

Secretary: Kirsteen McLerie Proposed: Elaine Shaw
 Seconded: John Barclay

Treasurer: Jane Atkins Proposed: Elaine Shaw
 Seconded: Kirsteen McLerie

6. CHEQUE/PETTY CASH LIST JULY 2019

Paul Immelman presented the cheque and petty cash lists for July 2019 for committee approval. The cheque and petty cash list were approved and signed by Elaine Shaw and John Barclay.

7. HOUSING MANAGEMENT REPORT – JULY 2019

1. Arrears

	JULY 2019	JULY 2018	% CHANGE
Gross Rent Arrears	6.09%	7.32%	- 1.23%
CURRENT	3.38%	4.89%	- 1.51%
Former Tenant	0.26%	0.31%	- 0.05%
Technical	2.42%	2.12%	+ 0.30%

2. ACCOUNT BANDING

	JULY 2019	VALUE £'s
Prepaid	62	- £ 4,624.09
NIL	44	£ 0.00
< £ 499.99	156	£ 2,8008.72
£ 500 – 999.99	20	£ 14,690.45
£ 1,000 - £ 1,999.99	10	£ 13,515.54
>£ 2,000	4	£ 9,107.84
Former Tenant	7	£ 2,881.94
Current Arrears Cases	190	£ 65,322.55
Total Arrears Cases	197	£ 68,204.49
% Tenants in Arrears	64.2%	
No. Tenants > = 13 Weeks	14	
% Tenants >= 13 Weeks	4.7%	

Paul Immelman reported of the **36 cases over £500.00 and/or court action cases:-**

12 Sisted – 1 Default.

11 NPRP

3 Pre-NPRP

10 cases are maintaining their repayment arrangements

7a. COURT ACTION CASEWORK:-

CASE No.	CURRENT STATUS	ACTION TAKEN	ARREARS @ 31.07.19	COMMENTS
A048	SISTED	Arrangement	2,395.43	Payment arrangement being maintained
A091	SISTED	Arrangement	2,067.13	Payment arrangement being maintained
A017	SISTED	Arrangement	2,034.96	Payment arrangement being maintained
A006	SISTED	Default	1,954.22	Default repayment arrangement- Warning Issued
A016	SISTED	Arrangement	1,569.59	Payment arrangement being maintained
A001	SISTED	Arrangement	1,388.85	Payment arrangement being maintained
A022	SISTED	Arrangement	1,262.88	Payment arrangement being maintained
A004	SISTED	Arrangement	1,088.73	Payment arrangement being maintained
A009	SISTED	Default	725.72	Default repayment arrangement- Warning Issued
A024	SISTED	Arrangement	589.68	Payment arrangement being maintained

A042	SISTED	Arrangement	375.36	Payment arrangement being maintained
A034	SISTED	Arrangement	266.29	Payment arrangement being maintained
				12

7b. Paul further advised there was **1** void and **0** allocations during the months of July 2019, Void rent loss was **£482.45**.

Year to date (1st April 2019 to 31st March 2020)-

- Voids **9**, (3 carried over from 2018-19)
- Let's **6**
- Cumulative Rent Loss **£3,011.89**

There was a total of **168** 'live' completed housing applications on file.

There were **2** anti-social cases during the month of July 2019.

Estate Management issues mostly regarding bulk & gardens **23** incidents.

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

8. BRIEF FOR PROCUREMENT OF EXTERNAL AUDIT SERVICES

Paul Immelman spoke to the previously distributed Procurement Brief for External Audit Services, following some discussion the brief was approved for distribution to the **3** companies who had earlier expressed an interest in tendering for the work.

- Chiene & Tait
- Wylie & Bisset
- French Duncan.

The tender return date is 20th September 2019.

9. PERFORMANCE MANAGEMENT REPORT Q1

Paul Immelman presented the Performance Management Plan Q1 results. Paul informed the members present that all targets were met with exception to Gross rent arrears where the annual target is **4%**, noting current Gross at **6.21%**, although current tenant non-technical arrears are at **3.38%**. The other area where the target was not met was the re-let number of calendar days, the target being **10 days**, actual to date **32 days**. This was due to extenuating circumstances affecting certain void properties. Improvement sought in Q2/3.

10. GOVERNANCE FRAMEWORK ACTION PLAN

Paul Immelman spoke to the earlier distributed report.

The Governance Framework action plan document was approved at the meeting held on 23rd April 2019 and it was agreed that the plan would be used as a working document and will be a standard agenda item at all meetings held during the year. This will allow members to sign off plan outcomes on a monthly basis.

Paul presented reports, actions and outcomes for August and informed the Management Committee that the Arrears Management Policy review and the Estate Management Policy review has been deferred to October 2019, after discussion, committee noted and approved the outcomes.

**11. TENDER REPORT FOR KITCHEN RENEWAL CONTRACT
ACHAMORE RD/LOCHGOIN AVE/GARDENS**

Paul informed the Management Committee that the contract had been won by City Building (Contracts) LLP following the submission of their successful bid price of £. The variance from the other contractors were +3.2%, +16.24%, +26.18% and +48.63% (one contractor did not return the tender). The overall contract (including consultant fees) is £. Budget figure was £.

Following discussion, the Management Committee agreed to the appointment of City Building (Glasgow) LLP to carry out the kitchen replacement contract. It is envisaged that the contract will commence within 6 weeks of the tender acceptance date.

12. TENDER REPORT FOR INSTALLATION OF SMOKE DETECTORS, HEAT ALARMS & CARBON MONOXIDE (CO) DETECTORS

Paul Immelman spoke to the earlier distributed report and confirmed that 4 contractors were invited to tender, of whom 3 submitted tenders. The lowest price and therefore the successful contractors were **Magnus Electrical Services** with a bid for the whole stock of £. The two other contractors varied by +14.33% and 14.53% from the successful bid. Following discussion, Management Committee agreed and approved to appoint Magnus Electrical Services to fulfil the contract by 28th February 2020.

13. GAS SAFETY MANAGEMENT REPORT Q2

Paul Immelman asked Management Committee to note the report and confirmed that all scheduled gas safety inspections for Q2 had been completed ahead of schedule. A total of 132 have now been completed.

14. REPORTS FROM OTHER MEETINGS

There were no reports.

15. A.O.C.B.

No matters arising under this agenda item.

16. DATE OF NEXT MEETING

The next Management Committee meeting will be held on Tuesday, 24th September 2019 at **5.45pm** in Boardroom at Association's Offices.