

**KINGSRIDGE CLEDDANS HOUSING ASSOCIATION**

**MANAGEMENT COMMITTEE MEETING**

**TO BE HELD ON 28<sup>th</sup> MAY 2019**

**AT 5.45PM**

**IN THE ASSOCIATION'S OFFICE**

Present: Elaine Shaw  
John Barclay  
Kirsteen McLerie  
Doreen Strain

In Attendance: John Docherty  
Paul Immelman  
Jacqueline Brown

**1. APOLOGIES**

Apologies were received from Jane Atkins, Caroline McManus and Arlene Morton.

**2. CORRESPONDENCE**

2.1. Invitation to SHARE AGM at Saracen House. No one able to attend due to other commitments.

2.2 Ted Scanlon from The Thriving Places Project is looking to establish a Housing sub group and is looking for a representative from each association in DRUMCOG to form the group. Elaine Shaw and John Barclay expressed an interest but stressed that attendance would be subject to confirmation of frequency and timing of meetings

**3. MINUTES OF PREVIOUS MEETING HELD 23<sup>rd</sup> APRIL 2019**

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

**4. MATTERS ARISING**

There were no matters arising from the previous minutes.

**5. MANAGEMENT ACCOUNTS MARCH 2019**

John Docherty presented the report to the Management Committee explaining in detail the financial position of the Association.

The annual budget for 2018-19 projected a surplus of £382k, based on results to date the actual results indicate a surplus of £414k, giving a positive variance of £31k.

Cash balances at the period end total £1.487m. Budget assumed £1.547m. 2 Loans have been repaid.

Loan balances at the period end total £980k and the pension deficit is £38k

Total net assets of the Association are now £4.604m

The Final Accounts will be presented for approval following completion of our external audit which is due to commence week beginning 10<sup>th</sup> June, 2019

Committee expressed satisfaction with the healthy financial position represented in the Accounts, noting that performance had exceeded budget assumptions.

## 6. CHEQUE/PETTY CASH LIST APRIL 2019

John Docherty presented the cheque and petty cash lists for April 2019 for committee approval. The cheque and petty cash list were approved by committee and signed by John Barclay and Kirsteen McLerie.

## 7. HOUSING MANAGEMENT REPORT – APRIL 2019

### 1. ARREARS

	APRIL 2019	APRIL 2018	% CHANGE
Gross Rent Arrears	5.68%	6.76%	-1.08%
<b>CURRENT</b>	<b>4.40%</b>	<b>4.89%</b>	<b>-0.59%</b>
Former Tenant	0.14%	0.37%	-0.23%
Technical	1.14%	1.49%	-0.35%

### 2. ACCOUNT BANDING

	APRIL 2019	VALUE £'s
Prepaid	75	- £ 6,757.84
NIL	36	£0.00
< £ 499.99	150	£ 23,311.66
£ 500 - 999.99	21	£ 14,625.65
£ 1,000 - £ 1,999.99	8	£ 10,709.73
>£ 2,000	6	£ 13,761.97
Former Tenant	6	£ 1,557.91
Current Arrears Cases	185	<b>£ 62,409.01</b>
Total Arrears Cases	191	<b>£ 63,966.92</b>
% Tenants in Arrears	62.5%	
No. Tenants > = 13 Weeks	13	
% Tenants >= 13 Weeks	43%	

Paul Immelman reported of the **37 cases over £500.00 and/or court action cases:-**

**1 Decree** granted

**10 Sisted** – 2 Default, 2 UC claims, 6 maintaining repayment arrangements

**1 Recall Sist** – defaulted on repayment arrangement

**1 Court date** – continued to 15.05.19

**10 NPRP**

**10 Pre-NPRP**

**4 cases** are maintaining their repayment arrangements

### 7a. COURT ACTION CASEWORK:-

CASE No.	CURRENT STATUS	ACTION TAKEN	ARREARS @ 31.03.19	COMMENTS
A002	DECREE	Arrangement	2,715.62	UC payments APA
A048	SISTED	Default	2,513.41	Warning Re-call Sist
A091	<b>COURT DATE</b>	Default	2,269.44	<b>COURT CONTINUED 15.05.19</b>
A017	SISTED	Arrangement	2,130.30	Payment arrangement being maintained
A006	SISTED	Default	2,106.30	Warning Re-call Sist
A016	SISTED	Arrangement	2,026.90	Payment arrangement being maintained
A022	SISTED	Arrangement	1,666.94	UC payments APA
A001	SISTED	Arrangement	1,564.87	Payment arrangement being maintained
A004	SISTED	Arrangement	1,190.80	Payment arrangement being maintained
A024	SISTED	Arrangement	771.40	Payment arrangement being maintained
A009	SISTED	Default	729.00	UC Payments APA
A042	SISTED	Arrangement	346.09	Payment arrangement being maintained
A034	SISTED	Arrangement	233.05	Payment arrangement being maintained
				<b>13</b>

7b. Paul further advised there were **0** voids and **3** allocation during the months of April 2019, Void rent loss was **£462.63**.

**Year to date (1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020)-**

- Voids **0**, (3 carried over from 2018-19)
- Lets **3**
- Cumulative Rent Loss **£462.63**

There were a total of **159** 'live' completed housing applications on file. There were **0** anti-social cases during the month of April 2019. Estate Management issues mostly regarding bulk & gardens **16** incidents.

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

### 8. MAINTENANCE CONTRACTOR'S PERFORMANCE REPORT 2018-19

John Docherty presented the annual Maintenance Contractor Performance Report 2018/2019 which highlighted contractor performance, including average response times to complete repairs, average repair costs and quality control issues. He recommended that all contractors be retained on our contractor procurement framework for 2019 – 2020. Committee approved report and expressed satisfaction with contractor performance in completing reactive works within performance targets for completion response timescales.

### 9. COMMITTEE MEMBER ANNUAL EFFECTIVENESS REVIEW 2018 - 2019

John Docherty advised that in order to demonstrate compliance with Regulatory Standards, the Association will carry out an annual review of its own performance and an individual committee members effectiveness review. The performance review was carried out in house and allowed members to assess performance on a collective and individual basis with discussion and assessment focussing on a set of prompt questions set out in the pro forma review form.

## **10. GOVERNANCE FRAMEWORK ACTION PLAN**

The Governance Framework Action Plan Document was approved at the meeting held on 23<sup>rd</sup> April, 2019 and it was agreed that the plan would be used as a working document and will be a standard agenda item at all meetings held during the year. This will allow members to sign off plan outcomes on a monthly basis with a full review to be carried out at financial year end.

John presented reports, actions and outcomes for April 2019 and noted that all plan outcomes for the month had been delivered

After discussion, Committee signed off and approved plan outcomes, noting that committee member 9 year review and Director appraisal had been pushed back a week to suit availability for attendance at review meeting.

## **11. ANNUAL RETURN ON THE CHARTER (ARC) 2018 - 19**

John Docherty distributed the completed ARC report to the Management Committee and presented a summary of the return, noting all the KPI's and commentary outlining reports that were provided to committee to validate the information provided in the ARC. Comparison was made against information provided in the 2017-2018 return and it was noted that performance was generally comparable or improved in the majority of indicators. Detailed discussion took place and the report was approved by committee and Director was instructed to remit the ARC document to the Scottish Housing Regulator.

## **12. COMPLAINTS POLICY REVIEW**

John Docherty presented the review of the model Complaints Policy and advised that there were no changes to the existing policy as this is a model policy document adopted from the Scottish Public Services Ombudsman

After discussion, the Management Committee unanimously approved the policy review with no changes made to the Model Policy document.

## **13. REPORTS FROM OTHER MEETINGS**

- 13.1 John Docherty provided feedback from a training event delivered by Michael Cameron the Chief Executive of the Scottish Housing Regulator to DRIMCOG members. The topic was the Regulatory framework for governance and financial management. The feedback focussed on the requirements expected of management committee members and their role in approving the new annual assurance statements to be delivered by all RSL's in October 2019.

## **14. A.O.C.B.**

- 14.1 John Docherty presented a new 3 year lease agreement for the office units we currently rent from KCEDG From 1<sup>st</sup> April, 2019 – 31<sup>st</sup> March, 2022. Following discussion, the lease was approved and signed on behalf of the Association.

**15. DATE & TIME OF NEXT MEETING**

The next Management Committee meeting will be held on **Tuesday, 25<sup>th</sup> June, 2019** at **5.45pm** in Boardroom at Association's Offices.