

KINGSRIDGE CLEDDANS HOUSING ASSOCIATION

MANAGEMENT COMMITTEE MEETING

HELD ON 30th NOVEMBER 2021

AT 5.45PM

IN THE ASSOCIATION'S OFFICE & via ZOOM

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

In Attendance: John Docherty
Paul Immelman

1. APOLOGIES

Robert Wards & Margaret McGeachin

2. CORRESPONDENCE

2.1 Letter from KCEDG seeking donation to Drumchapel Foodbank.
Following discussion, the sum of £250.00 was agreed.

3. MINUTES OF PREVIOUS MEETING HELD 26th OCTOBER 2021

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

4. MATTERS ARISING

No Matters Arising

5. CHEQUE AND PETTY CASH LIST OCTOBER 2021

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

6. HOUSING MANAGEMENT REPORT

ARREARS	OCTOBER 2021	OCTOBER 2020	% CHANGE
Gross Rent Arrears	4.16%	5.21%	(1.05%)
CURRENT	3.44%	4.81%	(1.37%)
Former Tenant	0.21%	0.27%	(0.06%)
Technical	0.51%	0.13%	0.38%

6.2 ACCOUNT BANDING

	OCTOBER 2021	VALUE £'s
Prepaid	116	(£12,607.98)
NIL	57	£0.00
< £ 499.99	92	£13,319.77
£ 500 - 999.99	17	£11,735.22
£ 1,000 - £ 1,999.99	12	£15,335.48
>£ 2,000	2	£5,328.68
Former Tenant	3	£2,406.27
Current Arrears Cases	123	£45,719.15
Total Arrears Cases	126	£48,125.42
% Tenants in Arrears	42.6%	
No. Tenants > = 13 Weeks	12	
% Tenants >= 13 Weeks	4.1%	

Paul Immelman reported of the **34** cases over £500.00 and/or court action cases: -
2 Payment Decree,
5 Sisted – 1 – CLEAR
1 Court – Case continued to February 2022
4 NPRP – 1 HB Claim
4 pre-NPRP -2 defaults
16 cases on repayment arrangements – 2 Defaults
1 New UC claim
1 HB claim re-instatement

6.3 COURT ACTION CASEWORK: -

CASE No.	CURRENT STATUS	ACTION TAKEN	ARREARS @ 31.10.21	COMMENTS
A016	SISTED	COURT	2,255.10	Recall sist - SEEK DECREE
A002	PAYMENT DECREE	Arrangement	1,647.26	Default
A006	SISTED	Arrangement	1,221.71	Maintaining repayment arrangement
A017	SISTED	Arrangement	1,082.09	Maintaining repayment arrangement
A048	SISTED	Arrangement	1,061.57	Maintaining repayment arrangement
A004	SISTED	Arrangement	920.40	Maintaining repayment arrangement
A024	PAYMENT DECREE	Default	916.46	Earnings Arrestment in place
A001	SISTED	CLEAR	0.00	Arrangement to pay Exp Decree
				8

6.4 VOIDS & ALLOCATION: -

Paul further informed that there were **1** void and **0** allocation during the month of October 2021: -

- **Void rent loss** October 2021 - **£184.38**, Cumulative Rent Loss **£872.69**
- **Void re-lets** – October 2021 – **0**, Cumulative re-lets **4**
- **Housing List** - **165** on list, **0** suspended, **7** closed.

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

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

7. RENT CONSULTATION 2022-23

Paul spoke to the earlier distributed Rent Consultation 2022-23 Report. In accordance with the Association's Rent Policy the basis for any rent increase is the inflation rate (CPI) at October each year, consequently the CPI rate at October 2021 was **4.2%**, up from 0.7% October 2020 (*some analysts have predicted the rate will exceed 5% within the 1st quarter of 2022*).

The 5 year and 30-year budget projections assume annual rent increases to be at the CPI rate prevailing, however the assumptions are based on 2% (*less than half the current rate*). Paul advised that a less than CPI rate increase could have serious knock-on effects to the future affordability ratios. Paul further advised that a proposal of 4.2% was trialled through the SFHA/Housemark affordability matrix the results placed the Association's rent charges between 53rd – 59th lowest amongst all other Glasgow RSL's, therefore remaining amongst the lowest rents charged within Glasgow.

Paul requested that the Association consult on a range from CPI to CPI +0.5%, therefore **consultation options** of **4.2%**, **4.7%** or **5.2%**. The consultation exercise will commence week ending **10 December 2021 to 21 January 2022**.

Following discussion, the Management Committee agreed to consult tenants on the proposal. The Management Committee will consider the proposed rent increase to be applied at their next scheduled meeting on 25 January 2022 taking account of the views of respondents to the consultation exercise.

8. CHRISTMAS AND NEW YEAR HOLIDAY ARRANGEMENTS

John Docherty presented the report seeking the approval of the Management Committee to close the office at 12.30pm Friday 24 December 2021 and re-open on Thursday 6 January 2022 at 9.30a.m. Staff will deduct 1½ days from annual leave entitlement in addition to the EVH published public holidays.

As in previous years, emergency contact numbers for the duration will be placed in the Christmas Newsletter.

Management Committee approved the closure as presented.

9. RISK MANAGEMENT POLICY REVIEW 2021

John Docherty presented the previously distributed policy for review. The policy update refreshed the current policy taking account of all possible risk factors to the Association including COVID-19. Identified were:-

AREA	HIGH risk	MEDIUM risk	LOW risk	NO risk	TOTAL
Governance	4	2	7	-	13
Housing Management	-	2	3	-	5
Maintenance	-	5	1	-	6
Financial Management	-	2	4	1	7

John further reported an update on the Action(s) required to mitigate the various risk elements and confirmed that all relevant measures are updated and reviewed on a regular basis taking account of the circumstances prevailing.

The Management Committee approved the reviewed policy for adoption.

10. 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
- Appointment of Contract Administrator 13 October 2021
- Bill of Quantities, on target for 5 November 2021
- Issuing of Tenders, scheduled for 6 December 2021
- Tender return, for 17 January 2022
- Appointment of contractor, scheduled for 19 January 2022
- Site start proposed April/May 2022.

There have been 3 expressions of interest namely, Sidey Windows, Walker Profiles and CR Smith.

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.

11. 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 November.

The plan update was approved by the management committee.

12. CUSTOMER PREFERENCE SURVEY UPDATE

John Docherty spoke to the earlier distributed report. An Options Appraisal Survey brief was issued to 3 consultants on 3 November 2021, Research Resource, IBP Strategy Research and Knowledge Partnership. Of the 3, responses were received from Research Resource and Knowledge Partnership.

John explained the approach, methodology, experience, costs and reporting mechanisms each would apply for the survey of all tenants/residents. Taking account of all these factors, John submitted that the Management Committee approve the appointment of Knowledge Partnership.

Following discussion, the Management Committee approved the appointment of Knowledge Partnership.

13. A.O.C.B

No further business.

14. DATE OF NEXT MEETING

The next meeting will be held on **Tuesday 25th January 2022** at **5.45pm** within the Association's offices and via Zoom ©