

**KINGSRIDGE CLEDDANS HOUSING ASSOCIATION**

**MANAGEMENT COMMITTEE MEETING**

**HELD ON 28<sup>th</sup> SEPTEMBER 2021**

**AT 5.45PM**

**IN THE ASSOCIATION'S OFFICE & via ZOOM**

Present: Elaine Shaw  
John Barclay  
Robert Wards  
Kirsteen McLerie

In Attendance: John Docherty

**1. APOLOGIES**

Paul Immelman, Jane Atkins, Arlene Morton, Margaret McGeachin.

**2. CORRESPONDENCE**

There was no correspondence.

**3. MINUTES OF PREVIOUS MEETING HELD 31<sup>st</sup> AUGUST 2021**

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

**4. MATTERS ARISING**

Item 14. New model rules have been approved by FCA and SHR were notified about this via the portal.

**5. CHEQUE AND PETTY CASH LIST AUGUST 2021**

The cheque and petty cash list for August 2021 was approved by Elaine Shaw and John Barclay.

**6. AFS RETURN TO SHR**

John Docherty presented the AFS return which had been prepared by Fettes McDonald. It contained relevant information extracted from the audited accounts, which allows the SHR to assess our financial efficiency taking into account income, expenditure, management and maintenance costs and comparison of financial ratio indicators against sector medians. Committee were satisfied that the information provided was accurate and reflected the position outlined in the audited accounts.

## 7. SHAPS FINANCIAL ASSESSMENT 2021

John Docherty presented the annual assessment return to TPT Retirement Solutions. The return is submitted to enable the scheme administrators to determine the financial strength of employers who participate in the SHAPS scheme. The pension provider carried out an assessment of the information provided, and the Association were given a low-risk rating which demonstrates good financial health and confirms our ability to meet our continued participation in the scheme. Committee expressed their satisfaction with the positive outcome of the assessment.

## 8. HOUSING MANAGEMENT REPORT

ARREARS	AUGUST 2021	August 2020	% CHANGE
Gross Rent Arrears	4.08%	5.41%	(1.33%)
CURRENT	<b>3.71%</b>	<b>5.13%</b>	<b>(1.42%)</b>
Former Tenant	0.14%	0.24%	(0.10%)
Technical	0.24%	0.04%	0.20%

### 8.2 ACCOUNT BANDING

	AUGUST 2021	VALUE £'s
Prepaid	150	(£18,715.72)
NIL	49	£0.00
< £ 499.99	68	£14,102.57
£ 500 - 999.99	14	£10,704.03
£ 1,000 - £ 1,999.99	15	£19,397.43
>£ 2,000	1	£2,360.42
Former Tenant	3	£1645.04
Current Arrears Cases	98	<b>£46,564.45</b>
Total Arrears Cases	101	<b>£48,209.49</b>
% Tenants in Arrears	33.8%	
No. Tenants > = 13 Weeks	14	
% Tenants >= 13 Weeks	4.7%	

Paul Immelman reported of the **31 cases over £500.00 and/or court action cases:** -  
**2 Payment Decree,**  
**6 Sisted – 1 default**  
**4 NPRP – 2 UC Claim**  
**7 pre-NPRP -7 defaults**  
**10 cases on repayment arrangements – 0 Defaults**  
**1 New UC claim & 1 Deceased**

### 8.3 COURT ACTION CASEWORK: -

CASE No.	CURRENT STATUS	ACTION TAKEN	ARREARS @ 31.08.21	COMMENTS
A016	SISTED	RE-CALL SIST	1,919.56	<b>Default payment recall for decree</b>
A002	PAYMENT DECREE	Arrangement	1,688.41	Late UC Payment technical default
A006	SISTED	Warning letter	1,274.97	<b>Recall sist</b>
A017	SISTED	Arrangement	1,162.09	Maintaining repayment arrangement
A048	SISTED	<b>Default</b>	1,111.27	7-day warning letter
A024	PAYMENT DECREE	<b>Default</b>	1,047.82	<b>Enforcement action</b>

A004	SISTED	Arrangement	1,002.70	Maintaining repayment arrangement
A001	SISTED	Clear	(84.63)	Re-call sist to dismiss
				<b>8</b>

#### **8.4 ALLOCATION: -**

Paul further informed that there were **0** voids and **0** allocations during the month of August 2021: -

- **Void rent loss** August 2021 - **£0.00**, Cumulative Rent Loss **£688.31**
- **Void re-lets** – August 2021 – **0**, Cumulative re-lets **3**
- **Housing List** - **173** on list, **0** suspended, **2** closed.

There were **0** anti-social cases recorded during the month of August 2021.

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

#### **9. GAS SAFETY MANAGEMENT REPORT Q2**

John Docherty presented the Gas Safety Management Report for Q2. 110 service visits were due to be carried out between 1<sup>st</sup> July – 30<sup>th</sup> September. All service visits were completed ahead of schedule, ensuring 100% compliance during the period.

Management Committee noted the report and the satisfactory performance for Q2.

#### **10. EQUALITIES AND DIVERSITY ACTION PLAN REPORT**

John Docherty presented the Equalities and Diversity Action Plan Report for consideration and discussion. The report compared outcomes between September 2020 – September 2021. The management committee noted the report and the contents.

#### **11. ANNUAL HEALTH AND SAFETY REPORT**

John Docherty presented the report and advised committee of the statutory requirement to have a robust and effective H&S Policy. The Association are members of EVH and have adopted the EVH Health and Safety Manual. Committee is required to review the policy statement on an annual basis which reinforces our organisational responsibilities. There were no accidents or near misses in the past year. After discussion, the management committee approved the policy statement which outlines the responsibilities of the committee as an employer. Approved by Elaine Shaw and seconded by Kirsteen McLerie.

#### **12. ASSESSMENT OF EVIDENCE IN PLACE TO CONFIRM COMPLIANCE WITH REGULATORY STANDARDS**

John Docherty presented a draft report on the assessment of evidence in place to confirm compliance with Regulatory Standards of Governance and Financial Management. Each assessment provides a broad statement on how the

Association is complying with each of the standards and provides evidence to substantiate this. The management committee were advised that they should be satisfied that this represents an accurate and fair reflection of our compliance level.

After discussion the management committee approved the draft report and expressed satisfaction with the detailed evidenced assessment. The Annual Assurance Statement will be presented for consideration and approval at the meeting to be held on 26<sup>th</sup> October 2021.

### **13. 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 September. The plan update was approved by the management committee.

### **14. KITCHEN RENEWAL PROJECT PROGRESS REPORT**

John Docherty presented the report on the kitchen renewal contract at Inchfad Crescent/Drive. Project commenced on 2<sup>nd</sup> August and work progressed smoothly with minimal problems experienced on site. Clerk of Works was happy with the quality of work and any minor defects identified were rectified at handover.

The final valuation will be completed early October and the final valuation report will be presented at the meeting to be held on 26<sup>th</sup> October. Customer satisfaction survey forms were issued to tenants on 20<sup>th</sup> September. Management committee noted the report and contents and expressed satisfaction with contract progression.

### **15. TENDER REPORT FOR EXTERNAL PAINTERWORK CONTRACT AT INCHFAD PHASE 4**

John Docherty presented the report and explained that that the purpose of the report was to advise the management committee of the outcome of tenders.

The contract was procured on a competitive basis with tenders being returned by 3 contractors. Tender documents were issued on 13<sup>th</sup> August and tender opening was held in the Association's office on 3<sup>rd</sup> September. Tender opening was in accordance with our tender procedures and was witnessed by Paul Immelman, Jacqueline Brown and John Barclay. The tender was awarded to the lowest priced contractor. The management committee approved the tender report.

### **16. PROCUREMENT REPORT FOR WINDOW AND DOOR RENEWAL CONTRACT AT LADYLOAN PHASE 1**

John Docherty presented the report which outlined procurement options, indicative cost and draft programme and specification for the above contract. Doors and windows have reached the end of their anticipated component replacement lifespan and are due for renewal. After discussion the management

committee approved the proposal to advertise the tender on the Scottish Procurement Alliance (SPA) Framework.

**17. A.O.C.B**

There were no matters arising under this agenda item.

**16. DATE OF NEXT MEETING**

The next meeting will be held on **Tuesday 26<sup>th</sup> October 2021** at **5.45pm** within the Association's offices and via Zoom ©