

Gardeen Housing Association Limited: Minutes from Session 2022 -2023: Print 7  
Management Committee Meeting Minutes:  
Hybrid Meeting held on 4 May 2023 at 7.00pm at 32 Garlieston Road, Barlanark, G33 4UD

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

2.	<b>Declaration of Interest and Committee Update</b> There were no declarations of interest and no committee update.	<b>There were no declarations of interest and no committee update.</b>
3.	<b>Notifiable Event</b> There were no notifiable events.	<b>No notifiable events.</b>
4.	<b>Freedom of Information (FOI) Update</b> There were no freedom of information requests.	<b>Committee noted there were no FOI requests</b>
5.	<b>Minutes of Management Meeting held on 6 April 2023</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 Kirsty Bavidge and seconded by Sarah Lack.	<b>Committee approved the Management Minutes of 6 April 2023</b>
6.	<b>Notes of Office Bearers on 20 April 2023</b> The notes of the Office Bearers meeting were circulated prior to the meeting and approved by the Management Committee.	<b>Committee noted the office bearers meeting on 20 April 2023</b>
7.	<b>Action Note of Meeting to 6 April 2023</b> The action note to 6 April 2023 was circulated prior to the meeting and noted by the Management Committee.	<b>Committee approved the action note to 6 April 2023.</b>
8.	<b>Training: Assurance Statement and Risks</b> The training presentation was circulated prior to the meeting and noted by the Committee discussed the issues surrounding the Assurance Statement and key sector risks including rent affordability, staff recruitment and retention, governance, cyber security and insurance.	<b>Committee discussed key sector risks and a legal update.</b>

	Committee discussed a legal update which included the exemptions to the eviction moratorium, including failure to occupy.	
<b>9.</b>	<b>Management Accounts to 31 March 2023</b> This report was circulated prior to the meeting and noted by the Management Committee. Following discussion on the higher reactive maintenance cost as a result in increased dampness and condensation repairs in the period, the Management Accounts were approved.	<b>Committee approved the management accounts to 31 March 2023</b>
<b>10.</b>	<b>Factoring Report to 31 March 2023</b> This report was circulated prior to the meeting and the Management Committee noted there had been one change of ownership in the last quarter and that the factoring arrears were cleared on that account.	<b>Committee approved the factoring report to 31 March 2023</b>
<b>11</b>	<b>Property Management Reports to 31 March 2023</b>	
<b>11.1</b>	<b>Rent Arrears and Welfare Reform</b> This report was circulated prior to the meeting and discussed by the Management Committee who noted the low level of rent arears at the year end and were updated on a court case where a Proof Court calling date had been set. The Committee noted the work the staff team were doing in relation to applying for grants to assist tenants during the cost-of-living crisis.	<b>Committee approved the rent arrears and Welfare Reform Report to 31 March 2023.</b>
<b>11.2</b>	<b>Allocations and Void Report</b> This report was circulated prior to the meeting and noted by the Management Committee. Committee discussed the low void loss, low turnover by property type and the benchmarking data showing the increase in volume of housing applications received. Committee noted that online applications was now the most popular method of submitting a housing application to the Association. Committee also discussed the high volume of demand for Gardeen homes.	<b>Committee approved the allocations and void report to 31 March 2023.</b>
<b>11.3</b>	<b>Repairs and Maintenance Report</b> This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee approved that a needs-based programme for painterwork is followed going forward and noted the progress with the legionella risk assessment inspections. Committee members discussed the tender report from Atkinson Partnerships and were satisfied that the costs benchmarked favourably. Following discussion, the members approved the window replacement tender report and were pleased that this planned maintenance programme would take place to reduce energy costs for tenants. Committee reviewed the current Procurement Register and noted that the life cycle costings had been updated by Brown and Wallace to reflect current rates.	<b>Committee approved the repairs and maintenance report to 31 March 2023 and approved the window replacement programme tender for 2023/24.</b>

<b>11.4</b>	<p><b>Estate Management Report</b>  This report was circulated prior to the meeting and noted by the Management Committee. The Committee discussed the eviction report and approved the eviction for failure to occupy. Committee members were pleased to note that property inspections would take place alongside planned maintenance surveys and noted that Notice of Proceedings had been served against one tenant in quarter four on the grounds of anti-social behaviour. Property inspections would assess the condition of kitchens and any dampness and condensation issues. Committee approved the report.</p>	<p><b>Committee approved the Estate management report to 31 March 2023</b></p>
<b>11.5</b>	<p><b>Property Management Policy Review</b>  This report was circulated prior to the meeting and noted by the Management Committee. Following discussion, the Management Committee approved the final draft of the Fire Safety Policy, as part of a suite of health and safety policies.</p>	<p><b>Committee approved the final draft of the fire safety policy</b></p>
<b>12</b>	<p><b>Directors Report.</b></p>	
<b>12.1</b>	<p><b>Recruitment Report</b>  This report was circulated prior to the meeting and noted by the Management Committee. Committed noted the challenges in recruitment. Committee discussed the benchmarking data since 2014 and agreed to discuss the challenges of recruitment in further detail with Employers in Housing (EVH) at the next Management meeting.</p>	<p><b>Committee noted the challenges in recruitment.</b></p>
<b>12.2</b>	<p><b>Scottish Housing Regulator: Compliance Report 2023</b>  This report was circulated prior to the meeting. The Committee discussed housing associations that are under review which include one of the EHRA partners. Committee discussed the Regulatory Framework Review due in 2024 and agreed to keep up to date with any changes.</p>	<p><b>Committee discussed the housing associations under review.</b></p>
<b>12.3</b>	<p><b>Annual Return on Charter</b>  This report was circulated prior to the meeting and noted by the Management Committee. Committee agreed that a Special Management meeting will be held on Thursday 18 of May 2023 to discuss and approve the Annual Return on the Charter submission. Committee noted than an independent validation exercise would take place on 17 May 2023.</p>	<p><b>Committee approved a Special Management meeting to approve the Annual Return on Charter and approved the external validation exercise.</b></p>
<b>12.4</b>	<p><b>Treasurer – Quarterly Report</b>  This report was circulated prior to the meeting and noted by the Management Committee. The treasurer explained they held a Zoom meeting with David McDonald from FMD. The accounts for January, February and March 2023 were reviewed. The Management Committee were satisfied with the additional layer of assurance.</p>	<p><b>Committee discussed Treasurers checks zoom call held with FMD.</b></p>

<b>12.5</b>	<b>Finance Audit 2023</b> Committee discussed that the Treasurer has been invited to the planning meeting to discuss the finance audit. There will also be an opportunity for the management committee to meet with the auditors without the presence of Gardeen staff to raise any issues. The Committee approved the process for the finance audit 2023.	<b>Committee discussed the upcoming meeting with the Auditor.</b>
<b>13.</b>	<b>Correspondence</b>	
<b>13.1</b>	<b>SFHA Strategic and Operational Guidance</b> Committee discussed the guidance "Getting the Balance Right" which sets out some of the strategic and operational responsibilities within organisations.	<b>Committee discussed the SFHA Guidance</b>
<b>14.</b>	<b>Health and Safety: Online Training for Committee</b> Committee were advised that a few of the housing associations in Greater Easterhouse have joined a virtual college to access health and safety training to staff and committee. It was agreed to roll this out to every Committee member.	<b>Committee noted availability of virtual health and safety training.</b>
<b>15.</b>	<b>Newsletter and social media</b> Newsletter issued April 2023. Social media monitored and updated. The CSA was undertaking a training course on social media for tenants.	<b>Noted</b>
<b>16.</b>	<b>Membership Applications</b> There were no applications for membership.	<b>Noted</b>
<b>17.</b>	<b>Training Feedback</b> Committee members were encouraged to make full use of the training budget and to contact the Customer Services Assistant when a course was complete to ensure the training records were up to date or if assistance was required to book a course.	<b>Noted</b>
<b>18.</b>	<b>EHRA Update</b> Quarterly meetings established for all meetings.	<b>Committee noted EHRA update</b>
<b>19.</b>	<b>EVH Monthly Report:</b> Update noted	<b>Noted</b>
<b>20.</b>	<b>AOCB</b> None.	<b>None</b>
	The meeting closed at 9pm	
<b>21.</b>	<b>Date and Time of Next Meeting:</b>	<b>Thursday 18 May 2023 at 7.00pm</b>  <b>Thursday 1 June 2023 at 7.00pm</b>

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

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