Actual Workdays	Absence
Q1	247	247	0

Q2	499.5	487.5	12
Q3	265	254	8
Q4	272.5	247.5	25
TOTAL	1037	988	49
%			4.72%

John advised that although the number of days absence was less than the 5% target a number of absences were down to staff members contracting COVID-19 and were required to isolate for the required period.

The Management Committee noted the report.

12. DIRECTOR RECRUITMENT PROGRESS REPORT

John informed the Management Committee that the process was completed with 4 candidates being interviewed on Thursday 21 April 2022, the successful candidate was Paul Immelman who will take up post on Monday 6 June 2022.

13. KITCHEN RENEWAL CONTRACT – CLEDDANS COURT PROGRESS REPORT

John presented the progress report.

- Campbell Martin Associates appointed as Contract Administrator on a fixed fee basis of £7,550 which includes all expenses and disbursements
- Jimmy Young MICW recommended as Clerk of Works for the contract
- The specification will be in accordance with the previous replacement contracts
- Draft budget for the contract is £175k (however there have been an increase in materials etc of approximately 15% therefore Management Committee should be aware that this may vary).

The draft programme will be as follows;-

Appoint Contract Administrator	Week 1 – April 2022 - appointed
Kitchen survey and preparation of drawings	Week 4 – April 2022 – in process
Preparation of Bill of Quantities	Week 2 – May 2022
Issue Tenders	Week 1 – June 2022
Tender Return	Week 4 – June 2022
Appoint Contractor	Week 2 – July 2022
Site Start	- August 2022

The Management Committee were asked to approve the appointment of Jimmy Young MICW as Clerk of Works for the project

Following discussion the Management Committee approved the appointment and noted the timeframe for the contract.

14. HEALTH AND SAFETY ACTION PLAN UPDATE

This item will be a standing item for all future meetings. John updated the Management Committee on the action plan which came into effect from Q1, 2022-23

John updated the Action Plan and presented the COSHH Risk Assessment for hand sanitizer

The Management Committee noted the update.

15. GOVERNANCE FRAMEWORK ACTION PLAN UPDATE

John Docherty presented the plan update, which outlined the planned and ad hoc reports presented and approved by the Management Committee in April 2022.

The plan update was approved by the Management Committee.

16. A.O.C.B

16.1. WELFARE BENEFITS ADVICE – DRUMCHAPEL CAB

Paul informed the Management Committee (MC) that along with the other DRUMCOG partner RSLs (Pineview HA and Drumchapel HC) we have approached Community Links Scotland (CLS) with a view to submitting a bid to the Scottish Government 'Investing in Communities Fund,' applications to be submitted during May 2022 with successful bidders receiving funds for the 3-year period from 1st April 2023 to 31st March 2023.

Paul advised that the CLS fee would be £400.00 per day (exclusive of VAT) and would require approximately 6 days i.e. the approximate cost to the Association for the bid would be £960.00 (being the fee / 3 + VAT @ 20%).

After some discussion, MC approved the request to appoint CLS to formulate and submit the bid on behalf of the DRUMCOG partners.

16.2 GCC BULK WASTE DISPOSAL

Paul advised the MC that no further information has been received from GCC as the Council Elections are imminent. Paul will bring forward any further information on this matter to the MC as soon as it becomes available.

19. DATE OF NEXT MEETING

The next meeting will be held on **Tuesday 24th May 2022** at **5.45pm** within the Association's offices and via Zoom ©