

1.	Sederunt	Name	Position	Action
	Present	Marion Leat (via Zoom) Margaret Smith (via Zoom) Sarah Lack (via Zoom) Catherine Brown (via Zoom) Rose O'Malley (via Zoom) Corrina Brewer (via Zoom) Kirsty Bavidge (via Zoom) Gary Ferguson (via Zoom)	Chairperson Secretary Treasurer Committee Member Committee Member Vice Chair Committee Member Observer	
	Apologies	Roslyn Crawford Fiona Bowman	Director Committee Member	
	In Attendance	Lyndsay Moffat (via Zoom) Tom Atkinson (via Zoom) Lorraine Fisher (via Zoom)	Senior Housing Officer Maintenance Consultant Administrative Assistant	

2.	Declaration of Interest and Committee Update The Management Committee noted no declarations of interest. The Management Committee welcomed Gary Ferguson as Observer to the meeting.	Committee noted no declarations of interest and welcomed Observer
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 The Management Committee noted that the Freedom of Information request received had been responded to within the required timescale.	Committee noted FOI request had been responded to within the required timescale
5.	Minutes of the Management Meeting on 6 May 2021 The Minutes of the Management Meeting held on 6 May 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 6 May 2021
6.	Minutes of Special Management Meeting on 20 May 2021 The Minutes of the Special Management Meeting held on 20 May 2021 were circulated prior to the meeting and noted by the Management Committee. The Minutes were approved by Sarah Lack and Catherine Brown.	Committee approved the Minutes of 20 May 2021
7.	Action Note of Meetings to 20 May 2021 The Action Note to 20 May 2021 was circulated prior to the meeting and approved by the Management Committee.	Committee approved the Action Note to 20 May 2021

<p>8.</p>	<p>Tom Atkinson, Maintenance Consultant: Update The Management Committee welcomed Tom Atkinson to the meeting. Tom Atkinson gave a presentation on the impact of Covid-19 and Brexit on the availability and costs of materials for construction and maintenance of buildings. There has been an average 7% increase in construction costs between March 2020 and February 2021.</p> <p>Tom Atkinson also highlighted the EESSH2 Energy Performance Standards set by the Scottish Government for 2034 with an initial review in 2025. The Management Committee noted that the goal is to manage the transition to target net zero CO² emissions while alleviating fuel poverty.</p> <p>The Management Committee discussed the future use of electricity and/or hydrogen and agreed to obtain a quote for seeking advice from Changeworks, a Scottish Government funded charity who provide advice and consultancy services in this regard.</p>	<p>Committee noted the update from the Maintenance Consultant and agreed to seek a quote from Changeworks to obtain assistance and advice regarding EESSH2 targets</p>
<p>9.</p>	<p>Confidential Report on Pendeen School Site This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that the owner of the land at Pendeen Road has decided to sell on the open market. Gardeen Housing Association remains a preferred partner. The Management Committee discussed whether the Community Council would be able to enter into discussions about what will be built on the land and the Secretary agreed to circulate the date of the next Community Council meeting.</p>	<p>Committee noted the update with the Pendeen School site</p>
<p>10.</p>	<p>Director's Report</p>	
	<p>10.1 Covid-19 Report This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that the report from the Scottish Housing Regulator to March 2021 indicated that arrears have dropped slightly across the sector with small housing associations performing better than larger organisations.</p>	<p>Committee noted Covid-19 Report from SHR</p>
	<p>10.2 Service Delivery Update This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed the remote service and agreed to continue to follow Government advice. Staff continue to work from home.</p>	<p>Committee noted the staff continue to work from home in line with SG guidelines</p>

	<p>10.3 Code of Conduct for Committee Members This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted the updates to the Code of Conduct for Committee Members. The main changes were the inclusion of a new bullying and harassment clause, procedure to investigate breaches of the Code of Conduct and the inclusion of the seven principles of good governance. The Management Committee also discussed the SFHA Supporting Guidance and noted that if a committee member is removed as a result of a breach of the Code of Conduct, he or she cannot be re-elected or appointed or co-opted to the Committee during the subsequent five years. The Management Committee approved the revised Code of Conduct and Supporting Guidance. The revised document will be signed by Committee members after the 2021 AGM.</p>	<p>Committee approved the revised Code of Conduct for Committee and Supporting Guidance</p>
	<p>10.4 Code of Conduct for Staff Members This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed the revised Code of Conduct for Staff Members and noted that it sets out the behaviours that are expected from staff members and strengthens issues surrounding bullying and harassment. The Management Committee approved the revised Code of Conduct for Staff Members and agreed that staff should sign the revised document.</p>	<p>Committee approved the Code of Conduct and Supporting Guidance for Staff Members</p>
	<p>10.5 Entitlements, Payments and Benefits Policy This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed the changes in the policy which have been approved by the Scottish Housing Regulator. The main items noted were that the threshold for gifts will increase from £25 to £60 and special payments to mark a special event has been increased to £100. The Management Committee approved the Entitlements, Payments and Benefits Policy.</p>	<p>Committee discussed the updates and approved the Entitlements, Payments and Benefits Policy</p>
	<p>10.6 Working with Young People – Partnership Policy This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that the Director had attended a meeting with an organisation called YOMO who work with young people to encourage them to be involved in local decision-making. The meeting also involved Connect who work with young people through youth clubs. Gardeen, Calvay and Provanhall housing associations are keen to welcome younger members to join their Management Committees and the proposal is that YOMO and Connect will start developing skills of young people to enable them to join Management Committees. The Management Committee noted that this may require a financial contribution of £1,000 towards training opportunities for young people. The Management Committee discussed having a representative from YOMO and Connect to attend a Committee Meeting to discuss this further. However, it was agreed that more</p>	<p>Committee discussed YOMO and agreed to find out more about the organisation</p>

	information about YOMO would be circulated and discussed again at the next meeting.	
	<p>10.7 AGM 2021 This report was circulated prior to the meeting and noted by the Management Committee. The Committee noted that the legislation that allowed AGMs to be held remotely has now expired. The Scottish Housing Regulator has advised that the AGM must now be held in person. The Management Committee noted that we are unable to lease the Community Centre or schools at present due to coronavirus. The Management Committee agreed that it is unlikely that many people would feel comfortable attending such an event due to Covid-19. The Management Committee noted that EHRA members had written to the SHR to request clarification and agreed to discuss again at the next committee meeting.</p>	<p>Committee noted the update regarding the 2021 AGM and agreed to discuss again at the August meeting</p>
	<p>10.8 Treasury Management Report This report was circulated prior to the meeting and noted by the Management Committee. The Committee discussed the report from FMD and noted that it indicated that Gardeen's debt level at March 2021 remains low and there are no concerns. The recommendations are to pay off loan debt in line with the loan agreements over the next 12 months and to continue to place short term deposits in order to secure and element of return on funds not immediately required for cash purposes. The Management Committee approved the Treasury Management report to 31 March 2021.</p>	<p>Committee noted and approved the Treasury Management Report to 31 March 2021</p>
	<p>10.9 Loan Portfolio This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted the five loans that the Association currently has. The Management Committee agreed to hold a Special Management Meeting on 24 June 2021 to discuss and approve the Loan Portfolio submission for 2021.</p>	<p>Committee agreed to discuss and approve the Loan Portfolio submission for 2021 at a Special Management Meeting on 24 June 2021</p>
	<p>10.10 5 Year Budgets This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that 5 year budgets are updated with the stock condition survey and as the stock condition surveys have been carried out and the report is currently being compiled, this would be discussed and approved at the Special Management Meeting to be held on 24 June 2021.</p>	<p>Committee agreed to discuss and approve 5 year budgets at Special Management Meeting on 24 June 2021</p>
	<p>10.11 Committee Training Plan This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed and</p>	<p>Committee approved the Committee</p>

	approved the training plan for 2021- 2022 and agreed that there was a good variety of skills held by committee members.	Training Plan for 2021-2022
11.	Correspondence	
	11.1 Scottish Housing Regulator The Management Committee noted that the Scottish Housing Regulator had reported strong financial performance for the 2019/20 financial year.	
	11.2 EHRA Action Plan and Training Programme The Management Committee noted the EHRA Action Plan and Training Programme.	
	11.3 Scottish Housing Regulator: Loan Portfolio delay The Management Committee noted that the Scottish Housing Regulator had advised that their loan portfolio system had not opened for returns from 4 June 2021. The deadline for submissions was therefore extended until 31 August 2021.	
12.		
	Health & Safety Report No issues.	
13.		
	Newsletter & Social Media The Management Committee noted that social media and the website continue to be updated regularly.	
14.		
	Repairs Draw The repairs draw for May 2021 has taken place.	
15.		
	Membership There were no applications for approval.	
16.		
	Training Feedback Staff and Committee continue to attend training remotely. There was positive feedback from Committee about SFHA training.	
17.		
	EHRA Feedback – Hustings The Management Committee noted that EHRA Chairs meetings are going well and that they had recently been discussing the Poverty Charter and community festival.	
18.		
	EVH Monthly Report: EVH monthly report was circulated and noted by the Management Committee.	

19.		
	AOCB The Management Committee noted that Councillor Christie will attend a Zoom meeting on 16 June 2021 to discuss Council issues. Committee were encouraged to join the meeting.	
	The meeting closed at 8.45pm.	
17.	Date and Time of Next Meeting: Special Management Meeting Management Committee Meeting	24 June 2021 5 August 2021

APPROVED: _____ DATE: ____