

**KINGSRIDGE CLEDDANS HOUSING ASSOCIATION  
MANAGEMENT COMMITTEE MEETING  
HELD ON 21<sup>st</sup> JANUARY 2025  
IN THE KCHA OFFICES**

Present:

Elaine Shaw (ES)  
John Barclay (JB)  
Kirsteen McLerie (KM)  
Robert Wards (RW)  
Arlene Martin (AM)  
Jane McDonald (JM)  
Louise Herity (LH)  
Margaret McKenzie (MM)  
Stephanie Ritchie (SR)  
Sharon McDonald (SM)

In Attendance:

Daniel Wilson (DW)  
Alex Cameron (AC), Quinn Internal Audit

**1 Apologies**

Fiona Mills (FM)

**2 Declarations of interest**

No interests were declared.

**3 Minutes of the Meeting held on 26<sup>th</sup> November 2024**

The minutes were agreed being first proposed by KM and seconded by JB.

DW updated the MC that we are progressing as scheduled with the Housing Management software upgrade. The team have now met with the preferred supplier to start looking at the preferred set up of the system and these workshops will continue with regard to all core modules. Staff training will commence following this.

**4 Rent Consultation**

DW presented to the MC the results from the rent consultation. He reminded the MC of the discussions held in November with regard to the budget requirements, and that tenants had been consulted on a 3.3% increase. This increase had been checked against the SFHA Rent Checker tool and had been shown to be affordable. DW advised that we have seen an increase in responses to the rent consultation and this had been partly due to using survey monkey. He advised that we will continue to seek to increase engagement and he believes that the new management system will help increase this through digital communication. He

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advised that the response to the rent consultation had been entirely positive with 100% of the 17 respondents detailing that they felt that their rent provided value for money and that they were happy with the proposed 3.3% increase. The MC instructed DW to follow the procedure and send out letters to all tenants advising of this increase.

**5 Internal Audit Report – Gas safety**

AC took the Management Committee through the Gas Safety report. He detailed that the most important matter was with regard to gas safety inspections, and advised the MC that these continue to be carried out on time and we are on course to record a 100% success rate for the ARC. He detailed that there were no areas of concern to highlight from the report, but there were some areas of recommendation.

**Further Information Redacted**

**6 KCHA Committee Appraisal Report**

DW presented the report from Lorna Ravell of EVH. The MC discussed the report and felt that it was very positive and reflected that management committee meetings were healthy and were exercising the correct level of scrutiny. The MC felt that this report helped to confirm that we are on track following the governance review.

**7 Directors Appraisal**

DW advised that he, Lorna Ravell, and ES had met to carry out the annual Director's appraisal. He provided the objectives that were agreed at the appraisal. The MC considered these objectives and agreed that this reflects the direction set by the MC and the away day and in the currently developing business plan.

**8 Membership Applications and Cancellations**

DW presented this standing item and detailed that there have been no changes to the membership.

**9 Health and Safety KPIs**

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DW updated the MC on the health and safety KPIs, he advised that as previously discussed, we continue to meet our requirements for health and safety having carried out all of our gas safety inspection. He detailed that we keep track of all repairs that feature damp or mould, these are separately recorded in our damp and mould register, and we carry out follow up visits on these works to ensure that remedial work has provided permanent solutions.

He advised that we have taken the decision to remove the roof anchors that cannot be serviced. The MC discussed this and agreed that the full removal will guarantee safety (as opposed to any signage, which would be more cost effective but would not provide a permanent solution).

## **10 Write off Reports**

DW presented the write off report. He detailed the importance of highlighting where debts are unlikely or impossible to be recovered and that it is health from an accounting perspective and with regard to our ARC stats for arrears, to write such debts off. He advised that unsecured debts (that don't have a decree from court) will

prescribe after 5 years if no arrangement is achieved with the debtor, and that these debts cannot then be pursued. He advised of three cases of former tenant debts and why these were proposed for write off.

The MC discussed these cases and agreed the write offs.

## **11 Updated Policies**

DW presented the updated asbestos management policy. He reminded MC that it is a legal requirement for us to keep and maintain such a policy, but these updates are reflective of the fact that over decades and numerous tests, we have confirmed that there is no evidence that asbestos was used as part of the construction of our properties. It was agreed that we will continue to review all reports from improvement and remedial works to properties for any evidence of asbestos.

DW advised that the Risk Management Policy has been updated. This reflects our changes to risk management, including the quarterly report of risk registers, and further reflects the suggestions as provided as part of our governance review.

## **12 New Policies**

DW advised that we have incorporate two new policies: Absence Management and Dignity at Work. These policies reflect the legislative changes that are currently

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being implemented and best working practices across the sector. DW advised the MC that we will have a high level of non-attendance which is likely to be reflected in the ARC. [REDACTED]

**13 AOCB**

**Information redacted**

DW thanked the MC for the input from members to the business plan. All sections have now been shared and updates/suggestions incorporated. He advised that the Strategic Actions have been added which will allow us to measure success in achieving the strategic objectives. The draft Business Plan will now be sent to the designers then submitted in full for consideration to the MC.

DW updated the MC on the progress with regard to the governance action plan, as detailed in previous e-mails, we are now well on track to having achieved a significant majority of this plan and the areas that remain are primarily advisory.

**14 Date of Next Meeting**

The next meeting will be the 25<sup>th</sup> of February 2025 @ 17.45 @ KCHA office