

**KINGSRIDGE CLEDDANS HOUSING ASSOCIATION
MANAGEMENT COMMITTEE MEETING
HELD ON 27th FEBRUARY 2024 at 5:45pm
IN THE ASSOCIATION'S OFFICE**

Present: Elaine Shaw - Chair (ES), John Barclay - Vice Chair (JB),
Jane McDonald (JM), Kirsteen McLerie (KM), Margaret McKenzie (MM),
Louise Herity (LH), Bobby Wards (BW).

In Attendance: James Strang - Interim Director (JS),
Moyra McKenzie - Finance Manager (MMc),
Ikra Aziz - Housing Assistant (IA).

1. APOLOGIES

Arlene Martin

2. DECLARATION OF INTEREST

No declaration of interest.

3. MINUTE OF PREVIOUS MEETING HELD 28TH NOVEMBER 2023

The minutes of the previous meeting were approved on a proposal by JM,
seconded by ES.

4. MINUTE OF CONFIDENTIAL MANAGEMENT COMMITTEE MEETING

The minutes of the previous meeting were approved by ES and seconded by JM.

5. MATTERS ARISING FROM MINUTE

No matters arising.

6. FINANCIAL POLICIES UPDATE

MS reported to the MC that she has attended a meeting with JS and Finance Agent
Fettes McDonald.

FMD Financial Services reviewed the undernoted policies:

- The Financial Regulations
- The Financial Procedures
- The Treasury Policy

The MC approved the policies.

7. RENEWAL OF PARTNERSHIP AGREEMENT WITH DRUMCHAPEL CAB

JS advised the MC of the longstanding partnership the association has had with the
local Citizen's advice Bureau (CAB) to provide locally delivered welfare rights
advice.

The arrangement is due for renewal and the MC were asked to consider supporting
the renewal.

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CAB provide a 3.5 hours per week of dedicated welfare advice support to the association's tenants. In addition CAB also provide quarter reports on the delivery service which detail the type of debt management services, the type of advice sought and summaries the client financial gain.

Conscious of the importance of the CAB service, JS advised the MC that he has signed the relative agreement in line with the Association's delegated authority policy.

MC approved the renewal of the partnership with CAB.

8. ANNUAL SUBSCRIPTIONS TO EXTERNAL ORGANISATIONS

JS presented the associations current affiliations that are up for annual renewal:

- Glasgow west of Scotland Forum (GWSF)
- Scottish Federation of Housing Associations (SFHA)
- Share

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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10. CO-OPTION OF A NEW COMMITTEE MEMBER

JS advised as previously agreed by MC as an action to assist the governance of the association, a co-option service was provided by GWSF for a new committee member.

JS asked MC to approve the co-option of Ms Fiona Mills, currently Housing Director at Tollcross Housing Association. Ms Mills is very highly commended and has a full range of operational and governance skills which will be of great value to the MC.

MC approved to co-opt Ms Mills and place an advert further two co-optees.

11. HOUSING MANAGEMENT REPORT

JS presented the Housing Management report.

Citizens Advice Bureau Half Day Surgery in Office

We currently receive a service from Drumchapel CAB one half day a week, where an advisor attends our office and facilitates three appointments each week to our tenants. These are pre-booked in advance. Since 8th January, when the office reopened after the Christmas break, up to 19th February, 17 of the 21 available appointments have been utilised. The 26th February and 4th March are fully booked at date of writing (21st February).

Tenancy Sustainment Fund

MC approved the setting up of a tenancy sustainment fund at the March 2023 committee meeting, with £5,000 being allocated to this for the current financial year. This being to enable the Association to try and mitigate the effects of the cost of living crisis on our tenants by allowing us to provide emergency assistance at the point of need in the form of food shopping vouchers and energy top-ups.

The cost of providing Starter Packs (currently £80) to new tenants, who have either been rehoused as homeless referrals from Glasgow City Council or who do not already have the essential items contained in this pack, is also being covered by this fund.

As of 1st April 2023 all new tenants have been given a £75 B&Q voucher to assist with costs of decorating materials with the costs also being borne by this fund. The MC agreed to this being increased to £150 from 1st April

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2024, with the possibility of this being reviewed to reflect property size or type.

Social Housing Fuel Support Fund

As advised previously the Association were awarded [REDACTED] to provide eligible tenants with fuel vouchers following a successful bid to the above fund administered by SFHA. Issuing of vouchers is ongoing and funds have to be spent by 31st March. Just over one third of this has been spent to date. The distribution of these funds is time consuming for staff, and resources will have to be concentrated on this task in March to ensure that all funds are issued to tenants.

The funded partnership with the Wise Group to provide energy advice and mentorship to tenants following referral by the Association is in place till 31st March.

Tenancy Engagement

The level of engagement from our tenants is historically low. MC will note the decision during the budget process to increase the monies available for spending on wider role activities. It can be confidently anticipated that this will generate increased engagement and that these budgets will be fully spent. It is recommended that we increase the tenancy sustainment fund by 100% for the coming financial.

MC noted the wide role activity of Housing Management and approved increase to tenancy sustainment fund from £5,000 to £10,000.

12. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

13. AOCB

JS advised MC:

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- Director Daniel Wilson will start on Monday 4th March. JS will finish his post on Friday 1st March.
- Annual Rent Increases will be sent out to tenants for the Friday 1st March.

[REDACTED]

[REDACTED]

- Gerry Toner has been recruited as a maintenance officer for 1 day a week (Thursdays) on a 3 month contract with the possibility of extension.
- The EVH Conference 17th to 19th of May will be attended by board members ES and AM.

MMc announced to MC that she has chosen to retire after the year end audit, MC thanked MMc for all her years of service. She will be greatly missed by the MC, staff and tenants.

14. DATE OF NEXT MEETING

Tuesday 26th March at 5:45pm