

1.	Sederunt	Name	Position	Action
	Present	Corrina Brewer Marion Leat (Zoom) Margaret Smith Sarah Lack Rose O Malley Michael McDevitt Fiona Bowman	Chairperson Vice Chair Secretary Treasurer Committee Member Committee Member Committee Member	
	Apologies	Ryan Cowan Catherine Brown Shona Johnston Kirsty Bavidge	Committee Member Committee Member Committee Member Committee Member	
	In Attendance	Roslyn Crawford Lyndsay Moffat Louise Hosie Eamonn Connelly	Director Senior Housing Officer Customer Services Assistant EVH	

2.	Declaration of Interest and Committee Update There was a declaration of interest from the Director, Senior Housing Officer and Customer Services Assistant in agenda item 9.	Staff declared an interest in agenda item 9. Recruitment and Retirement
3.	Notifiable Event There were no notifiable events	No notifiable events.
4.	Freedom of Information (FOI) Update There was a freedom of information request in relation to violence at work from the union.	Committee noted there was one FOI request
5.	Minutes of Management Meeting held on 4 May 2023 The minutes were circulated prior to the meeting and noted by the Management Committee. There were no matters arising and the minutes were approved by Sarah Lack and seconded by Margaret Smith.	Committee approved the Management Minutes of 4 May 2023
6.	Notes of Office Bearers on 17 May 2023 The notes of the Office Bearers meeting were circulated prior to the meeting and approved by the Management Committee.	Committee noted the office bearers meeting on 17 May 2023
7.	Minutes of Special Management Meeting held on 18th May 2023 The minutes were circulated prior to the meeting and noted by the Management Committee. There were no matters arising and the minutes were approved by Rose O'Malley and seconded by Michael McDevitt.	Committee approved the Special Management

		Minutes of 18 May 2023
8.	Action Note of Meeting to 18 May 2023 The action note to 2 March 2023 was circulated prior to the meeting and noted by the Management Committee.	Committee approved the action note to 18 May 2023.
9.	Committee Training: Recruitment and Retirement. Committee discussed the current position regarding recruitment in housing and the challenges in managing the retiral of two long serving Gardeen staff. The Committee heard from the Director of EVH about the challenges in recruiting staff across many sectors including housing. Committee discussed succession planning and the upcoming review of the Business Plan in October 2023 . EVH agreed to review job descriptions and review the staff structure with the Management Committee.	Committee noted the challenges in recruitment in housing and discussed succession planning and agreed to work with EVH on a review of job descriptions for Gardeen staff.
10.	Directors Report	
10.1	Loan return to Scottish Housing Regulator This report was circulated prior to the meeting and noted by the Management Committee. The Committee discussed the submission of the annual return to the Scottish Housing Regulator on the loans the Association is repaying and were assured that the Association had sufficient financial headroom. It was noted that the submission allows the regulator to monitor finance risks. The lone return was approved by Committee for submission by 30 of June 2023.	Committee approved the loan return for submission to the Scottish Housing Regulator and gained assurance on financial headroom.
10.2	Treasury Management Report 2023 This report was circulated prior to the meeting and noted by the Management Committee. The Committee were informed that as at March 2023 the Association’s debt was low and showed no concerns. The Association were advised to keep paying of the loan debt in line with agreed payments. The Treasury Management Report was approved by the Committee.	Committee approved the Treasury Management Report 2023
10.3	Quarterly Risk Review to June 2023 This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee review the risks of the Association through the quarterly risk review. Risk will be the focus of the Internal Audit which will take place during August 2023. Increasing cost continue to be a concern and risk to the Association and it was agreed to review the status of IT housing software SDM at the next meeting due to sale of the business and staff turnover.	Committee reviewed the risks to June 2023 and agreed to review SDM software at the next review.

10.4	<p>Annual Report and Landlord Report This report was circulated prior to the meeting and noted by the Management Committee. The Committee debated whether the Annual Report and Landlord report should be combined due to rising costs. The Management Committee approved only one document would be produced to achieve value for money.</p>	<p>Committee approved that the Annual Report and the Landlord Report would be combined to reduce costs.</p>
10.5	<p>Staff and Committee Reviews This report was circulated prior to the meeting and noted by the Management Committee. The Committee were informed that feedback from the staff was positive on matters like training and opportunities that Gardeen Housing Association provides. Feedback about the committee reviews was also positive and a report will be provided for the August 2023 meeting. The Director's appraisal is being carried out by the Office Bearers. The Customer Services Assistant's training requirements will be discussed later in June 2023, following 3 months employment.</p>	<p>Committee discussed the outcome of the staff and committee reviews 2023 and were assured that committee and staff skills set were updated.</p>
10.6	<p>Annual General Meeting 2023 This report was circulated prior to the meeting and noted by the Management Committee. The Committee approved that the Annual General Meeting will take place on Wednesday 13 September 2023 in the Barlanark Community Centre at 7.30pm</p>	<p>Committee approved the date for the Annual General Meeting on 13 September 2023.</p>
10.7	<p>Annual Return against the Charter 2023. This report was circulated prior to the meeting and noted by the Management Committee. The Senior Housing Officer worked through the independent ARC validation report from CD Consultancy and detailed the suggestions about each indicator. The Management Committee were pleased to note a high level of compliance and that this process provided additional assurance that the Association is meeting the regulatory standards.</p>	<p>Committee noted the independent ARC validation Report 2023.</p>
11.	<p>Correspondence None.</p>	
12.	<p>Health and Safety Committee were advised that they would receive details for an online portal where they could access Health and Safety training.</p>	<p>Committee noted the new health and safety training opportunities available.</p>
13.	<p>Newsletter and social media Next newsletter due July 2023. Social media monitored and updated.</p>	<p>Noted</p>
14.	<p>Membership Applications There were three applications for membership. The Committee approved membership applications 505,506 and 507.</p>	<p>Committee approved all three</p>

		membership applications.
15.	Training Feedback Training courses encouraged for all staff and committee.	Noted
16.	EHRA Update Quarterly meetings established for all meetings.	Committee noted EHRA update
17.	EVH Monthly Report: Update noted for May 2023	Noted EVH May 23 update
18.	AOCB Committee discussed the location of the storage area for lawnmowers and a tenant request for an outside tap.	Committee approved a new location for the storage area and denied the permission request for an outside tap as it was in a communal garden.
19.	The meeting closed at 9pm	
18.	Date and Time of Next Meeting:	3 August 2023 at 7.00pm

APPROVED: _____

DATE: _____