

KINGSRIDGE CLEDDANS HOUSING ASSOCIATION

MANAGEMENT COMMITTEE MEETING

HELD ON 26th OCTOBER 2021

AT 5.45PM

IN THE ASSOCIATION'S OFFICE & via ZOOM

Present: Elaine Shaw
John Barclay
Arlene Morton
Kirsteen McLerie
Jane Atkins

In Attendance: John Docherty
Moyra McKenzie
Paul Immelman

1. APOLOGIES

Robert Wards.

2. CORRESPONDENCE

There was no correspondence.

3. MINUTES OF PREVIOUS MEETING HELD 28th SEPTEMBER 2021

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

4. MATTERS ARISING

No Matters Arising

5. CHEQUE AND PETTY CASH LIST SEPTEMBER 2021

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

6. LOAN DEBT REPAYMET REPORT

Moyra presented and spoke to the earlier distributed Loan Debt Repayment Report. The report focused on the last 2 remaining loans to the value of £408k, both held with the Nationwide Building Society. Given the current cash position of the Association it was proposed that the loans be repaid in full which would result in the Association being debt free and all stock being free of security.

Following discussion, the Management Committee accepted the proposal and agreed to pay down the loans with immediate effect.

7. MANAGEMENT ACCOUNTS Q2

Moyra presented the earlier distributed Management Accounts for the second quarter on 2021/22.

- Statement of Comprehensive Income
The budget surplus projection for Q2 was £141k, actual £169k, positive variance of + £28k.
- Statement of Financial Position
Cash balance at period end £1.8m,
Loan balance £408k
Pension deficit £47k
Net assets £5.435m
- Ratios
No material concerns to any of the indicators to date

8. HOUSING MANAGEMENT REPORT

ARREARS	SEPTEMBER 2021	SEPTEMBER 2020	% CHANGE
Gross Rent Arrears	3.96%	5.49%	(1.53%)
CURRENT	3.43%	5.08%	(1.65%)
Former Tenant	0.21%	0.34%	(0.13%)
Technical	0.32%	0.07%	0.25%

8.2 ACCOUNT BANDING

	AUGUST 2021	VALUE £'s
Prepaid	139	(£17,553.27)
NIL	49	£0.00
< £ 499.99	77	£11,106.28
£ 500 - 999.99	18	£13,144.11
£ 1,000 - £ 1,999.99	12	£16,431.31
> £ 2,000	1	£2,717.00
Former Tenant	4	£2,425.90
Current Arrears Cases	108	£43,398.70
Total Arrears Cases	112	£45,824.60
% Tenants in Arrears	37.8%	
No. Tenants > = 13 Weeks	12	
% Tenants >= 13 Weeks	4.1%	

Paul Immelman reported of the **33 cases over £500.00 and/or court action cases:** -

2 Payment Decree,

6 Sisted – 2 default, 1 Re-call

4 NPRP – 2 UC Claim

6 pre-NPRP -6 defaults

13 cases on repayment arrangements – 0 Defaults

2 New UC claim

8.3 COURT ACTION CASEWORK: -

CASE No.	CURRENT STATUS	ACTION TAKEN	ARREARS @ 30.09.21	COMMENTS
A016	SISTED	Default	1,932.33	Recall sist
A002	PAYMENT DECREE	Arrangement	1,647.26	Maintaining repayment arrangement
A006	SISTED	Default	1,298.34	Recall sist
A017	SISTED	Arrangement	1,122.09	Maintaining repayment arrangement
A048	SISTED	Default	1,111.27	RAD re-applied
A004	SISTED	Arrangement	961.52	Maintaining repayment arrangement
A024	SISTED	Payment Decree	916.46	Earnings Arrestment in place
A001	SISTED	CLEAR	(110.43)	Re-call sist to dismiss
				8

8.4 ALLOCATION: -

Paul further informed that there were **1** void and **1** allocation during the month of September 2021: -

- **Void rent loss** September 2021 - **£0.00**, Cumulative Rent Loss **£688.31**
- **Void re-lets** – September 2021 – **0**, Cumulative re-lets **4**
- **Housing List - 167** on list, **0** suspended, **8** closed.

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

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

9. ABSENCE MANAGEMENT REPORT Q2

John Docherty presented the report for Q2 noting there were **6** days absence during August 2021 and a further **6** days absence in September 2021, a total of **12** days from a possible 252.5 days, representing **2.4%**.

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

10. MAINTENANCE CONTRACTORS PERFORMANCE REPORT – Q1 & Q2

John Docherty presented the report noting:-

- **98** emergency jobs, average completion time **2hrs. 41 mins.**
- **431** non-emergency jobs, average completion time **2 days**
- **43** qualifying 1-day jobs, completed **1 day**
- **4** qualifying 7-day jobs, average completion **2 days**
- **576** total reactive jobs
- **574 (99.7%)** reactive jobs completed right first time

All targets were either met or exceeded.

Management Committee noted the report and the satisfactory performance for Q1 & Q2.

11. PERFORMANCE MANAGEMENT REPORT – Q2

John Docherty presented the report noting:-

- % Days lost due to sickness – **2.4%**
- Gross rent arrears – **3.96%**
- Void rent loss – **0.06%**
- Time to complete emergency repairs – **2hrs 41mins**
- Time to complete non-emergency repairs – **2 days**
- % Reactive repairs completed right first time – **99.7%**
- % Gas safety visits completed – **100%**
- Void re-let times - average **12 days**

John added that targets were achieved within 6 of the 8 and improvement noted on the remaining 2, all targets achieved well within the National averages.

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

12. KITCHEN RENEWAL CONTRACT – INCHFAD PHASE 4 – FINAL ACCOUNT

John Docherty presented a brief report noting that the contract to install new kitchens in **33** properties completed on 28th September 2021 at a final cost of **£105,180.80**, with a contract retention of £2,191.27, representing **£990.75** under budget.

The Management Committee noted the report and the satisfactory performance of the contractor.

13. WINDOW AND DOOR RENEWAL CONTRACT – LADYLOAN PHASE 1 PROGRESS REPORT

John Docherty presented a report on the progress of the future contract, noting:-

- Campbell Martin Associates appointed as contract administrator at £7.8k
- Window survey completed 6 October – preparation drawings ongoing
- Bill of Quantities, on target for first week in November
- Issuing of Tenders, on target for second week in November
- Tender return, for second week December 2021
- Appointment of contractor, scheduled for second week December 2021
- Site start proposed March/April 2022.

John added that the Tender will be advertised on the Scottish Procurement Alliance website and the specification agreed for uPVC windows.

Management Committee noted the progress to date.

14. 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 October. The plan update was approved by the management committee.

15. **ANNUAL ASSURANCE STATEMENT**

John Docherty presented and spoke to the statement. Management Committee approved the statement for publication.

16. **FREEDOM OF INFORMATION & GDPR REPORT Q2.**

Paul presented both reports noting that there were **0** FOI and **0** data breaches during the quarter. Total for the year to date **2** FOI requests and **0** breaches of GDPR.

The Management Committee noted the report contents.

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

17.1 **PROPOSED MEMBERSHIP OF GLASGOW & WEST OF SCOTLAND FORUM (GWSF)**

Paul presented a report proposing the Association seek membership of GWSF in addition to our current membership of SFHA, the annual fee (based on stock size) from April 2022 will be **£1,853**. Additionally, Paul advised that no fee would be charged from today to 31 March 2022 should the Association join.

Following discussion, the Management Committee agreed to seek membership of GWSF with immediate effect.

17.2 John informed that a request to fill a casual vacancy was received from member Jane McDonald, following discussion the Management Committee agreed to invite Jane to the next scheduled meeting.

17.3 This item was discussed "In Camera"

18. **DATE OF NEXT MEETING**

The next meeting will be held on **Tuesday 30th November 2021** at **5.45pm** within the Association's offices and via Zoom ©