

1.	Sederunt	Name	Position	Action
	Present	Corrina Brewer Margaret Smith Sarah Lack Marion Leat Kirsty Bavidge Catherine Brown Michael McDevitt Rose O'Malley Fiona Bowman Ryan Cowan Shona Johnston Dawn McMaster	Chairperson Secretary Treasurer Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member Casual Vacancy (Zoom)	
	In Attendance	Roslyn Crawford Lyndsay Moffat Louise Hosie Tom Atkinson	Director Senior Housing Officer Customer Service Assistant Maintenance Consultant (Zoom) (part)	

2.	<p>Declaration of Interest and Committee Update: Welcome to New Committee Members</p> <p>Committee were introduced to an observer who was interested in joining the committee member and welcomed them to their first meeting by Zoom.</p>	<p>Committee welcomed an observer to the meeting who was introduced in becoming a committee member.</p>
3.	<p>Code of Conduct and Confidentiality</p> <p>Committee were reminded of the code of conduct and that management meetings are confidential.</p>	<p>Committee noted the reminder on confidentiality and code of conduct.</p>
4.	<p>Notifiable Event</p> <p>There were no notifiable events.</p>	<p>No notifiable events.</p>
5.	<p>Freedom of Information (FOI) Update</p> <p>There were no Freedom of Information requests.</p>	<p>No FOI requests received.</p>

6.	<p>Minutes of Management Meeting held on 5 October 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 Catherine Brown.</p>	<p>Committee approved the minutes for the Management Meeting on 5 October 2023.</p>
7.	<p>Minutes of Special Management Meeting on 26 October 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 Corrina Brewer and seconded by Kirsty Bavidge.</p>	<p>Committee approved the minutes for the Special Management Meeting on 26 October 2023.</p>
8.	<p>Notes of Office Bearer Meetings on 4 and 25 October 2023 The notes of the Office Bearers meeting on 4 October 2023 and 25 October 2023 were circulated prior to the meeting and noted by the Management Committee.</p>	<p>Committee noted the Office Bearers meeting on 4 and 25 October 2023.</p>
9.	<p>Action Note of Meeting to 5 October 2023 The action note to 5 October 2023 was circulated prior to the meeting and noted by the Management Committee.</p>	<p>Committee approved the action note to 5 October 2023.</p>
10.	<p>Maintenance Training: Costs and Planned Maintenance Tom Atkinson was welcomed to the meeting and explained that he was working on budget costs for the Association for the proposed phase 2 windows replacement contract. Committee members discussed the increase in glass costs and the ongoing challenges with delivery times. Tom Atkinson updated members about the upcoming Framework of Contractors review and proposed timescales. Committee members discussed the ongoing challenges with reactive maintenance. They were pleased to note that one of the contractors had been able to take on an apprentice. Tom updated members that he was carrying out a desktop survey for the Association regarding Reinforced Autoclaved Aerated Concrete (RAAC) however it was not anticipated that there was any present. Tom confirmed that further guidance was still awaited from the Scottish Government on EESSH2. There was general discussion on the important focus on health and safety for tenants.</p>	<p>Committee completed Costs and Planned Maintenance training with the Association's Maintenance Consultant and discussed the focus on health and safety for tenants.</p>
11.	<p>Management Accounts to 30 September 2023 This report was circulated prior to the meeting and noted by the Management Committee. Committee discussed the Management Accounts and were pleased to note strong cost control in relation to reactive repairs and that there are no areas of concern. Sarah Lack confirmed that Treasurer's Checks for quarters 1 and 2 with the Association's Finance Agent to give members additional</p>	<p>Committee discussed and approved the Management Accounts to 30 September 2023</p>

	independent assurance. There were no matters arising and the report was approved by Sarah Lack and seconded by Margaret Smith.	
12.	Factoring Report to 30 September 2023 This report was circulated prior to the meeting and noted by the Management Committee. The factoring report showed that factoring arrears have decreased due to increased payments. Staff will continue to monitor these. The Management Committee approve the Factoring report to 30 September 2023.	Committee discuss and approve the Factoring Report to 30 September 2023.
13.	Budget 2024-2025 Committee discussed the challenges of setting a budget for 2024 – 2025. This has become increasingly difficult due to inflation and other factors. The Scottish Housing Regulator will look to be satisfied that the Management Committee have taken in the risks to the housing association.	Committee discussed the cost issues and risks of setting a budget for 24-25.
14.	Property Management Reports to 30 September 2023	
14.1	Rent Account Management Report This report was circulated prior to the meeting and noted by the Management Committee. Members noted the update from the Scottish Government in respect of evictions. Members also discussed the Move to Universal Credit rollout activity in Glasgow. The Senior Housing Officer also presented an eviction report. Members discussed the report at length including the number of Court callings and length of time the Case had been at Court; the support offered and the level of rent arrears. The Management Committee approved enforcement of the decree for eviction, payment and expenses. Both reports were approved by the Management Committee.	The Committee discussed and approved the rent account management report and eviction report.
14.2	Allocations and Void Report This report was circulated prior to the meeting and noted by the Management Committee. The Committee discussed the potential impact of changes in Government policy on the volume of homeless households in Glasgow. Members also discussed the Common Housing Register and the need to review the systems in place given the volume of applications received. This report was approved by the Management Committee.	The Committee discussed and approved the allocations and voids report.
14.3	Repairs and Maintenance Report This report was circulated prior to the meeting and noted by the Management Committee. Committee were pleased to note the progress of the Phase 1 windows replacement contract and the high levels of tenant satisfaction. Members also noted the upcoming review of the Association’s Framework of Contractors. The Committee noted and approved the Repairs and Maintenance Report 2023.	The Committee approved the Repairs and Maintenance Report 2023.
14.4	Tenant Safety Report This report was circulated prior to the meeting and discussed by the Management Committee. The Committee liked the new report format where tenant safety was now a separate report. Members were pleased that the Association was compliant and noted the progress of	Committee discussed and approved the tenant safety report.

	the fire risk assessment of the communal closes and approved the Condensation, Dampness and Mould Leaflet for use and asked that a copy be uploaded to the Association's website. The Committee noted and approved the Tenant Safety report.	
14.5	Tenancy Sustainment Report This report was circulated prior to the meeting and noted by the Management Committee. Committee discussed the topic of funding for stage 3 adaptations programme. Committee noted the funding position and approved property management tenancy sustainment report.	Committee discussed and approved the tenancy sustainment report.
14.6	Policy Review Report This report was circulated prior to the meeting and the Committee reviewed and discussed the Customer Engagement Strategy. The Strategy sets out the Association's continuing commitment to customer engagement. Committee approved the Customer Engagement Strategy.	The Committee discussed and approved the Customer Engagement Strategy for the Association.
15.	Directors Report	
15.1	Scottish Housing Regulator and Review of Regulation The Management Committee discussed the proposed changes proposed to the regulatory framework. Committee members discussed the list of the main proposed changes in more detail and noted the update.	Committee noted the proposed changes to regulation and agreed to implement changes required to meet new regulatory framework.
15.2	Springfield Properties Update Committee noted the update regarding Springfield properties and the development on Pendeen School Site in Pendeen Road. Committee members noted that a meeting has been arranged with Springfield, the Association's Development Agent and Gardeen staff to discuss the submission of the planning application for 84 flats. It is then proposed that Springfield properties will meet with the Management Committee.	Committee discussed the update regarding Springfield properties.
15.3	Training Records to 30 September 2023 Committee members noted the training records to date and were encouraged to take part in any upcoming training.	Committee members approved the training records to date.
15.4	Business Plan 2024-2027 Committee members have previously agreed to work with JH Consultancy to produce a new Business Plan for 2024-2027 and noted that a proposal will be available for consideration at the December meeting. The Management Committee approved the proposed timeline	Committee noted update regarding Business Plan and agreed to

	for the Business Plan and agreed to meet with JH Consultancy in January 2024.	meet with JH Consultancy in January 2024
16.	Correspondence 16.1 SHR: Aerated Concrete Information 16.2 SHR and Regulation Review	Noted
17.	Health and Safety: Fire Safety The Committee noted the update regarding health and safety training.	Committee noted the update regarding Health and Safety Training.
18.	Newsletter and social media Committee members were notified that Autumn newsletter was published on the website and were asked if they would like anything posted on social media.	Noted
19.	Membership Applications No new Membership requests	Noted
20.	Training Feedback Training courses encouraged for all staff and committee. Committee members agreed to attend health and safety online training available through the virtual college.	Committee approved health and safety training.
21.	EHRA Update EHRA Quiz on 27 October 2023 Quarterly meetings established for EHRA Meeting. Next meeting 13 December 2023. Senior officers meeting and Chairs meeting quarterly.	Committee noted EHRA update
22.	EVH Monthly Report: October 2023 This report was circulated prior to the meeting.	Committee noted EVH October 2023 report
23.	AOCB	
	The meeting closed at 8.30pm.	
24.	Date and Time of Next Meeting: Management Meeting	7 December 2023

APPROVED: _____

DATE: _____