

**KINGSRIDGE CLEDDANS HOUSING ASSOCIATION
MANAGEMENT COMMITTEE MEETING
HELD ON 27th SEPTEMBER 2022 at 5.45pm
IN THE ASSOCIATION'S OFFICE**

Present: Elaine Shaw
John Barclay
Arlene Martin
Kirsteen McLerie

In Attendance: Paul Immelman
Jacqueline Brown

1. APOLOGIES

John Docherty, Jane McDonald

2. DECLARATION OF INTEREST

No declaration of interest.

3. MINUTES OF PREVIOUS MEETING HELD 30th AUGUST 2022

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

4. MATTERS ARISING

1. Apologies by Jane Atkins incorrectly omitted.

5. CORRESPONDENCE

No Correspondence

6. CASH BALANCE AND PETTY CASH LIST AUGUST 2022

The cheque and petty cash list for August 2022 was approved and signed by Elaine Shaw, Kirsteen McLerie and Jane McDonald.

7. HOUSING MANAGEMENT – AUGUST 2022

Paul Immelman presented Housing Management report for August 2022

MONTH	AUG 2022	%	AUG 2021	%	VARIANCE
Balance B/F	23,001.38		20,899.29		2,102.09
Gross Rent Charge	100,569.09		96,490.74		4,078.35
Void Loss	(10.23)		(0.00)		(10.23)
Payments to Account	98,305.87		89,161.53		9,144.34
End of Period Balance	25,254.37		28,228.50		(2,974.13)
- Gross Arrears	40,747.00	3.38%	47,293.03	4.08%	(0.70%)
- Technical Arrears	(1,247.49)	0.14%	(2,747.33)	0.24%	(0.10%)
- Former Tenant Arrears	(3,793.29)	0.31%	(1,645.04)	0.14%	0.17%
- Current Tenant Arrears	35,706.22	2.96%	42,900.66	3.71%	(0.75%)

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ACCOUNT BANDING	AUGUST 2022	VALUE £'S
Prepaid	143	(£ 15,121.48)
< £ 499.99	83	£ 13,808.35
£ 500 - 999.99	18	£ 13,173.64
£ 1,000 - 1999.99	8	£ 9,971.72
> £ 2,000	0	0.00
Former Tenant	5	£ 3,793.29
Current Tenant Arrears	109	£ 36,953.71
TOTAL ARREARS CASES	114	£ 40,747.00
No. Tenants >= 3 Months	7	
% Tenants >= 3 Months	2.4%	

7.ii AUGUST 2022 - COURT CASEWORK*

CASE No.	CURRENT STATUS	ACTION TAKEN	ARREARS @ 31.08.22	COMMENTS
A002	PAYMENT DECREE	Arrangement	1,291.32	Maintaining repayment arrangement
A048	SISTED	Arrangement	1,108.95	Maintaining repayment arrangement
A006	SISTED	Default	975.65	No payment to arrears
A017	SISTED	Arrangement	737.54	Maintaining repayment arrangement
A004	SISTED	Arrangement	627.45	Maintaining repayment arrangement
				5

* Paul informed the Management Committee that the Scottish Government will be tabling a motion in Parliament on 5 October 2022 to lay down a moratorium on evictions until at least 31st March 2022, once passed, as expected, there will be no action to recover possession of any rent arrears cases in Scotland, therefore it is unlikely that there would be any formal action beyond that taken before the moratorium takes effect. As a consequence no further action beyond that already taken in the above 5 cases will occur.

>£500 - AUGUST 2022 CASEWORK UPDATE

5 Pre-NOP - 3 *Default*

16 Agreements - 5 *Default*

7.iii VOIDS & ALLOCATION

VOIDS – AUGUST	VOID RENT LOSS - AUGUST	CUMULATIVE VOIDS	CUMULATIVE RENT LOSS
1	£ 10.23	4	£ 738.59

Lets	Lets	Lets by Group			
AUGUST	Cumulative	W/List	S5	Int. Trans	Nom.
0	3	1	1	0	1
% of Lets		33.30%	33.30%	0%	33.30%

7.iv ANTI-SOCIAL COMPLAINTS – AUGUST – 0

7.v ESTATE MANAGEMENT – AUGUST – 0

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8. ANNUAL ASSURANCE STATEMENT (AAL)- 2022

Paul Immelman presented the proposed Annual Assurance Statement for 2022, together with the evidence bank to give appropriate assurance to the Management Committee that they comply with

- all regulatory requirements as set out in Chapter 3 of the Regulatory Framework
- all standards and outcomes in the Scottish Social Housing Charter
- all relevant legislative duties
- the Standards of Governance and Financial Management

Paul affirmed that there are no areas of material non-compliance.

Following discussion, the Management Committee approved the AAL for submission to the Scottish Housing Regulator (SHR). The AAL was signed and dated by the Chairperson.

9. MANAGEMENT COMMITTEE MEETING SCHEDULE 2022-23

Paul spoke to the earlier distributed report. The report proposed to restructure the Management Committee (MC) meetings into two categories

- MC Operational
- MC Strategy & Policy

The proposal is to enable MC members to have greater scrutiny of the Association's business activities giving members more time to analyse, discuss and approve reports.

The proposal is to have 4 Operational meetings in line with quarterly reporting currently, these meetings will be held in October, January, April, and July each year. There will be no meeting during December, the AGM will be the only meeting held in August, all other meetings will be for all matters relating to strategy and policy. A proposed timetable was given to all members.

Following discussion, Management Committee agreed to the meeting proposal and schedule commencing with Quarter 2 reporting at the next scheduled meeting on 25 October 2022.

10. KITCHEN RENEWAL CONTRACT – CLEDDANS COURT

Paul gave a verbal update, informing the Management Committee of the next stage in the process whereby all properties will be scheduled for a visit from City Building LLC (CB) during November 2022 to enable tenants to select their choices of worktops, door fronts and handles. CB to confirm dates with Paul thereafter Paul will write to all tenants to advise accordingly.

Management Committee noted the update.

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11. WINDOW & DOOR RENEWAL CONTRACT – VERBAL UPDATE

Paul informed the Management Committee (MC) that the tender return date for the Ladyloan 1 and Inchfad 4 is Friday 30 September 2022. Paul confirmed the sum budgeted for both contracts was in the region of £390k, although with recent market conditions the MC should expect there to be an upward variance to these. The result of the tender process will be confirmed at the next scheduled MC meeting.

12. EQUALITY DATA COLLECTION

Paul spoke to the earlier distributed report advising the MC of the requirement for all RSL's to collect Equality Data from it's tenants, residents, applicants, MC members and staff to ensure compliance with the requirements of the Equality Act 2010 and specifically in relation to Standard 5.3 of the Regulatory Standards of Governance and Financial Management whereby;

“The RSL pays due regard to the need to eliminate discrimination, advance equality and human rights, and foster good relations across the range of protected characteristics in all areas of its governance”

Paul confirmed that the data collection had commenced with the Model Equality Monitoring Form being included within housing applications. The next phase will be to capture the information from tenants and residents. It was proposed that we write out to all tenants and residents requesting they return the completed forms **anonymously** in the Freepost KINGSRIDGE envelope provided.

MC discussed the requirements for the data collection exercise and the equality duty placed on the Association and re-affirmed their continuing commitment to promoting positive customer care to all users of our services.

13. GOVERNANCE ACTION PLAN – SEPTEMBER 2022

Paul presented the Governance Action Plan for September 2022 and MC members confirmed all actions were undertaken during the MC meeting.

14. A.O.C.B

14.1 *Bulk Refuse:*

Jane Atkins raised the issue of removal of bulk items from within the backcourts at Lochgoin Avenue by the Association and the costs incurred. Paul confirmed that the Association had removed the items rather than bulk accumulating within the backcourts and all that that entails, however Paul did advise that when the Estate Management Policy comes up for review, the MC should consider a charging framework whereby individual tenants could be charged for irresponsible refuse disposal as a deterrent to doing so. MC agreed to take this matter is to be addressed when the policy is being reviewed.

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- 14.2 *Pegasus sculpture 47/49 Lochgoin Avenue*
Arlene asked for an update on the sculpture. Paul informed the MC that we have a structural engineer, however we are seeking more information as to how the structure and the properties at 47/49 Lochgoin Avenue interact, thereafter a plan will be put in place with a view to securing the structure more effectively.
- 14.3 *Rent Review 2022/23:*
Paul informed the MC that the Rent Review Consultation which was due to commence during October 2022 will now be delayed as a result of the Scottish Government announcement that they would be bringing forward emergency legislation to the Scottish Parliament to *freeze rents and have a moratorium on evictions until 31st March 2023*. As members were aware any increase in rent charges would normally take place from the 1st April annually, however we await further clarification from the Scottish Government as to the position from 1st April 2023. Paul further informed the MC members that should the Association be seeking to increase rent and/or service charges we would have to know no later than the beginning of February to allow time for the legally required tenant consultation exercise to complete no later than 4 weeks before any new charge could take effect.
- Paul also advised the MC that a rent freeze would have real consequences to our 30-year budgeting and program of renewals due to the cumulative effect on the reduction of cashflows going forward, however the Association is in a relatively better financial position in that we do not have any debt and therefore no loans or loan covenants unlike most RSLs.
- Paul will update the MC on progress of discussions between the Scottish Government, SFHA, GWSF and the SHR.
- 14.4 *Fuel Insecurity Fund*
Paul informed the MC that the Association's bid for a share of the £2m Scottish funding made available by the Scottish Government, administered by the SFHA, was unsuccessful. The fund was well oversubscribed and SFHA will seek to secure further funding from the Scottish Government. Should further funding be made available the Association will submit a further bid.
- 14.5 *Staff*
Paul informed the MC that the Finance Manager, Moyra McKenzie, has reduced her hours to 28 per week with effect from 1st September 2022. Moyra will now be working Tuesday to Friday each week and annual leave will reduce pro-rata. There will be no reduction in the level of service.

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15. **DATE OF NEXT MEETING**

The next meeting will be an Operation Meeting to be held on **Tuesday 25th October 2022** at **5.45pm** within the Association's offices and via Zoom[®].