

1.	Sederunt	Name	Position	Action
	Present	Marion Leat (via Zoom) Sarah Lack (via Zoom) Corrina Brewer (via Zoom) Catherine Brown (via Zoom) Rose O'Malley (via Zoom) Gary Ferguson(via Zoom) Fiona Bowman	Chairperson Treasurer Vice Chair Committee Member Committee Member Committee Member Committee Member	
		Michael McDevitt(via Zoom) Ryan Cowan (via Zoom)	Observer Observer	
	Apologies	Margaret Smith Kirsty Bavidge	Secretary Committee Member	
	In Attendance	Roslyn Crawford (via Zoom) Lyndsay Moffat (via Zoom) Scott McCreadie	Director Senior Housing Officer Wylie and Bisset – Internal Auditor – part of meeting	

2.	Declaration of Interest and Committee Update A committee member declared an interest in agenda item 13.2 Allocations and Voids report and agreed to leave the meeting at this point. Both Michael and Ryan were welcomed to their second meeting as observers.	A committee member declared an interest in the allocations report
3.	Notifiable Event The Regulator does not require any further information at present in relation to the office closure.	Committee noted there were no further notifiable events
4.	Freedom of Information Update The Management Committee noted there had been one Freedom of Information request from Unite the union regarding redundancies	Committee noted one FOI requests from Unite the Union
5.	Minutes of the Management Meeting on 2 December 2021 The Minutes of the Management Meeting held on 2 December 2021 were circulated prior to the meeting and noted by the Management Committee. The Minutes were approved by Sarah Lack and seconded by Fiona Bowman	Committee approved the Minutes of 2 December 2021
6.	Minutes of Special Management held on 20 January 2022 The Minutes of the Special Management Meeting held on 20 January 2022 were circulated prior to the meeting and noted by the Management Committee. The Minutes were approved by Sarah Lack and seconded by Rose O Malley.	Committee approved the minutes of Special Management Meeting on 20 January 2022

7.	<p>Notes of Office Bearer's held on 19 January 2021 The Management Committee noted the information from the Officer Bearer's on 19 January 2022. The note was approved by Marion and Sarah</p>	<p>Committee noted Office Bearers meeting on 19 January 2022</p>
8.	<p>Action Note of Meeting to 20 January 2022 The action note to 20 January 2022 was circulated prior to the meeting and noted by the Management Committee</p>	<p>Committee approved the Action Note to 20 January 2022</p>
9.	<p>Scott McCreadie, Wylie Bisset, Internal Auditor Scott was welcomed to the meeting and explained the role of the internal audit to the Management Committee. The Management Committee noted that Wylie Bisset had developed a programme for internal audit for three years for Gardeen Housing Association. Wylie Bisset were responsible for internal audit for 40 associations and would revisit the internal audit programme on an annual basis. The Committee confirmed that health and safety for tenants would be assessed by internal audit in 2022. The Committee asked a number of questions in relation to the internal audit process and the priorities for future assessments. Scott McCreadie from Wylie Bisset was thanked for his comments and left the meeting.</p>	<p>The Management Committee approved the 3 year internal audit plan with Wylie Bisset</p>
10.	<p>Final Budget and Rent Increase 2022-2023 The final budget and rent increase report was circulated at the meeting and discussed by the Management Committee. It was noted that there had been changes in national insurance costs and additional health and safety costs. The Management Committee discussed the financial pressures on tenants and the Association because of inflation and higher costs. Following discussion, it was agreed to approve the budget for 2022-2023 and the rent increase at 4.1%</p>	<p>The Management Committee approved the final budget and the rent increase at 4.1% for 2022-2023</p>
	<p>10.1 Rent Increase Consultation Feedback This report was circulated prior to the meeting and noted by the Management Committee. The Committee noted the feedback from the tenants and were pleased with the number of responders. The Management Committee decided to approve the rent increase at 4.1% and agreed to include an item in the Spring newsletter</p>	<p>The Management Committee noted the rent consultation feedback and agreed to include an item in the Spring newsletter</p>
	<p>10.2 EHRA Rent Increase Benchmarking The Management Committee noted the rent increase comparison with neighbouring associations.</p>	<p>The Management Committee noted the rent increase comparison with other EHRA members</p>

<p>11.</p>	<p>Management Accounts to 31 December 2021 The Management Accounts to 31 December 2021 were circulated prior to the meeting and noted by the Management Committee. The Management Committee noted the areas of underspend and overspend and approved the Management Accounts to 31 December 2021</p>	<p>The Management Committee approved the management accounts to 31 December 2021</p>
<p>12.</p>	<p>Factoring Report to 31 December 2021 The Factoring report to 31 December 2021 was circulated prior to the meeting and approved by the Management Committee.</p>	<p>The Management Committee approved the factoring report to 31 December 2021</p>
<p>13.</p>	<p>Property Management Reports to 31 December 2021</p>	
	<p>13.1 Rent Arrears and Welfare Reform Report This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee were pleased with the low level of rent arrears and noted the financial support that was available to tenants from the welfare rights service. The Management Committee noted the successful allocation of funds from Cash for Kids and were satisfied that tenants were being supported.</p>	<p>The Management Committee approved the rent arrears and welfare reform report</p>
	<p>13.2 Allocations and Void Report This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted the number of re-lets and discussed the issue of additional re-let checks. The Committee noted the increase in the number of on line applications received and were pleased with the progress made. There was discussion on the processes involving in section 5 (homeless applications) and it was agreed to involve the local councillor as problems remained. The committee member who had declared an interest left the meeting for agenda item 13.2.1 only. The Management Committee approved the allocation detailed in the report, as they were satisfied that it had been made in line with the Common Housing Allocations Policy.</p>	<p>The Management Committee approved the allocations and void report and approved an allocation in accordance with the policy</p>
	<p>13.3 Repairs and Maintenance Report This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee approved the gas maintenance contract and appointed Scotia as per the procurement procedures. The Management Committee also noted the gutter-cleaning contract; approved Phase 3 and Phase 4 bathrooms, noted legionella and asbestos updated and approved the work with Alembic Research to develop an energy database. The Management Committee noted the final stock condition survey and were pleased with the adaptations budget. The Management Committee also discussed the increase in vandalism costs that had arisen mainly through lockdown.</p>	<p>The Management Committee approved the repairs and maintenance report</p>

	<p>13.4 Estate Management Report This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed recycling, tenancy breaches and court action. The Management Committee approved the estate management report.</p>	<p>The Management Committee approved the estate management report</p>
	<p>13.5 Policy Report This report was circulated prior to the meeting and noted by the Management Committee. Following discussion, the Management approved the first draft of the allocations policy.</p>	<p>The Management Committee approved the first draft of the allocations policy</p>
14.	Director Reports	
	<p>14.1 COVID-19 Report Quarter 3 This report was circulated prior to the meeting and noted by the Management Committee. The Committee were satisfied with the performance of the Association and noted the low level of arrears and void loss. It was noted that this report would continue to be submitted to the Scottish Housing Regulator on a quarterly basis.</p>	<p>The Management Committee approved the COVID—19 report for Q3</p>
	<p>14.2 Service Delivery Update This report was circulated prior to the meeting and noted by the Management Committee. The Committee discussed hybrid working and noted that staff were available in the office two days per week and all other services were in place. It was agreed to continue to monitor the service on a monthly basis.</p>	<p>The Management Committee agreed to plan for hybrid working</p>
	<p>14.3 Health and Safety Survey A copy of the survey was circulated prior to the meeting and noted by the Management Committee. This survey had been issued by the Scottish Housing Regulator to gather information on the health and safety procedures and policies of housing associations. The Management Committee noted that the health and safety of tenants would be a focus for the Scottish Housing Regulator.</p>	<p>The Management Committee approved the health and safety survey that had been submitted to the Scottish Housing Regulator</p>
	<p>14.4 EHRA Finance Indicators Benchmarking This report was circulated prior to the meeting and noted by the Management Committee. The Committee noted good performance but also discussed the challenges for a small housing association in challenging financial times.</p>	<p>The Committee noted the EHRA finance indicators</p>
	<p>14.5 Action Plan for 2022 This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed and agreed the priorities for 2022 including governance review, committee appraisals, Planning Day, staffing review, succession planning,</p>	<p>The Management Committee approved the Action Plan for 2022</p>

	bathroom contract, development risks, equalities, covid recovery plan and hybrid working.	
	14.6 Confidential Report The Management Committee discussed a confidential report.	The Management Committee noted the confidential report
15.	Correspondence 15.1 EVH Coronavirus Information Note – noted 15.2 SHR report on statutory intervention at Ruchazie HA – The Management Committee noted the costs and length of time that the Regulator had intervened at Ruchazie 15.3 Thank you letter from Aberlour Trust- noted 15.4 Scottish Housing Regulator Risks in 2022 – noted 15.5 Level 4 Housing Qualification – Lorraine Fisher. The Management Committee congratulated Lorraine on her award	Committee noted correspondence
16.	Health & Safety Report The Management Committee noted that the health and safety manual had been updated to reflect the recent changes.	Noted
17.		
	Newsletter & Social Media Spring Newsletter would be developed and social media is updated regularly.	
18.		
	Repairs Draw The repairs draw for December 2021 and January 2021 has taken place.	
19.		
	Membership There were no applications for approval.	
20.		
	Training Feedback Staff and Committee continue to attend training remotely. Staff and Committee are encouraged to attend any training of interest.	
21.		
	EHRA Update and Shadowing The Management Committee noted that the Regulator would be meeting EHRA at the February meeting; there would be a Hustings in April and a Community Festival.	
22.		
	EVH Monthly Report: Committee noted the December 2021 updates from EVH.	
23.		

	<p>AOCB The Treasurer advised that Treasurer checks had taken place with David McDonald from FMD. Ryan and Michael confirmed their intention to become committee members and were formally welcomed to the Management Committee by the Chairperson.</p>	
	<p>The meeting closed at 9pm.</p>	
<p>24.</p>	<p>Date and Time of Next Meeting: Special Management Committee Meeting</p>	<p>Special Management Meeting – Long term Projections 17 February 2022</p>

APPROVED: _____

DATE: _____