

**KINGSRIDGE CLEDDANS HOUSING ASSOCIATION**

**MANAGEMENT COMMITTEE MEETING**

**HELD ON 24<sup>th</sup> MAY 2022**

**AT 5.45PM**

**IN THE ASSOCIATION'S OFFICE**

Present: Elaine Shaw  
John Barclay  
Arlene Martin  
Jane Atkins

In Attendance: John Docherty

**1. APOLOGIES**

Kirsteen McLerie, Robert Wards and Jane McDonald

**2. CORRESPONDENCE**

Letter received from our plumbing contractor advising that he is having to retire for personal reasons. Management Committee asked John Docherty to thank him for the service provided over the years.

**3. MINUTES OF PREVIOUS MEETING HELD 26<sup>th</sup> APRIL 2022**

The minutes of the previous meeting were approved on a proposal by Jane Atkins, seconded by Arlene Morton.

**4. MATTERS ARISING**

12. *John will arrange to undertake a handover process with Paul when he returns from Annual Leave on 25<sup>th</sup> May.*

**5. CHEQUE AND PETTY CASH LIST APRIL 2022**

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

## **6. LOAN PORTFOLIO ANNUAL RETURN 2021 – 2022**

The Association cleared our outstanding loan debt in November 2022, but we are still required to submit the annual return for 2021 – 2022 as we had a loan balance in place at the start of the financial year. A nil return will not apply until 2022/23.

Management Committee noted and approved the return, which highlighted nil debt at 31<sup>st</sup> March 2022.

## **7. COMPLAINTS POLICY REVIEW**

John spoke to the previously distributed Policy. The Association adopted the Model Complaints Handling Policy and Procedure for RSL's that was published by the Scottish Public Services Ombudsman. The Policy is being updated to incorporate Complaints Key Performance Indicators published by the SPSO IN March 2022. Management Committee noted the 4 mandatory KPI's which we are required to report on and agreed that was a matter of good practice. The revised policy was approved by the Management Committee.

## **8. ANNUAL RETURN ON THE CHARTER 2021/22**

John spoke to the previously distributed proposed ARC submission to the SHR for 2021 – 2022. This was presented in conjunction with a validation summary report and a comparison report comparing 2021/22 performance against 2020/21 performance. Management Committee noted that most indicators were comparable or better, set against the previous reporting year. Performance targets for 2022/23 were also presented and agreed.

Following discussion, the Management Committee agreed and approved the charter submission for 2021/22. They were satisfied that performance information was accurate and can be evidenced by the range of standard performance reports that were presented during the year.

## **9. KITCHEN RENEWAL CONTRACT CLEDDANS COURT PROGRESS REPORT**

John presented the progress report and provided an update on progress made from the last Management Committee meeting.

- Jimmy Young MICW is unable to provide Clerk of Works services for the contract as he has now retired. He will speak to the project team and report back on other options.

The draft programme will be as follows:-

Appoint Contract Administrator	Week 1 – April 2022 - <b>appointed</b>
Kitchen survey and preparation of drawings	Week 4 – April 2022 – <b>Complete</b>
Preparation of Bill of Quantities	To be completed by 27/5/22
Issue Tenders	Week 1 – June 2022
Tender Return	Week 4 – June 2022
Appoint Contractor	Week 2 – July 2022
Site Start	- August 2022

Following discussion, the Management Committee approved the report and noted The timeframe for the contract.

## 10. **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

Subject areas that have still to be actioned include updating the office risk assessment, display screen risk assessments and fire awareness training.

## 11. **GAS SAFETY MANAGEMENT REPORT QUARTER (1) 2022 – 2022**

### **Performance**

<b>Month</b>	<b>Number of service visits due</b>	<b>Completed on time</b>	<b>Not completed on time</b>
April 2022	35	35	Nil
May 2022	28	28	Nil
June 2022	14	14	Nil
Quarter 1	77	77	Nil

Management Committee approved the report, noting that the Association had complied with our statutory duty to complete gas safety checks in Quarter 1 within 12 months of the previous anniversary dates for each property.

## 12. **GOVERNANCE FRAMEWORK ACTION PLAN 2022 – 2023**

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

The plan update was approved by the Management Committee

### 13. WINDOW AND DOOR RENEWAL CONTRACT PROGRESS REPORT

John presented the progress report and provided an update on progress made from the date of the last Management Committee meeting. Following discussion, the following the following action was agreed and approved.

- The contracts for Ladyloan Avenue Phase 1 and, Inchfad Drive Phase 4 will be run as one contract, with a proposed site start in March 2023. This will generate economies off scale by negating the requirement to appoint a Contract Administrator for 2 separate contracts.
- Contract Administrator fee level has been adjusted to reflect the additional work required in respect of making amendments to the existing tender document and survey visits to the additional 38 properties to prepare window and door schedule drawings for inclusion in tender documents. Survey visits at Inchfad Phase 4 will commence in July with tenders being invited in September with a view to a site start in March 2023.
- Management Committee also approved the fee proposal to merge both contracts and were satisfied that good value for money was achieved and quantified.

### 14. A.O.C.B.

*John reminded the Management Committee that this was his last meeting prior to his retiral on 3rd June. He thanked the Management Committee for the support they have provided over the years. While he is sorry to be leaving after 31 years, he is confident that the Association are ready to embark on the next stage of the journey and face the challenges which lie ahead.*

### 15. DATE OF NEXT MEETING

The next meeting will be held on **Tuesday 28<sup>th</sup> June 2022** at **5.45pm** within the Association's offices and via Zoom ©