

**KINGSRIDGE CLEDDANS HOUSING ASSOCIATION
MANAGEMENT COMMITTEE MEETING
HELD ON 25th MARCH 2025
IN THE KCHA OFFICES**

Present: Elaine Shaw (ES)
John Barclay (JB)
Kirsteen McLerie (KM)
Robert Wards (RW)
Arlene Martin (AM)
Louise Herity (LH)
Margaret McKenzie (MM)
Sharon McDonald (SM)
Fiona Mills (FM)

In Attendance: Daniel Wilson (DW)
Trish Knight (RGDP)

1 Apologies

Stephanie Ritchie
Jane McDonald

2 Declarations of interest

MM detailed that item 10 would be a declared interest for herself as she is looking to work as a volunteer for that charity. The Management Committee agreed that she would not participate in the discussion or decision making on this point.

3 GDPR Training

Trish Knight carried out the GDPR refresher training. This provided an update on changing legislation and re-emphasised the MC's responsibilities for data protection and data management.

Trish Knight left the meeting following this training.

4 Minutes of Last Meeting held on 25th February 2025

The minutes were agreed upon, being first proposed by AM and seconded by JB.

DW provided an update on point number 10, he advised that EVH have fed back to member associations detailing that the proposed salary changes have been agreed with a return rate of [REDACTED] in favour of the changes

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5 KPI Performance Report

DW presented the Health and Safety KPI report. He detailed that this report overlaps with the correspondence from the SHR as detailed on agenda item 9, with the exception that we do not report on any lifts, as we have none in our stock. He advised the MC that we have recently acquired portable moisture detectors which are now being used at every damp/mould inspection to help us establish the cause of any damp or mould. These help us to differentiate between issues caused through water penetration, rising or penetrating damp, and those arising from water due to condensation. He detailed to the MC that the vast majority of our call outs are with regard to condensation and we are working with tenants to help them to understand how to avoid water damage due to condensation; this is also being addressed through our window replacement works which are helping to increase air flow within properties.

6 Policy Review List

DW presented the updated list. He advised that in the last year we have significantly increased our policy suite and the feedback from the Governance Review and the Auditors is that we now have a comprehensive list of policies. He detailed to the MC that these policies are now running with scheduled updates for review, in most cases three yearly, but also that they will be reviewed earlier should there be any legislative changes or changes to best practice.

7 Report on Compliance with the Rules

DW provided the lengthy report which looked at each of the Associations Rules and confirmed our compliance with these. He advised that this report had also been shared with the Scottish Housing Regulator and was a key document in our governance improvement plan.

He highlighted to the Management Committee the importance of the Rules, and the Standing Orders with regards to the efficient continued governance of the Association.

The report detailed two areas where we had historical room for improvement. These being with regard to the processing of membership applications, specifically with ensuring new share members are agreed by the Management Committee, and with regard to the procedure at AGMs. DW detailed that these have now both been addressed through the development of our processes and standing items on the agendas for MC meetings and the AGM.

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The MC noted the compliance with the rules and requested that the Standing Orders are reviewed to ensure compliance with this key document as well. DW will provide this to the next meeting.

8 Membership Application and Cancellation

DW presented the report on membership. He detailed that we have carried out a further audit of members, and through this sought to highlight cases where members have moved away with no forwarding address. Following this audit he was able to advise MC that there have been a further four changes. Accordingly, the MC agreed to cancel these four memberships.

Personal Information Redacted

9 Correspondence from the Scottish Housing Regulator

The MC considered the letter from the Scottish Housing Regulator which highlighted the importance for management committees in considering the key areas of health and safety as part of their Assurance Statement. The MC discussed this and felt that we are addressing these through our quarterly submitted reports on these areas.

10 Common Good Fund Application

The MC considered the application received from G15 Thriving Places for the establishment of the Community Pantry. After discussion it was agreed by all MC members present that this will be a great benefit to tenants and residents of the community facing financial hardship. The MC instructed DW to contact G15 and make a maximum grant.

11 Updated Policies

DW presented the Succession, Assignment and Sub-Let Policy. He advised that there has been no significant changes to the policy which continues to follow the statutory position as set in the housing Scotland Acts. FM highlighted to the MC that we will need to be mindful as the sector is seeing an increase in appeals to refused succession requests; as the legislation has aged, we should expect to see an increase in 2nd generation succession requests and we should ensure we are prepared and exercise a pragmatic approach with such requests whilst ensuring we follow the legislation. The MC agreed on the updated Policy.

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DW also presented the updated Mutual Exchange Policy. He advised the MC that there were proposed changes with regards to under occupancy. The Policy had previously set that we would not allow any exchange that would result in under occupancy, this had meant in practice that we were required to refuse any exchanges even where one party was significantly under occupying, if it meant that the other party did not fully occupy the property. The MC discussed this and agreed that the change may help increase the number of mutual exchanges and help us to better use our current under occupied properties. The MC agreed on the updated Policy.

12 Write Offs

The MC noted the write offs that have already been agreed by the director as a delegated power.

13 AOCB

DW raised to the MC concerns over the current condition of the KCHA office. He highlighted that the property has not seen investment for some time and there were developing concerns over safety particularly with regard to the condition of the flooring and roofing. MC agreed for DW to seek remedial/improvement works to improve the quality of the office.

Applications – Information redacted

14. Date of Next Meeting

29th March 2025 @ 17.45 @ KCHA offices