

KINGSRIDGE CLEDDANS HOUSING ASSOCIATION

MANAGEMENT COMMITTEE MEETING

HELD ON 29th OCTOBER 2019

AT 5.45PM

IN THE ASSOCIATION'S OFFICE

Present: Elaine Shaw
John Barclay
Robert Wards
Jane Atkins
Kirsteen McLerie

In Attendance: John Docherty
Moyra McKenzie
Paul Immelman
Jacqueline Brown

1. APOLOGIES

Apologies were received from Caroline McManus and Arlene Martin

2. CORRESPONDENCE

- 2.1. SHARE Committee training calendar distributed for information.
- 2.2 Letter from SHR regarding tenant safety, cyber security and Brexit risk assessment was distributed and contents duly noted.

3. MINUTES OF PREVIOUS MEETING HELD 24th SEPTEMBER 2019

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

4. MATTERS ARISING

- 4.1 Item 11, Kitchen Renewal Contract completion due Monday 4th November 2019.
- 4.2 Item 6c, further meeting to finalise the Common Allocation Policy review on Thursday 7th November, consultation exercise to progress shortly thereafter.
- 4.3 Item 7, New External Auditors, Chiene & Tait appointed. Meeting held at the Association's offices today (29 October 2019).

5. MANAGEMENT ACCOUNTS Q2

Moyra McKenzie presented the Management Accounts Q2 to 30th September 2019 for committee consideration and approval. The accounts were presented on a page by page basis highlighting full reasons for any variances which existed. Following discussion, the accounts were approved by committee.

6. CHEQUE/PETTY CASH LIST SEPTEMBER 2019

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

7. HOUSING MANAGEMENT REPORT – SEPTEMBER 2019

1. ARREARS	SEPTEMBER 2019	SEPTEMBER 2018	% CHANGE
Gross Rent Arrears	4.64%	4.60%	+ 0.04%
CURRENT	3.60%	4.11%	-0.51%
Former Tenant	0.29%	0.35%	-0.06%
Technical	0.76%	0.13%	+ 0.63%

2. ACCOUNT BANDING

	SEPTEMBER 2019	VALUE £'s
Prepaid	156	- £ 14,583.46
NIL	42	£ 0.00
< £ 499.99	66	£ 13,458.77
£ 500 – 999.99	16	£ 11,383.36
£ 1,000 - £ 1,999.99	13	£ 16,577.30
>£ 2,000	3	£ 7,613.80
Former Tenant	8	£ 3,268.47
Current Arrears Cases	98	£ 49,033.23
Total Arrears Cases	106	£ 52,301.70
% Tenants in Arrears	33.1%	
No. Tenants > = 13 Weeks	17	
% Tenants >= 13 Weeks	5.6%	

Paul Immelman reported of the **35 cases over £500.00 and/or court action cases:-**
12 Sisted – 2 Default (*1 UC payment awaited*).

9 NPRP

1 Pre-NPRP

11 cases on repayment arrangements (*5 Defaulted*)

1 UC claim

1 Clear

7a. COURT ACTION CASEWORK:-

CASE No.	CURRENT STATUS	ACTION TAKEN	ARREARS @ 30.09.19	COMMENTS
A048	SISTED	Arrangement	2,663.64	Payment arrangement being maintained
A017	SISTED	Default	2,371.60	Universal Credit
A091	SISTED	Arrangement	1,965.59	Payment arrangement being maintained

A006	SISTED	Arrangement	1,577.74	Payment arrangement being maintained
A016	SISTED	Arrangement	1,498.05	Payment arrangement being maintained
A001	SISTED	Arrangement	1,332.17	Payment arrangement being maintained
A022	SISTED	Arrangement	1,327.27	Payment arrangement being maintained
A024	SISTED	Default	955.20	Default - Warning ignored - Re-call sist
A004	SISTED	Arrangement	817.35	Payment arrangement being maintained
A009	SISTED	Arrangement	498.91	Payment arrangement being maintained
A042	SISTED	Arrangement	252.54	Payment arrangement being maintained
A034	SISTED	Arrangement	-21.99	CLEAR
				12

7b. Paul further advised there were **0** voids and **0** allocations during the months of September 2019,

Void rent loss was **£0.00**.

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 **168** 'live' & **3** suspended housing applications on file.

There was **1** anti-social case during the month of September 2019.

Estate Management issues mostly regarding bulk & gardens **31** incidents.

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

8. MODEL FREEDOM OF INFORMATION POLICY

Paul spoke to the earlier distributed Freedom of Information & Environmental Information Policy. The proposed policy to be adopted is the model policy as devised by SFHA and T.C. Young solicitors. The policy will come into effect from the 11th November 2019 at which date the Association will be designated a Scottish Public Authority and therefore covered by the Freedom of Information (Scotland) Act 2002 ("FOISA") and the Environmental (Scotland) Regulations 2004, ("EIR").

Following discussion, the model policy was approved for adoption.

9. PERFORMANCE MANAGEMENT REPORT Q1 & Q2

John Docherty presented the Performance Management Report for the period 1st April to 30th September 2019 (Q1 & Q2).

Of the 8 indicators reported, 6 met the targets, 2 still out with the targets set, but progress noted.

Following discussion, the report was accepted and approved by the Management Committee.

10. GOVERNANCE FRAMEWORK ACTION PLAN

John presented the Governance Framework Action Plan for October 2019. Management Committee noted the report and accepted and approved the outcomes.

11. REVIEW OF MANAGEMENT COMMITTEE MEETING STANDING ORDERS

John presented a proposal to insert a Governance Clause into the Management Committee Meetings Standing Orders. John explained the reasoning behind the proposal, after discussion the Management Committee agreed, unanimously to insert Clause 3.4 Governance into the Standing Orders which will come into immediate effect.

12. ABSENCE MANAGEMENT REPORT Q2

John presented the report to the Management Committee. The report notes that of the total possible days worked in Q2 of 250, the actual was 247 resulting in 3 days lost to staff sickness, representing 1.2%, this figure is well within the target set of <5%.

Management Committee noted the report.

13. MAINTENANCE CONTRACTOR PERFORMANCE REPORT – Q2

John presented a report on the maintenance contractor performance for the period 1st July 2019 to 30th September 2019. All contractors performing well and operating well within the stated target response times. John also reported however that concerns have been raised about one contractor's poor performance over a period of time and therefore has advised that the Association will be seeking to re-tender for this work for the coming financial year start on 1st April 2020.

14. ANNUAL ASSURANCE STATEMENT OCTOBER 2019

John presented the proposed Annual Assurance Statement and advising that the statement is required from all RSL's to be submitted to the Scottish Housing Regulator (SHR) by 31st October 2019. After discussion, the Management Committee agreed the proposed statement. The statement was duly signed by the Chairperson, Elaine Shaw.

15. HEALTH & SAFETY AUDIT REPORT & ACTION PLAN

John spoke to the earlier distributed Health & Safety Management System, External Audit Report and the resultant Action Plan following the external Health & Safety audit. Overall the audit was positive with only a small number of minor recommendations made. The planned timescales for completion of the plan is November 2019 to 31st March 2020. Management Committee noted the report and the attendant Action Plan and approved the Plan for implementation.

16. REPORTS FROM OTHER MEETINGS

There were no reports provided under this agenda item.

17. A.O.C.B.

17.1 John proposed having some training for committee members during the day at the Association's offices for those unable to attend the regular monthly Monday evening training sessions. The Management Committee agreed to action this early January 2020.

18. DATE OF NEXT MEETING

The next Management Committee meeting will be held on Tuesday, 26th November 2019 at **5.45pm** in Boardroom at Association's Offices.