

KINGSRIDGE CLEDDANS HOUSING ASSOCIATION

MANAGEMENT COMMITTEE MEETING

HELD ON 29th MARCH 2022

AT 5.45PM

IN THE ASSOCIATION'S OFFICE & via ZOOM

Present: Elaine Shaw
John Barclay
Jane McDonald
Arlene Morton
Kirsteen McLerie
Robert Wards

In Attendance: John Docherty
Paul Immelman
Fettes McDonald (FMD)

1. APOLOGIES

Jane Atkins, Margaret McGeachin

2. CORRESPONDENCE

2.1.1 EVH proposed pay offer of 4.1% for Management Committee to approve/reject. Following discussion the Management Committee were of the view that the offer was in excess of other claims in the public sector and voted to reject the offer.

2.1.2 SHR KCHA Regulation Plan for 2022 – No further assurance required.

2.1.3 SHARE Training schedule for Management Committee distributed

2.1.4 Councillor Carey BEM newsletter

3. MINUTES OF PREVIOUS MEETING HELD 22nd FEBRUARY 2022

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

4. MATTERS ARISING

4.1 *Item 12* – John wrote to the tenants of Ladyloan Ph 1 to advise that the window and door replacement had been deferred to Jan/Feb 2023.

4.2 *Item 18.2* – Paul advised that this item will be deferred until the next meeting following a recent meeting between GCC and GWSF regarding bulk uplift charging.

5. CHEQUE AND PETTY CASH LIST JANUARY 2022

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

6. 5 YEAR BUDGET SHR SUBMISSION

Fettes McDonald from FMD presented the 5 Year Budget Projections for submission to the SHR. The 5 Year Budget Projections contain;-

- Statement of Comprehensive Income
- Statement of Financial Position
- Assumptions and ratios
- Projected outturns

Overall the financial position is positive, continuing surpluses year on year, no loan debt. The submission makes reference to ESSH2 to be considered in more detail during 2022/23

7. 30 YEAR FINANCIAL PROJECTIONS

Fettes gave a presentation of the 30 Year Financial Projections. By way of introduction Fettes stated the current financial position to March 2022 then outlined the current operating environment identifying a number of factors which may have an effect over the short term;-

- Global economic and political climate, Brexit, war in Ukraine
- Impact of COVID 19
- Rising repair costs
- UK Government and local government strategies
- Welfare reform
- ESSH 2
- Pension deficits
- Rising interest rates
- Expectation of service level improvements

Assumptions and comments are based on the financial position at 2022/23 levels, final year 30 cash balance of £9.6m should be achieved assuming no excess adverse events over the period.

8. HOUSING MANAGEMENT REPORT

8.1

ARREARS	FEBRUARY 2022	FEBRUARY 202	% CHANGE
<u>Gross Rent Arrears</u>	4.45%	5.68%	(1.23%)
<u>CURRENT</u>	3.51%	4.67%	(1.16%)
<u>Former Tenant</u>	0.27%	0.24%	0.03%
<u>Technical</u>	0.67%	0.77%	(0.10%)

8.2 ACCOUNT BANDING

	FEBRUARY 2022	VALUE £'s
Prepaid	98	(£9,515.27)
NIL	45	£0.00
< £ 499.99	124	£20,873.90
£ 500 - 999.99	18	£13,900.81
£ 1,000 - £ 1,999.99	11	£13,627.87
>£ 2,000	0	£0.00
Former Tenant	7	£3,170.00
Current Arrears Cases	153	£48,402.68
Total Arrears Cases	160	£51,572.68
% Tenants in Arrears	54.1%	
No. Tenants > = 13 Weeks	10	
% Tenants >= 13 Weeks	3.4%	

Paul Immelman reported of the **37 cases over £500.00 and/or court action cases:** -
 1 Payment Decree,
 4 Sisted – 2 *defaulted repayments*
 1 NPRP – 2 *defaults*
 8 pre-NPRP -6 *defaults*
 21 cases on repayment arrangements – 4 *Defaults*, 2 *late payments*

8.3 COURT ACTION CASEWORK: -

CASE No.	CURRENT STATUS	ACTION TAKEN	ARREARS @ 28.02.22	COMMENTS
A002	PAYMENT DECREE	Arrangement	1,508.67	Maintaining repayment arrangement
A006	SISTED	Arrangement	1,215.19	Maintaining repayment arrangement
A048	SISTED	Default	1,061.57	Default – no payment to arrears
A017	SISTED	Arrangement	922.09	Maintaining repayment arrangement
A004	SISTED	Arrangement	790.48	Maintaining repayment arrangement
				5

8.4 VOIDS & ALLOCATION: -

Paul further informed that there were **3 voids** and **2 allocations** during the month of February 2022: -

- **Void rent loss** February 2022 - **£606.40**, Cumulative Rent Loss **£2,732.59**
- **Void re-lets** – February 2022 – **2**, Cumulative re-lets **10**
- **Housing List - 125** on list, **1** suspended, **5** closed.

There were **0** anti-social cases recorded during the month of February 2022.

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

8.4 WELFARE BENEFITS SERVICE REVIEW 2022

Paul spoke to the earlier distributed report. The review recommended the continuation of the DRUMCOG service being provided by Drumchapel CAB on the grounds of value for money and quality of the services provided. Following discussion the Management Committee agreed to the proposal to enter into a new DRUMCOG contract.

8.5 WRITE OFF 2021 – 22

Paul presented the report to request the write off of bad debts of £1,074.06 rent arrears, together with the write off of credit to the value of (£ 707.36) and to set a provision for bad debt write off for 2022-23 of £12,654.17, Paul gave explanations for each case.

The Management Committee approved the write off and bad debt provision for 2022-23.

9. GAS SAFETY MANAGEMENT REPORT – Q4

John spoke to the earlier distributed report:-

PERIOD	No. SERVICES DUE	No. COMPLETED	No. OUTWITH
Q1	53	53	0
Q2	110	110	0
Q3	101	101	0
Q4	65	65	0
TOTAL	329	329	0

The Management Committee noted the performance and acknowledged 100% compliance.

10. PROCUREMENT POLICY REVIEW

John advised although the policy was reviewed in October 2020 as a consequence of leaving the EU the Scottish Government issued a Scottish Procurement Policy Note: SPPN 8/2021 published in December 2021 in regard to the procurement thresholds. Scottish Ministers are required to review thresholds every 2 years to align with World Trade Organisation's (WTO) Government Procurement Agreement (GPA). Unlike earlier thresholds, the GPA requires to include VAT.

CONTRACT	NEW THRESHOLD
Supplies and services	£ 213,477 (incl. VAT)
Works, including subsidised work contracts	£ 5,336,937 (incl. VAT)
Small lots, supplies and services	£ 70,778 (incl. VAT)

The Policy had been adapted replacing the old thresholds with the new thresholds.

Management Committee approved the amendment to the Procurement Policy.

11. ASSET MANAGEMENT STRATEGY 2022/23 – 2026/27

John presented the strategy to the Management Committee. The strategy noted

- The Association's assets
- Housing stock as at 31 March 2021
- Objectives of the plan
- Stock condition – SHQS, EESSH, surveys, maintenance

- Tenant and resident safety
- Tenant consultation
- Asset value

The Asset Management Strategy will be reviewed annually and updated to reflect the future 5-year period. The review will inform the Business Plan, Risk Management Strategy, and 5-year Financial projections.

The Management Committee approved the Strategy.

12. **NOTIFIABLE EVENT (NE): RESPONSE FROM SHR**

John advised the Management Committee, following submission of the NE, the SHR requested some further information in relation to the tenant consultation. John provided the requested information and confirmed there has been no further communication from the SHR regarding the NE.

The Management Committee noted the statement.

13. **DIRECTOR RECRUITMENT PROGRESS REPORT**

John iterated that EVH were appointed to manage the process, provide professional support to assist the selection panel in the process of appointing a successor to the current Director.

The selection panel consists of:-

- Elaine Shaw: Chairperson
- John Barclay: Vice Chairperson
- Jane Atkins: Committee Member
- Fettes McDonald: Professional Advisor
- Eamonn Connolly: EVH

The selection panel were given delegated authority to implement the recruitment strategy.

John presented the recruitment timetable which should see a new Director in place between early June/July 2022.

The Management Committee acknowledged and approved the recruitment timetable.

14. **KITCHEN RENEWAL CONTRACT – CLEDDANS COURT PROGRESS REPORT**

John presented the progress report.

Cleddans Court comprises **19** properties at 2 – 38 Ladyloan Place and **26** properties at 2 – 52 Fasque Place, both houses and cottage flats. The draft budget for the contract is **£175k**, (*Caveat, price may vary as average price increases of 15% have been noted*).

The draft program is:-

Appoint Contract Administrator	Week 1 – April 2022
Kitchen survey and preparation of drawings	Week 4 – April 2022
Preparation of Bill of Quantities	Week 2 – May 2022
Issue Tenders	Week 1 – June 2022
Tender Return	Week 4 – June 2022
Appoint Contractor	Week 2 – July 2022
Site Start	- August 2022

John proposed the appointment of Campbell Martin Associates as Contract Administrator.

The Management Committee were asked to approve the appointment of Campbell Martin Associates¹, agree the procurement route² and the draft program³ and budget for the contract.⁴

Following discussion the Management Committee approved 1 – 4 above.

15. 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 will come into effect from Q1, 2022-23

John updated the Action Plan and presented the COSHH Risk Assessment for hand sanitizer

The Management Committee noted the update.

16. 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 March 2022.

The plan update was approved by the Management Committee.

17. DATA RETENTION POLICY

Paul presented the earlier distributed Policy. The Policy relates to the GDPR Policy, appendix 1 references various periods of data retention and therefore of destruction, deletion etc.

The Management Committee approved the adoption of the Policy.

18. A.O.C.B

No further business.

19. DATE OF NEXT MEETING

The next meeting will be held on **Tuesday 26th April 2022** at **5.45pm** within the Association's offices and via Zoom ©