

Gardeen Housing Association Limited: Minutes from Session 2022 -2023: Print 2  
Management Committee Meeting:  
Hybrid Meeting held on 3 November 2022 at 7.00pm at 32 Garlieston Road, Barlanark, G33 4UD

1.	Sederunt	Name	Position	Action
	Present	Corrina Brewer Marion Leat (Zoom) Margaret Smith Sarah Lack Rose O Malley Ryan Cowan (Zoom) Kirsty Bavidge Fiona Bowman ( Zoom) Michael McDevitt ( Zoom) Shona Johnson (Zoom)	Chairperson Vice Chair Secretary Treasurer Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member	
	Apologies	Catherine Brown	Committee Member	
	In Attendance	Roslyn Crawford Lyndsay Moffat Tom Atkinson (Zoom) (part)	Director Senior Housing Officer Maintenance Consultant	

2.	<b>Declaration of Interest and Committee Update</b> A Committee Member declared an interest in agenda 14.7 Growing Spaces	<b>1 Committee member declared an interest in agenda item 14.7.</b>
3.	<b>Notifiable Event</b> It was noted that the fire flat remained a notifiable event and had been notified to the Scottish Housing Regulator. It was noted that the flat would be relet in November 2022	<b>Committee noted that the fire flat remained a notifiable event and would be re-let in November 2022</b>
4.	<b>Freedom of Information (FOI) Update</b> There were no FOI requests received in the month.	<b>Committee noted no FOI requests.</b>
5.	<b>Minutes of Management Meeting held on 6 October 2022</b> 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 Margaret Smith.	<b>Committee approved the Management Minutes of 6 October 2022</b>
6.	<b>Minutes of Special Management Meeting held on 20 October 2022</b> The minutes of the Special Management to approve the annual assurance statement were circulated prior to the meeting and approved by Marion Leat and seconded by Sarah Lack.	<b>Committee approved the Special Management Committee</b>

		<b>minutes of 20 October 2022</b>
<b>7.</b>	<b>Notes of Office Bearers Meeting on 20 October 2022</b> The notes of the office bearers meeting were approved by the Management Committee	<b>Committee approved the notes of the meeting on 20 October 2022</b>
<b>8.</b>	<b>Action Note of Meeting to 20 October 2022</b> The action note to 20 October 2022 was circulated prior to the meeting and noted by the Management Committee.	<b>Committee approved the action note to 20 October 2022</b>
<b>9.</b>	<b>Tom Atkinson, Maintenance Consultant in attendance – Update on Increased costs and impact on planned maintenance and energy standards.</b> Tom was welcomed to the meeting and explained that the 10% increase in inflation was increasing costs for all associations. The Management Committee discussed options including lengthening the lifetime of components, suspension of planned maintenance for a period of time and slowing down the programme. The Committee discussed the framework agreement that helped to protect against increased costs and the procurement process. The Committee discussed options to protect the Association from the risks of higher costs and the potential rent freeze/cap imposed by the Scottish Government. The Treasurer also provided feedback on training on pay negotiations and the likely increase in the budget costs for 23-24. It was agreed to continue to discuss the options for planned maintenance further and to review the impact of the changes on the 30-year projections. The Maintenance Consultant was thanked for his contribution and left the meeting.	<b>Committee discussed and noted the challenges of higher costs on the planned maintenance programme and agreed to review at further meetings.</b>
<b>10.</b>	<b>Management Accounts to 30 September 2022</b> This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed the budget headings with underspends and overspends and the higher maintenance costs. The Senior Housing Officer presented examples of redacted invoices to highlight the increases in costs for parts and materials. The Committee noted that the budget to 30 September 2022 projected a deficit of £16k with the actual results showing a surplus of £25k and therefore a positive variance to date of around £41k. (June £75k). Following discussion, the Management Committee approved the Management Accounts to 30 September 2022. The Management Committee also discussed the costs of routine repairs and following discussion the following was agreed: No new floor covering to be provided in voids kitchens and bathrooms - screed floor only Vandalism costs for door entry to be recharged to tenants in close where possible. All tenants in close to be lettered with copy invoice(s).	<b>The Management Committee approved the Management Accounts to 30 September 2022, noted the increase in costs from a sample of redacted invoices and agreed to remove some repairs from the service to reduce costs.</b>

	<p>No decoration to be provided after water leaks  No replacement bulbs to be provided by the Association  Tenants would be advised of the changes in the newsletter and would be encouraged to contact Glasgow Helps and other charities to help with repair or works that would no longer be carried out by the Association.</p>	
11.	<p><b>Factoring Report to 30 September 2022</b>  This report was circulated prior to the meeting and noted by the Management Committee. There were no matters arising and the factoring report to 30 September 2022 was approved.</p>	<p><b>The factoring report to 30 September 2022 was approved by the Management Committee.</b></p>
12.	<p><b>Draft Budget 23-24: Draft 1</b>  This report was circulated prior to the meeting. It was agreed prior to discussing the budget for 2023-2024, that a review of the impact of a 5% increase and a rent freeze would have on the 30-year projections. FMD had prepared scenarios and the Management Committee worked through a % rent increase with 10% increase in costs and a zero % increase with 10% increase in costs. The Management Committee noted the decrease in cash by year 10. The Management Committee discussed options in detail including a slower planned maintenance programme. The Management Committee discussed the rent freeze and agreed to hold a final budget meeting on January 17 2022 to approve the budget and rent increase as the Scottish Government would have made its decision on rent controls.</p>	<p><b>The Management Committee discussed the implications of various planning scenarios on the budget and 30 Year projections and agreed to discuss further in December and January 2023</b></p>
13.	<p><b>Property Management Reports to 30 September 2022</b></p>	
13.1	<p><b>Rent Arrears and Welfare Reform Report</b>  This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee worked through the report and approved the following:  Approved eviction action for arrears case calling at court on 9 November 2022  The Committee were pleased with the low level of rent arrears, the welfare rights service and noted that Connect were seeking to recruit an energy advisor, as the position was vacant.</p>	<p><b>Committee approved the rent arrears and welfare reform report and agreed to an arrears eviction action</b></p>
13.2	<p><b>Allocations and Voids Report</b>  This report was circulated prior to the meeting and noted by the Management Committee. Committee discussed the higher number of voids, the low void loss and the healthy demand for Gardeen homes. It was noted that lets to homeless (section 5) discussions were ongoing and CHR progress was being made.</p>	<p><b>Committee approved the allocations and void report and noted the increase in number of void properties for the quarter.</b></p>

<b>13.3</b>	<b>Repairs and Maintenance Report</b> This report was circulated prior to the meeting and noted by the Management Committee. The Committee discussed the increase in vandalism that was due to damage to door entry systems. It was noted that there was an increase in rechargeable repairs for tenants. It was agreed that there would be a delay to Phase 4 Painterwork programme following an inspection as the area was in good condition. Committee members were pleased with the success of the bathroom contract and the benefits brought by the Framework for Contractors. Committee noted the progress on legionella management and the energy database. Committee discussed the implications of EESSH2 and additional costs for the Association. Committee approved the reports and maintenance report to 30 September 2022	<b>Committee approved the repairs and maintenance report and noted increases in vandalism and progress on EESSH 2</b>
<b>13.4</b>	<b>Estate Management Report</b> This report was circulated prior to the meeting and noted by the Management Committee. Following discussion, Committee agreed that the grass cutting service would be limited to those tenants in receipt of Attendance Allowance or Disability Living Allowance, to reduce costs from the current 35 garden cuts. Committee also noted the update on evictions as a result of the evictions freeze.	<b>Committee approved the estate management report and agreed to reduce the number of grass cuts for 23-24 to reduce costs.</b>
<b>13.5</b>	<b>Policy Review Report</b> This report was circulated prior to the meeting and noted by the Management Committee. Following discussion, the Management Committee approved the first draft of the Electrical Safety policy.	<b>Committee approved the first draft of the electrical safety policy</b>
<b>14.</b>	<b>Directors Report</b>	
<b>14.1</b>	<b>Director Appraisal 2022</b> This report was circulated prior to the meeting and noted by the Management Committee. The annual appraisal process had been positive.	<b>Committee noted the Directors appraisal report</b>
<b>14.2</b>	<b>Fire Risk Assessment for Office 2022</b> This report was circulated prior to the meeting and noted by the Management Committee. The Committee discussed health and safety for tenants and staff and agreed to implement the changes provided by the independent fire risk assessment.	<b>Committee agreed to implement the changes recommended in the fire risk assessment report for the office</b>
<b>14.3</b>	<b>Draft Hybrid Working Policy</b> This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed the service provided by the Association and agreed to approve the hybrid working policy.	<b>Committee approved the hybrid working policy</b>

<b>14.4</b>	<b>Training Records to 30 September 2022</b> This report was circulated prior to the meeting and noted by the Management Committee. The Committee noted the training that had been undertaken and discussed the training plan and options for training.	<b>Committee noted the training records to 30 September 2022</b>
<b>14.5</b>	<b>Business Plan 2023-2026</b> This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that a review of the Business Plan would take place in the third quarter of 2023-2024 with Jim Harvey and would consider the new challenges that face the Association.	<b>Committee were pleased that a new Business Plan would be developed with Jim Harvey in late 2023</b>
<b>14.6</b>	<b>Barlanark Community Centre Proposal</b> This report was circulated prior to the meeting and noted by the Management Committee. The Committee discussed the plans for the Community Centre and agreed to find out more about the proposals and any financial contribution that would be expected.	<b>Committee agreed that the Director would find out more about the partnership proposal for Barlanark Community Centre.</b>
<b>14.7</b>	<b>Growing Spaces</b> This report was circulated prior to the meeting and noted by the Management Committee. The Secretary expressed an interest in this item. The Committee heard an update on the work of the Greenspaces group and agreed to continue to support its work and to keep the item as an agenda update.	<b>Committee noted the progress of the Growing Spaces group</b>
<b>14.8</b>	<b>Pendeen Road Development</b> This report was circulated prior to the meeting and noted by the Management Committee. The Committee noted that Gardeen staff had been invited to an update meeting in November on the plans for the site, following discussion with planners. Feedback would be provided at the next meeting.	<b>Committee noted that an update would be provided in the December meeting</b>
<b>15.</b>	<b>Correspondence</b>	
<b>15.1</b>	<b>Scottish Housing Regulator: Rent Freeze</b> Committee noted the update from the Regulator on the rent freeze	<b>Committee note the Regulator information in the rent freeze</b>
<b>16.</b>	<b>Health and Safety: Health and Safety Audit</b> It was noted that a health and safety audit would take place in November 2022.	<b>Noted</b>
<b>17.</b>	<b>Newsletter and Social Media</b> Updated	<b>Noted</b>
<b>18.</b>	<b>Repairs Draw: October 2022</b>	<b>Noted</b>

Gardeen Housing Association Limited: Minutes from Session 2022 -2023: Print 2  
Management Committee Meeting:  
Hybrid Meeting held on 3 November 2022 at 7.00pm at 32 Garlieston Road, Barlanark, G33 4UD

	Repairs draw had been randomly generated.	
<b>19.</b>	<b>Membership Applications</b> There were no applications for membership	<b>Noted</b>
<b>20.</b>	<b>Training Feedback</b> Committee agreed to look at SHARE and EHRA for training. In house training would be available in December on the energy database.	
<b>21.</b>	<b>EHRA Update</b> Action plan circulated and noted. Discussion on success of EHRA Quiz Night and forthcoming meeting with the Scottish Housing Regulator.	<b>Committee noted EHRA update</b>
<b>22.</b>	<b>EVH Monthly Report:</b> Committee noted the EVH report for October 2022	<b>Noted</b>
<b>23.</b>	<b>AOCB</b> Secret Santa and Christmas lunch arrangements were organised for Wednesday 14 December 2022	
	The meeting closed at 9.00pm.	
<b>24.</b>	<b>Date and Time of Next Meeting:</b>	<b>1 December 2022</b>

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_