

KINGSRIDGE CLEDDANS HOUSING ASSOCIATION

MANAGEMENT COMMITTEE MEETING

HELD ON 30th JUNE 2020

AT 5.45PM

IN THE ASSOCIATION'S OFFICE & via ZOOM

Present: Elaine Shaw
Kirsteen McLerie

Via ZOOM Jane Atkins
Arlene Martin
Margaret McGeachin

In Attendance: John Docherty
Paul Immelman

1. APOLOGIES

Apologies were received from Caroline McManus, Doreen Strain.

2. CORRESPONDENCE

2.1. Nil

3. MINUTES OF PREVIOUS MEETING HELD 26th May 2020

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

4. MATTERS ARISING

No Matters Arising.

5. HOUSING MANAGEMENT REPORT – MAY 2020

5.1 ARREARS	MAY 2020	MAY 2019	% CHANGE
Gross Rent Arrears	6.68%	6.05%	+ 0.63%
CURRENT	5.13%	4.79%	+ 0.34%
Former Tenant	0.45%	0.36%	+0.09%
Technical	1.09%	2.06%	(0.07%)

5.2 ACCOUNT BANDING

	MAY 2020	VALUE £'s
Prepaid	63	(£6,013.22)
NIL	38	£ 0.00
< £ 499.99	147	£ 25,371.82
£ 500 - 999.99	32	£ 23,686.08
£ 1,000 - £ 1,999.99	15	£ 20,128.49
>£ 2,000	1	£ 2,036.49
Former Tenant	7	£ 5,119.73
Current Arrears Cases	195	£ 71,222.88
Total Arrears Cases	202	£ 76,342.61
% Tenants in Arrears	65.9%	
No. Tenants > = 13 Weeks	14	
% Tenants >= 13 Weeks	4.7%	

Paul Immelman reported of the **50** cases over £500.00 and/or court action cases:-

1 Sisted – to be re-called to dismiss

11 Sisted – 4 Default.

6 NOP - 1 Default

18 Pre-NPRP -7 Default, 1 Late Payment

11 cases on repayment arrangements – 8 Default

3 cases UC

5.3 COURT ACTION CASEWORK:-

CASE No.	CURRENT STATUS	ACTION TAKEN	ARREARS @ 31.05.20	COMMENTS
A048	SISTED	Arrangement	2,036.49	Payment arrangement being maintained
A091	SISTED	Arrangement	1,788.85	Payment arrangement being maintained
A024	RE-CALL SIST	Default	1,716.66	Court date
A017	SISTED	Arrangement	1,658.88	Payment arrangement being maintained
A006	SISTED	Default	1,531.87	Action to re-call
A016	SISTED	Arrangement	1,211.31	Payment arrangement being maintained
A077	SISTED	Arrangement	1,122.49	Payment arrangement being maintained
A001	SISTED	Arrangement	915.37	Payment arrangement being maintained
A004	SISTED	Default	743.95	Re-call warning
A022	SISTED	Default	743.80	Re-call warning
A042	SISTED	Arrangement	211.15	Payment arrangement being maintained
A009	SISTED	Arrangement	-153.51	CLEAR - Re-call sist to dismiss

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5.4 Paul further advised there were **0** voids and **2** allocations during the months of May 2020.

Void rent loss was **£657.55**.

Year to date (1st April 2020 to 31st March 2021)-

- Voids **3** (2 carried over from 2019 - 20)
- Let's **3**
- Cumulative Rent Loss **£1,402.29**.

There was a total of **160** 'live' & **3** suspended housing applications on file and **2** closed.

There was **0** anti-social cases during the month of May 2020.

Estate Management – no visits due to COVID19 restrictions.

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

6. COMMON ALLOCATION POLICY (CAP) REPORT

A copy of the Common Allocation Policy (CAP) had been distributed previously along with a summary of the policy. Following some discussion, the CAP was approved unanimously for immediate adoption of the policy.

7. ABSENCE MANAGEMENT REPORT – Q1 2020/21

John Docherty presented the earlier distributed Absence Management Report on Q1, confirming **NIL** absence over the period 1st April 2020 to 30 June 2020, noting that all members of staff have been working from home and/or working from the office during the COVID19 pandemic. All staff have been equipped with laptops to enable them to work remotely when not visiting the office.

The Management Committee noted the report.

8. ANNUAL RETURN ON THE CHARTER (ARC) 2019 - 20

John Docherty presented the earlier distributed ARC report and spoke to a summary of the Charter outcomes in detail. The summary report made comparisons with outcomes reported in 2018/19 return and performance was generally comparable with 2018/19. Outcome validation was referenced to reports provided to committee at frequent intervals throughout the year.

Following discussion, the Management Committee noted and approved the report to be uploaded to the Scottish Housing Regulator (SHR), Elaine Shaw, approved, Jane Atkins seconded.

9. COVID-19 MONTHLY RETURN TO SHR – MAY 2020

John Docherty informed the Management Committee that the Regulator has requested monthly reports on some aspects of the Association's business during the COVID-19 period. Reports have been submitted within 1 week of the month end, the latest being the report for May 2020.

From the reports of all housing providers, local authority as well as RSL's, the level of rent arrears have increased + £10m, likewise the Association's gross rent arrears increased slightly during the month of May from **6.37%** in April to **6.68%** in May 2020.

Although the Association's gross rent arrears increased over the month, the Association's cash position is better at **£ 1,744.198**, this is partly due to the delay in the renewal programme.

10. A.O.C.B.

- 10.1 Jane Atkins enquired about a property which appeared to be vacant. Paul advised that we were aware of the property in question and the matter is being dealt with currently.

11. DATE OF NEXT MEETING

The next Management Committee meeting will be held on Tuesday, 28 July 2020 at **5.45pm** in Boardroom at Association's Offices & via Zoom.