

KINGSRIDGE CLEDDANS HOUSING ASSOCIATION

MANAGEMENT COMMITTEE MEETING

HELD ON 22nd FEBRUARY 2022

AT 5.45PM

IN THE ASSOCIATION'S OFFICE & via ZOOM

Present: Elaine Shaw
John Barclay
Robert Wards
Jane McDonald
Jane Atkins

In Attendance: John Docherty
Moyra McKenzie
Paul Immelman

1. APOLOGIES

Arlene Morton, Margaret McGeachin and Kirsteen McLerie.

2. CORRESPONDENCE

2.1.1 SHARE invitation: Alan Ferguson commemoration Friday 25 February 2022, Radisson Blue Hotel Glasgow 4pm to 7pm – 1 member, declined.

2.1.2 Ted Scanlan- Community Connector requesting interest in meeting to discuss Drumchapel Community Hub – declined, Elaine Shaw on Community Council

3. MINUTES OF PREVIOUS MEETING HELD 25th JANUARY 2022

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

4. MATTERS ARISING

4.1 *Item 14.1* – The meeting was held on 8 February 2022, John Docherty will distribute notes from the meeting.

5. CHEQUE AND PETTY CASH LIST JANUARY 2022

The cheque and petty cash list for January 2022 was approved by Elaine Shaw and John Barclay.

6. FINAL BUDGET 2022-23

John Docherty spoke to the earlier distributed report changes to draft budget:-

- Additional **£6.1k** planned maintenance
- Additional **£1.95k** subscription to GWSF
- Additional **£5k¹** recruitment of Director (*to be revised to £7.5k*)

Assumptions:-

- Rent increase at CPI **4.2%**
- Salary increase at **4%***(*subject to negotiation between EVH & Unions*)

No account of any changes in pension scheme actuarial costs which will not be known until May 2023 after the year end.

Overview;-

- Budget surplus: **£352k**
- Property replacement costs: **£346k**
- Other fixed assets: **£5k**
- Gross arrears projected: **5%**
- Cash flow estimated closing balance: **£1.66m**

No material concerns regarding ratio results

7. MANAGEMENT ACCOUNTS

ARREARS	JANUARY 2022	JANUARY 2021	% CHANGE
<u>Gross Rent Arrears</u>	4.35%	5.12%	(0.77%)
<u>CURRENT</u>	3.50%	4.25%	(0.75%)
<u>Former Tenant</u>	0.20%	0.25%	(0.05%)
<u>Technical</u>	0.64%	0.63%	0.01%

7.2 ACCOUNT BANDING

	JANUARY 2022	VALUE £'s
Prepaid	95	(£8,636.07)
NIL	46	£0.00
< £ 499.99	122	£18262.36
£ 500 - 999.99	23	£16,840.82
£ 1,000 - £ 1,999.99	10	£12,875.22
>£ 2,000	0	£0.00
Former Tenant	5	£2,367.70
Current Arrears Cases	155	£47,879.40
Total Arrears Cases	160	£50,346.10
% Tenants in Arrears	54.1%	
No. Tenants > = 13 Weeks	10	
% Tenants >= 13 Weeks	3.4%	

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

1 Payment Decree,

5 Sisted – 2 defaulted repayments

1 NPRP – 2 defaults

10 pre-NPRP -6 defaults

20 cases on repayment arrangements – 3 Defaults, 2 late payments, 1 HB + 1UC

7.3 COURT ACTION CASEWORK: -

CASE No.	CURRENT STATUS	ACTION TAKEN	ARREARS @ 31.01.22	COMMENTS
A002	PAYMENT DECREE	Default	1,541.15	LATE PAYMENT OF UC
A006	SISTED	<i>Default</i>	1,291.82	Default – no payment to arrears
A016	SISTED	Re-called	1,265.78	Maintaining repayment arrangement
A048	SISTED	<i>Default</i>	1,061.57	Default – no payment to arrears
A017	SISTED	Arrangement	962.09	Maintaining repayment arrangement
A004	SISTED	Arrangement	822.96	Maintaining repayment arrangement
				6

7.4 VOIDS & ALLOCATION: -

Paul further informed that there were **0** voids and **2** allocations during the month of January 2022: -

- **Void rent loss** January 2022 - **£415.48**, Cumulative Rent Loss **£2,126.20**
- **Void re-lets** – January 2022 – **2**, Cumulative re-lets **8**
- **Housing List - 125** on list, **1** suspended, **1** closed.

There were **0** anti-social cases recorded during the month of January 2022.

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

8. RENT POLICY REVIEW – 2022

Paul presented the earlier distributed Rent Policy 2022 for review. No substantive changes to the policy other than a proposal to set the CPI rate at September each year instead of October, by doing so the Rent Consultation period will be brought forward to October/November each year and this may encourage a greater response from the tenants.

Following a brief discussion, the Rent Policy 2022 was approved.

9. ABSENCE MANAGEMENT REPORT – Q3

John spoke to the earlier distributed Absence Management Report;-

PERIOD	Possible Workdays	Actual Workdays	Absences
Q1	247	247	0
Q2	252.5	240.5	12
Q3	265	254	11
TOTAL	764.5	741.5	23
			3%

The Management Committee noted the report.

10. GAS SAFETY MANAGEMENT REPORT – Q3

John spoke to the earlier distributed report;-

PERIOD	No. SERVICES DUE	No. COMPLETED	No. OUTWITH
Q1	53	53	0
Q2	110	110	0
Q3	101	101	0
TOTAL	264	264	0

The Management Committee noted the performance and acknowledged 100% compliance.

11. **MAINTENANCE CONTRACTOR PERFORMANCE REPORT TO Q3**

John spoke to the earlier distributed report, noting all contactors completed jobs within timescales;-

Job Type	No. of Jobs	Average Response Time
Emergency	154	2hrs 57 mins
Non-emergency	597	2 Days
Qualifying within 1 day	79	1 Day
Qualifying within 7 days	7	2 Days
TOTAL	837	
RIGHT 1ST TIME	835	99.76%
VOID	27	2 Days

Management Committee noted the satisfactory performance over the 3 quarters.

12. **WINDOWS RENEWAL CONTRACT – LADYLOAN PHASE 1 (PROGRESS)**

John presented a progress report on the Ladyloan Phase 1 Window Replacement Contract advising, as per the Minute of 25 January 2022, only 1 contractor could meet the tender return date, therefore John proposed to the Management Committee 2 options to consider;-

➤ **OPTION 1**

Re-advertise on another framework; downside being all contractors will be likewise affected by supply chain issues.

➤ **OPTION 2**

Window and door replacement Inchfad 4 due 2023/24, it may therefore be beneficial, given current circumstances, that the Window replacement contract for Ladyloan Ph 1 be deferred until March/April 2023.

Following discussion, the Management Committee agreed to the deferment, John to notify all affected tenants in Ladyloan Phas1 of the new proposed start date.

13. **RESIGNATION OF DIRECTOR AND SUCCESSION PLANNING**

John submitted his formal resignation letter to the Management Committee at the meeting. John will retire from the Association on Friday 3rd June 2022. Following formal notice to the Management Committee, Elaine (Chair) will submit the Notifiable Event to the SHR. The Notifiable Event also contains a succession

plan in the event the new Director does not take up post prior to John leaving. Proposed that Moyra and Paul take on added responsibility for covering the vacancy jointly and be remunerated accordingly. EVH will be appointed to assist the Management Committee through the process of appointing a successor to John.

The Management Committee accepted, with regret, John’s resignation and approved the succession plan as proposed.

14. ASBESTOS MANAGEMENT POLICY REVIEW 2022

John presented the policy for review noting all properties were either constructed or refurbished between 1993 and 2006. The use of brown and blue asbestos were banned in 1985 (5 phases were constructed within this period) and the use of white asbestos was banned in 1999.

The incidence of asbestos within our stock is low as per the asbestos management plan which will be reviewed every 3 years or earlier if a discovery of asbestos is made which would then affect planned assumptions.

Management Committee were content to learn no asbestos has been recorded in our properties Following discussion, Management Committee approved the policy.

15. PERFORMANCE MANAGEMENT REPORT – Q3

John presented the earlier distributed report;-

ARC INDICATOR	TARGET 2021-22	PERFORMANCE
C1.3.3 - % staff sickness	<5%	3%
31 - Gross Arrears	4%	4.51% ¹
34 - Void rent loss	<1%	0.10%
11 – Emergency repairs response	4 Hours	2 hrs 57 mins
12 – non-emergency repair responses	<3 w. days	2 w.days
13 – completed right 1 st time	100%	99.76% ²
15 - % gas safety completed	100%	100%
Void re-let times	10 Days	16 Days ³

notes:1 – National Average 5.8%, 2 National Average 91.5%,3 National Average 56.3 days

The Management Committee noted the performance to 31st December 2021 and the added contextual information.

16. 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 February.

The plan update was approved by the Management Committee.

17. HEALTH AND SAFETY ACTION PLAN UPDATE

This item will be a standing item for all future meetings. John updated the Management Committee on the action plan which will come into effect from Q1, 2022-23

The action plan covers 7 subject areas, recommendations, and relevant timescales for completion, all to be actioned by the Director.

The plan as submitted was approved by the Management Committee.

18. A.O.C.B

18.1 Paul presented a short report on the future funding of the former Council Assisted Garden Maintenance Scheme. It was confirmed that the Association had provided this free service (free to the user) since July 2021 when the Council ended their scheme. There are a total of 9 residents receiving this service. As the residents are amongst the most vulnerable Paul proposed that the Association assume the costs of the service, free to the recipients. The total cost of this provision would be £1,430.

Following discussion and clarification, the Management Committee approved the recommendation effective from 1st April 2022.

18.2 Jane A. raised the issue of bulk waste and the disposal of waste generally within the Rehab 37 – 45 Lochgoin Avenue. Since the introduction of charges by the Council it is noticeable that some residents are simply dumping bulk waste in the back courts which the Association then removes from the area. Jane advanced that the Association should look at repayment of the costs by charging the tenants of the respective property for the uplift and removal. Paul intimated that he would be looking at this going forward and will present a paper at the next meeting.

19. DATE OF NEXT MEETING

The next meeting will be held on **Tuesday 29th March 2022** at **5.45pm** within the Association's offices and via Zoom ©