

1.	Sederunt	Name	Position	Action
	Present	Marion Leat (via Zoom) Corrina Brewer (via Zoom) Margaret Smith (via Zoom) Sarah Lack (via Zoom) Katherine Brown (via Zoom) Kirsty Bavidge (via Zoom) Fiona Bowman (via Zoom)	Chairperson Vice Chair Secretary Treasurer Committee Member Committee Member Committee Member	
	Apologies	Wendy Hughes Rose O Malley	Committee Member Committee Member	
	In Attendance	Roslyn Crawford (via Zoom) Lyndsay Moffat (via Zoom) Anna Ellis (via Zoom)	Director Senior Housing Officer Calvay Housing Association (EHRA Shadowing programme)	

2.	Declaration of Interest and Committee Update The Management Committee noted no declarations of interest. Anna Ellis from Calvay HA was welcomed to the meeting as part of the EHRA shadowing programme.	Committee welcomed the Calvay committee member to the meeting.
3.	Notifiable Event No update. The Regulator does not require any further information at present in relation to the office closure.	Noted by the Management Committee
4.	Freedom of Information Update No update. No new Freedom of Information requests have been received.	Committee noted no new FOI requests
5.	Minutes of the Management Meeting on 4 February 2021 The Minutes of the Management Meeting held on 4 February 2021 were circulated prior to the meeting and noted by the Management Committee. The Minutes were approved by Corrina Brewer and Sarah Lack.	Committee approved Minutes of 4 February 2021
6.	Action Note of Meetings to 4 February 2021 The Action Note to 4 February 2021 was circulated prior to the meeting and approved by the Management Committee.	Committee approved the Action Note to 4 February 2021
7.	Joint Calvay Gardeen Kitchen and Bathroom Contract 2021 This tender report was circulated prior to the meeting. The Treasurer had discussed queries on the tender document prior to the meeting and these were discussed including the variation in prelim costs and the weighting of different costs between the contractors. There was discussion on electrical costings, manufacturing of units, unit costs and defects control. The Management Committee noted that the contract	Committee approved the recommendations in the Quality/Price Tender Report

	<p>was until 2022 with an option to extend to 2026. The Senior Officer answered questions from the Management Committee and following discussion MCN (Scotland) Ltd were approved as the contractor for the kitchen and bathroom contract by Margaret Smith and Corrina Brewer on behalf of the Management Committee.</p>	
8.	<p>Property Management Reports</p> <p>8.1 Write Off reports Following discussion, the Management Committee approved the write off reports and agreed that there would be no write offs for current tenant rent arrears, recharge repairs and legal expenses. The Committee approved the write offs for former tenant arrears of £536.30; former tenant rent credits and former tenant legal expenses. The Management Committee also approved write offs for former owner factoring arrears balances. The write off report for 2020-2021 was approved by the Management Committee.</p> <p>8.2 Property Services Targets 2021-2022 This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed the report and agreed to increase the void period from 3-5 days due to COVID-19, There was discussion on lets and it was agreed that 40% lets would be allocated to homeless households; 40% to housing register applicants and 20% would be offered for transfer applicants. It was also agreed to reduce pre and post inspections due to COVID-19. The Management Committee approved the targets for 2021-2022 with amendments.</p>	<p>Committee approved the Write Off Report for 2020/21</p> <p>Committee approved the Property Services Target Report 2021/22</p>
9.	Director Reports	
	<p>9.1 COVID-19 Returns This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted the January return and were pleased to note the low level of arrears and ongoing allocations. The benchmarking report was noted and the Committee were pleased to note good performance.</p>	Committee noted the January submissions to SHR and the benchmarking report
	<p>9.2 Service Delivery Update This report was circulated prior to the meeting and noted by the Management Committee. The Committee discussed the remote service and agreed to continue to follow Government advice. Staff would continue to work from home until end of April 2021. Tenant feedback remains positive and Committee were requested to provide feedback on any service issues. The Management Committee discussed issues with bulk uplift, bin collection and dog fouling and it was agreed to report fly tipping and add items in the newsletter.</p>	Committee noted that staff continue to work from home until end of April 2021, only essential repairs will be carried out in line with SG guidelines and staff continue to work from home

9.3	<p>Business Plan Action Note The Management Committee discussed the report and approved the actions that remained outstanding. It was noted that a full review of the Business Plan would take place at a future meeting.</p>	<p>Committee approved action plan for the Business Plan</p>
9.4	<p>Staff and Committee Appraisals The Management Committee approved that the Senior Housing Officer would carry out the Committee reviews for 2021 and an external review should take place in 2022. Staff appraisals would be ongoing and a few committee members would undertake training prior to undertaking the appraisal for the Director.</p>	<p>Committee approved the format for staff and committee appraisals</p>
9.5	<p>Governance Documents The Management Committee noted the five updated model governance policies from SFHA. It was agreed that the documents including governing body members annual review guidance, senior staff succession planning guidance, governing body members succession planning and recruitment guidance, role description for governing body members and office bearers and governing body members guide would be updated to the Committee portal for review and signature.</p>	<p>Committee noted the review of five model governance documents from SFHA.</p>
9.6	<p>Quarterly Risk review This report was circulated prior to the meeting and discussed by the Management Committee. The Committee discussed the seven key risks facing the Association and reviewed and updated the risk review. The Management Committee discussed the actions put in place to mitigate the risks facing Gardeen Housing Association.</p>	<p>Committee updated the risk review in light of the continuing pandemic.</p>
10.	<p>Correspondence</p>	
10.1	<p>Scottish Housing Regulator The Management Committee noted the blog from the Chief Executive of the Scottish Housing Regulator (SHR).</p>	<p>Committee noted SHR blog</p>
11.		
	<p>Health & Safety Report The annual update from EVH was awaited and the Health and Safety manual would be updated when available.</p>	
12.		
	<p>Newsletter & Social Media The Management Committee noted that social media and the website continue to be updated weekly. It was agreed to include an article on dog fouling, bin collection rent increases and bulk uplift in the newsletter.</p>	
13.		
	<p>Repairs Draw The repairs draw for February 2021 has been made.</p>	

14.		
	Membership There were no applications for approval.	
15.		
	Training Feedback Staff and Committee continue to attend training remotely. There was positive feedback from staff and Committee about online training. Committee members were encouraged to attend EHRA training on Know the Codes on 30 March 2021.	
16.		
	EHRA Feedback The Management Committee noted the action plan for EHRA.	
17.		
	EVH Monthly Report: EVH monthly report was circulated and noted by the Management Committee	
	Anna Ellis was thanked for attending the meeting as part of the shadowing programme and left the meeting.	
18.		
	AOCB Confidential Item.	Committee noted update on confidential item
	The meeting closed at 8.30pm.	
19.	Date and Time of Next Meeting:	1 April 2021

APPROVED: _____ DATE: _____