

1

**KINGSRIDGE CLEDDANS HOUSING ASSOCIATION
MINUTE OF MANAGEMENT COMMITTEE MEETING
HELD ON TUESDAY 21 FEBRUARY 2023**

Present: John Barclay
Kirsteen McLerie
Jane McDonald
Jane Atkins via Zoom
John Docherty via Zoom

In Attendance: Paul Immelman
Ikra Aziz

1. APOLOGIES

Elaine Shaw, Arlene Martin, and Bobby Ward

2. DECLARATION OF INTEREST

No declaration of interest.

3. MINUTES OF PREVIOUS MEETING HELD 24th January 2023

The minutes of the previous meeting were approved on a proposal by Kirsteen McLerie, seconded by Jane Macdonald.

4. MATTERS ARISING

No matters arising.

5. CORRESPONDENCE

- 5.1** Paul advised MC that SHR have contacted a number of individual landlords as part of this year's annual risk assessment they have identified gaps in some assurance statements.

SHR have asked all landlords to make an explicit statement in their Annual Assurance Statements that should be submitted to them by 31 October 2023 on their compliance with their obligations in relation to tenant and resident safety.

MC have noted that SHR will carry out further surveys of all social landlords on tenant and resident safety.

- 5.2 Paul advised MC that EVH have sent their monthly newsletter and a Full Members Consultation letter on recommended changes to EVH Terms & conditions of Employment.

Consultation Questions – Mental Health First Aid Allowance

- If an organisation chooses to have a Mental Health First Aider in place, would you support that the employee receives the first aid allowance set by the terms and conditions of employment.
- Both the physical first aid and mental health first aid roles are distinct from each other, and employees must carry out the necessary training. It is unlikely that an employee would carry out both roles, however if they did would you support them receiving the allowance for each role.

Consultation Question – Shared Parental Pay

- It is recommended that if an eligible parent chooses to use Shared Parental Leave that they should receive the enhanced pay. Do you agree with this?

MC agreed that they support employees receiving allowance for both physical and mental first aid roles.

MC also agreed if an eligible parent chooses to use Shared Parental Leave that they should receive the enhanced pay.

Paul advised he will respond to the EVH with MCs decision.

- 5.3 Paul advised MC that GWSF will be resuming their evening open meetings next month Wednesday 22nd March at 7pm. Committee are welcome to attend.

MC advised that evenings are not convenient for any committee member to attend Meetings. Jane Atkins advised she would happily attend meetings if they were via Zoom.

Paul advised Jane he will look into the option of attending via Zoom for the GWSF meetings.

6. **CASH BALANCE AND PETTY CASH LIST JANUARY 2023**

The cheque and petty cash list for January 2023 was approved and signed by John Barclay and Jane McDonald.

7. **RENT INCREASE PROPOSAL 2023/24**

Paul advised MC the Rent Consultation exercise was carried out between 27 January 2023 and 13 February 2023.

Letters were sent to every tenant enclosing a postage paid envelope for return with a rent increase proposal of 5.0%, being 5.5% below the inflation rate of 10.5% at December 2022.

The proposal would be applied to the rent and service charges elements. The consultation letter detailed:

- The Association's % income and expenditure spend for the year 2022-23.
- Comparative average rents within Drumchapel area were given as a guide.
- Comparative rent increase proposals and actual rent increases agreed from among a group of Glasgow & West of Scotland Forum (GWSF) RSL's totalling 58 RSL's with an average of 5.24% increase to be applied from 1st April 2023.

There were a total of 12 respondents.

The result of the consultation exercise is that 75% of respondents said 'Yes' and 25% said 'No' to the proposal to increase rents by 5% from 1st April 2023. The majority (95.7%) of tenants did not respond or give an opinion.

Of the respondents saying 'Yes', 89% are in employment, 11% in receipt of benefits. Of those voting 'No', 67% are in employment and 33% in receipt of benefits.

The Association in looking at proposals for a rent increase below the prevailing inflation rate for 2023/24 looked at evidence from the Scottish Government, SFHA, GWSF and the SHR regarding the cost of living crisis and measured the effects on tenants' budgets by looking at various scenarios from the SFHA/Housemark rent increase tool and taking account of economic projections from the OBR and the Bank of England which suggest the rate of inflation may be around 5% towards the latter half of 2023.

The Association have incurred significant increases in the cost of providing our services with an increase of 17% in reactive repairs over the last year and increases above the budgeted figure for window replacements of 81% due to the cost of glass production, which is energy intensive, but also an increase of 11.6% in the cost for the installation of kitchens.

Other significant costs borne by the Association are in relation to insurance which has increased 20% from the level of last year and staff costs increasing by around 5.25% from 1 April 2023.

The average rent increase (actual or proposed) for year 2023-24 on a selection of 58 Housing Associations/Co-operatives is 5.24%. (on a range from 2.99% - 7.0%), it is recommended that the Management Committee approve an increase of 5% be applied to both the rent and service charge elements from 1st April 2023 in doing so we will remain competitive in relation to other DRUMCOG RSL's average rent charges from April 2023.

Mainstream – 279 properties

Rent element increase by 5% and Service charges increase by 5%

Sharing Owner – 11 properties

Rent element increase by 5% and 20% on insurance service charges (reflecting increase in premium)

Supported Accommodation – 2 properties (6 bedspaces)

Rent element increase by 5% and no increase on services elements.

Paul put forward the proposal at 5.0 that will result in an overall average revenue increase of 5%.

Following discussion the MC approved the proposal of 5% rent increase be applied from 1st April 2023.

8. **DRAFT ANTI SOCIAL BEHAVIOUR POLICY**

Paul requested MC to approve the review of the Draft Anti-Social Behaviour Policy.

A slight amendment has been made to the policy regarding Short SST periods which will expire in September 2023.

MC reviewed and approved amendments to the Draft Anti-Social Behaviour Policy for adoption and publication without further amendment.

9. **DRAFT ARREARS MANAGEMENT POLICY**

Paul requested MC to approve the review of the Draft Arrears Management Policy.

Changes have been made regarding recording information.

All actions including correspondence to and from the tenant are recorded on the tenant's electronic file within the Diary facility of the SDM Housing Management System. The diary note will record the amount of arrears, the payment arrangement, if the arrangement is breached, the reason(s) will be stated, and further action noted.

MC reviewed and approved amendments to the Draft Arrears Management Policy for adoption and publication.

Paul advised that currently the primary focus is in achieving the target of 4% of the gross rent charge by end of the financial year.

10. **DRAFT ESTATE MANAGEMENT POLICY**

Paul requested MC to approve the review of the Draft Estate Management Policy.

Following some discussion the MC reviewed and approved the adoption and publication of the Draft Estate Management Policy.

11. DRAFT GAS SAFETY POLICY

Paul requested MC to approve the review of the Draft Gas Safety Policy. Paul re-iterated the absolute key performance indicator of achieving 100% compliance and that to date that had been achieved.

MC reviewed and approved the Draft Gas Safety Policy for adoption and publication.

12. DRAFT LEGIONELLA POLICY

Paul requested MC to approve the review of the Draft Legionella Policy.

Paul advised legionella tests will be carried out by Cleartech on the 2nd and 3rd March. The only properties that have water tanks in the lofts are 37-45 Lochgoin Avenue. Paul also advised that a Legionella Risk Assessment will also be carried out at the two supported accommodation properties at 10 Inchfad Crescent and 81 Inchfad Drive on 3 arch 2023.

MC reviewed and approved the Draft Legionella Policy for adoption and publication.

13. DRAFT MUTUAL EXCHANGE POLICY

Paul requested MC to approve the review of the Draft Mutual Exchange Policy.

MC reviewed and approved the Mutual Exchange Policy.

14. DRAFT RENT POLICY

Paul requested MC to approve the review of the Rent Policy.

MC reviewed and approved the Rent Policy.

15. DRAFT TRAINING POLICY

Paul requested MC to approve the review of the Draft Training Policy.

Paul advised the MC that the next DRUMCOG meeting would take place in April. Jane Atkins asked if these meetings could take place remotely Zoom, Paul advised that he would confirm the arrangements to Jane after speaking to the facilitators.

MC reviewed and approved the Draft Training Policy.

15. DRAFT VOID PROPERTY POLICY & ABANDONMENT PROCEDURE

Paul requested MC to approve the review of the Draft Void Property Policy & Abandonment Procedure.

MC reviewed and approved the Draft Void Property Policy & Abandonment Procedure.

Paul advised that the association will continue to meet the target to restrict void loss to 1% as contained within the Business Plan and Five Year Financial Projections.

13. KITCHEN RENEWAL CONTRACT

Paul advised the Kitchen Renewal contract in Cleddans Court area commenced yesterday, (20 February 2023). Very early indications are good and progressing as scheduled.

18. WINDOW & DOOR REPLACEMENT

Paul advised that surveys are currently on going, once these are completed letters will be sent to all tenants with respective fitting dates.

John Barclay advised that tenant safety is imperative when carrying out any works.

Paul agreed and advised that the contractors understand the importance of tenant safety and obligated to advise tenant of any health and safety concerns immediately.

19. STAFF STRUCTURE FROM 1 APRIL 2023

Paul proposed to management Committee the following changes to the Staff Structure.

19.1 EXTENDED GRADING - Property Services Administrator

Current Grading: 7

Scale Point: PA22 – 25, held at PA23 currently.

The PSA has taken on additional duties and responsibilities since the original bar was put in place, it therefore would be appropriate that the PSA be graded in line with EVH Guidelines thereby removing the bar and grading the position PA22-25. The effect will be that the PSA will move to PA24 at 1st April 2023, the additional salary cost would be an additional £1.2k. The increase would be more than offset by savings elsewhere within the staff budget.

The job title will change from Property Services Administrator to the more appropriate title of Asset Management Officer (AMO).

Management Committee members are asked to remove the bar at PA23 and extend to the full scale of the Grade 7 position from PA22 – PA25, currently known as the Property Services Administrator (PSA)

MC approved the extension of grading and new job title from Property Services Administrator to Asset Management Officer with effect from 1st April 2023.

19.2 FINANCE MANAGER

Current Grading: 8

Scale Point: PA28-PA31 - Currently on PA31 Part time 4 Days per week.

The Finance Manager (FM) is currently working 4 days per week and has done since September 2022.

The FM has requested to reduce the hours further to 3 days per week, to be worked Tuesday, Wednesday and Thursday from 1st April 2023.

The FM has discussed the workload and job requirements with the Director and was able to give assurance that there will be no reduction in service and when required the FM will be able to work additional hours at the main pinch points i.e. at the year end and annual audit. By reducing the hours of the FM from 28 to 21 per week, there would be a salary saving of £9.5k per annum.

The Director will keep the position under review and will revisit should circumstances arise where the workload is such that the hours do not adequately cover the requirements of the post.

The Management Committee are asked to approve the re-classification of the Finance Manager position to part-time 3 days a week (21 hours) from 1st April 2023.

MC have approved the request to reduce the Finance Managers hours to 3 days a week.

20. GOVERNANCE ACTION PLAN FEBRUARY 2023

MC have confirmed that all reports and actions were complete or given outcomes.

MC approved the Governance Action plan February 2023

21. A.O.C.B

No other competent business.

22. DATE OF NEXT MEETING

The next meeting will be an Operation Meeting to be held on **Tuesday 28th March 2023** at 5.45pm within the Association's offices and via Zoom®.

E Shaw

Signed as a true record – Chairperson

29TH MARCH 2023

Dated