

KINGSRIDGE CLEDDANS HOUSING ASSOCIATION

MANAGEMENT COMMITTEE MEETING

TO BE HELD ON 24th SEPTEMBER 2019

AT 5.45PM

IN THE ASSOCIATION'S OFFICE

Present: Elaine Shaw
John Barclay
Doreen Strain
Arlene Morton

In Attendance: John Docherty
Paul Immelman
Jacqueline Brown

1. APOLOGIES

Apologies were received from Kirsteen McLerie, Jane Atkins & Caroline McManus

2. CORRESPONDENCE

2.1. Request for donation from Children with Cancer, £50.00 donation agreed.

3. MINUTES OF PREVIOUS MEETING HELD 27th AUGUST 2019

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

4. MATTERS ARISING

4.1 Item 11, Kitchen Renewal Contract commenced Thursday 19 September 2019..

5. CHEQUE/PETTY CASH LIST AUGUST 2019

John Docherty presented the cheque and petty cash lists for August 2019 for committee approval. The cheque and petty cash list were approved and signed by Elaine Shaw and John Barclay.

6. HOUSING MANAGEMENT REPORT – AUGUST 2019

1. Arrears	AUGUST 2019	AUGUST 2018	% CHANGE
Gross Rent Arrears	4.53%	4.73%	- 0.20%
CURRENT	3.74%	3.90%	- 0.16%
Former Tenant	0.32%	0.35%	- 0.03%
Technical	0.47%	0.48%	- 0.01%

2. ACCOUNT BANDING

	AUGUST 2019	VALUE £'s
Prepaid	175	- £ 17,021.80
NIL	37	£ 0.00
< £ 499.99	52	£ 11,853.87
£ 500 – 999.99	17	£ 12,343.02
£ 1,000 - £ 1,999.99	11	£ 13,866.38
>£ 2,000	4	£ 9,337.82
Former Tenant	8	£ 3,627.07
Current Arrears Cases	84	£ 47,401.09
Total Arrears Cases	92	£ 51,028.16
% Tenants in Arrears	28.4%	
No. Tenants > = 13 Weeks	15	
% Tenants >= 13 Weeks	5.0%	

Paul Immelman reported of the **34 cases over £500.00 and/or court action cases:-**

12 Sisted – 2 Default.

10 NPRP

3 Pre-NPRP

8 cases are maintaining their repayment arrangements

1 Clear

6a. COURT ACTION CASEWORK:-

CASE No.	CURRENT STATUS	ACTION TAKEN	ARREARS @ 31.07.19	COMMENTS
A048	SISTED	Default	2,707.96	UC PAYMENT AWAITED
A091	SISTED	Arrangement	2,016.36	Payment arrangement being maintained
A017	SISTED	Arrangement	2,003.18	Payment arrangement being maintained
A006	SISTED	Arrangement	1,605.10	Payment arrangement being maintained
A016	SISTED	Arrangement	1,533.82	Payment arrangement being maintained
A022	SISTED	Arrangement	1,370.91	Payment arrangement being maintained
A001	SISTED	Arrangement	1,360.51	Payment arrangement being maintained
A024	SISTED	Default	902.44	Default repayment arrangement- Warning Issued
A004	SISTED	Arrangement	893.04	Payment arrangement being maintained
A009	SISTED	Arrangement	564.41	Payment arrangement being maintained
A042	SISTED	Arrangement	276.25	Payment arrangement being maintained
A034	SISTED	Arrangement	-33.07	CLEAR
				12

6b. Paul further advised there were **2 voids** and **4 allocations** during the months of August 2019, Void rent loss was **(£1,451.15)*** supported accommodation void costs credited.

Year to date (1st April 2019 to 31st March 2020)-

- Voids **10**, (3 carried over from 2018-19)
- Let's **10**
- Cumulative Rent Loss **£1,560.74**.

There was a total of **182** 'live' completed housing applications on file.
There were **2** anti-social cases during the month of August 2019.
Estate Management issues mostly regarding bulk & gardens **40** incidents.

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

7 BRIEFING NOTE ON REVIEW OF DRUMCOG COMMON ALLOCATION POLICY (DCAP).

Paul Immelman informed the Management Committee of the progress to date of the DCAP. The DCAP review was brought forward to incorporate the changes contained within the Housing (Scotland) Act 2014 as well as removing reference to Glasgow Housing Register (GHR). The Housing Managers from the partner RSL's have agreed the 3rd draft with some minor amendments with the assistance of the consultant Dr Stewart Montgomery.

Recommendation to go forward to the consultation phase of the review was agreed by the Management Committee.

8. GOVERNANCE FRAMEWORK ACTION PLAN

John Docherty spoke to the earlier distributed report.

The Governance Framework action plan document was approved at the meeting held on 23rd 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.

John presented reports, actions and outcomes for September 2019, after discussion, committee noted and approved the outcomes.

9. REGULATORY STANDARDS OF GOVERNANCE AND FINANCIAL MANAGEMENT

John presented a report on the Assessment of Evidence in place to confirm compliance with the Regulatory Standards of Governance and Financial Management. The report covers the 6 Regulatory Standards:-

- (i) Leadership and direction
- (ii) Openness and accountability
- (iii) Financial well-being and economic effectiveness
- (iv) Information/advice and managing risk
- (v) Conducting affairs with honesty and integrity
- (vi) Committee and staff skills and knowledge

The report specified the guidance, the assessment and evidence and comments on each of the standards. John advised the Management Committee that the Association currently meet the standards and there is an evidential trail confirming compliance as required. Management Committee accepted the report and confirmed the report outcomes.

10. REVIEW OF EQUALITIES AND DIVERSITY POLICY

John spoke to the previously distributed Equalities & Diversity Policy. There were no significant changes from the previous policy. Following some discussion, the Management Committee approved the adoption of the policy.

11. EQUALITIES AND DIVERSITY ACTION PLAN REPORT

John presented the report to the Management Committee. The report refers to targets that have been incorporated into the Equalities & Diversity Policy, measuring ARC 2017-18 outputs and set against the September 2019 figures. The report also recommends the development of a further framework to record both tenants and housing list applicants by age group, gender, disability and ethnicity.

The report was approved and the recommendation was accepted and will be a standard report within the housing management report from the next meeting.

12. HEALTH AND SAFETY REPORT 2018/19

John presented a report on the operation of the Health & Safety Policy for the year 2018/19. There were no incidents to report. Following some discussion the Chairperson signed the attached Safety Policy Statement confirming the policy has been adopted from 24 September 2019 with a review date set of September 2020.

13. REPORTS FROM OTHER MEETINGS

There were no reports.

14. A.O.C.B.

- 14.1 John and Elaine appraised the Management Committee about the recently held DRUMCOG Training event which was facilitated by Roger Willey at the Titan.

15. DATE OF NEXT MEETING

The next Management Committee meeting will be held on Tuesday, 29th October 2019 at **5.45pm** in Boardroom at Association's Offices.