

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

2.	Declaration of Interest and Committee Update In the absence of the Chairperson, the Vice Chair chaired the meeting. Staff declared an interest in agenda item 9.1. Staffing Update and agreed to withdraw from the discussion at agenda item 9.	
3.	Notifiable Event There are no notifiable events	No notifiable events.
4.	Freedom of Information (FOI) Update A freedom of information request in relation to Reinforced Autoclaved Aerated Concrete (RAAC) that had been received from the BBC.	Committee noted there was one FOI request, and a response will be provided.
5.	Minutes of Management Meeting held on 3 August 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 minutes for the Management Meeting on 3 August 2023
6.	Notes of Office Bearers on 23 August 2023 The notes of the Office Bearers meeting on 23 August 2023 were circulated prior to the meeting and noted by the Management Committee.	Committee noted the office bearers meeting on 23 August 2023
7.	Action Note of Meeting to 3 August 2023 The action note to 3 August 2023 was circulated prior to the meeting and noted by the Management Committee.	Committee approved the action note to 2023.

8.	<p>Committee Training: Supporting Staff Committee discussed the training from SHARE and the Treasurer provided an update on supporting staff wellbeing. The Committee discussed ways in which they could monitor staff’s wellbeing and agreed that office bearers would discuss this issue formally on a monthly basis.</p>	<p>Committee discussed training from SHARE on the topic of supporting staff. The committee agreed that the Office Bearers would formally monitor this on a monthly basis.</p>
9.	<p>Directors Report</p>	
9.1	<p>Staffing and EVH This report was circulated prior to the meeting and noted by the Management Committee. Gardeen staff withdrew from the discussions. The Management Committee discussed the proposed changes to the staff structure of Gardeen Housing Association which were developed in partnership with EVH. Following discussion, the proposed staff structure was approved with part one implemented from 1 April 2024.</p>	<p>The Committee approved the proposed staff structure set out by EVH and agreed to implement part one in April 2024.</p>
9.2	<p>Internal Audit 2023 This report was circulated prior to the meeting and noted by the Management Committee. The Committee agreed to review the draft reports and discuss in full at the next management meeting on 5 October 2023, with the internal auditor in attendance.</p>	<p>The Committee agreed to review the draft Internal Audit Report 2023 and discuss at the next management meeting.</p>
9.3	<p>Annual General Meeting 2023 This report was circulated prior to the meeting and noted by the Management Committee. Following discussion, the Management Committee approved the arrangements for the Annual General Meeting 2023..</p>	<p>The Committee approved the arrangements for the Annual General Meeting 2023.</p>
9.4	<p>Committee Training Plan This report was circulated prior to the meeting and discussed by the Management Committee. The Committee disused the training plan that has been developed by the Senior Housing Officer which sets out the key priorities for training over October to December 2023. Following discussion, the training plan was approved.</p>	<p>The Committee approved the training plan for October to December 2023</p>
9.5	<p>Eviction Update and Legal cases This report was circulated prior to the meeting and noted by the Management Committee. A verbal update was given by the Senior Housing Officer on the recent eviction case. It was agreed that the Association’s Solicitor, Kelly and Co, will attend the December 2023</p>	<p>The Committee noted the update on the eviction case and agreed to meet with the</p>

	Committee meeting to provide an update on legal action and the Court system.	Association's solicitor to update on legal action and the court system.
9.6	Review of Planned Maintenance Programme 2023-2027 This report was circulated prior to the meeting and the Committee discussed the life cycle costing (LCC) produced by Brown and Wallace. The Committee agreed the revised plan for phases 1 & 2 windows and kitchens from 2023 to 2027. This change prioritised windows to deal with energy costs and the priorities of tenants.	The Committee discussed the LCC and agreed the plan laid out in the report for 2023 till 2027 and the prioritisation of windows for tenants.
9.7	Scottish Housing Regulator: Preparing Annual Assurance This report was circulated prior to the meeting and noted by the Management Committee. The Committee reviewed the report from the Scottish Housing Regulator that outlined examples of best practice in preparing annual assurance statements and opportunities for EHRA members to work together to share policies.	The Committee noted Scottish Housing Regulator report on best practices for preparing the annual assurance.
9.8	New Business Plan 24-27 This report was circulated prior to the meeting and noted by the Management Committee. The Committee discussed the New Business Plan for 2024 to 2027. The Management Committee had agreed to work with Jim Harvey from JH Consultancy. This will start in October 2023 and will be helped with guidance from the Scottish Housing Regulator. Committee members confirmed suitable dates and times for the meetings to discuss the Business Plan.	The Committee confirmed the appointment of Jim Harvey from JH Consultancy to develop a new Business Plan for 24-27
9.9	Annual Finance Return to SHR This report was circulated prior to the meeting and noted by the Management Committee. The Committee noted that it has been five years since the last time the external auditor was appointed. This should be revisited in 2025 and re-tendered in 2026. The Committee approved the Annual Finance Return to the SHR for 2023.	The Committee approved the Annual Finance Return to SHR for 2023.
9.10	Review of Deposit 2023 This report was circulated prior to the meeting and noted by the Management Committee. The Committee approved that the deposit be reinvested at a higher interest rate and noted that the Auditor had recommended that deposits be reviewed to ensure higher rates and maximisation of interest income.	The Committee approved that the deposit be reinvested at an increased interest rate to maximise income.

9.11	<p>Cyber Security Policy This report was circulated prior to the meeting and noted by the Management Committee. The Committee reviewed and discussed the cyber security policy that was developed by the SFHA that outlines some of the threats faced by members of the SFHA. Following discussion, it was agreed to amend the policy to include responsibilities for Committee members.</p>	<p>The Committee approved the new cyber security policy developed by the SFHA and agreed to include responsibilities for Committee members.</p>
14.	Correspondence	
	<p>14.1 Daffodil Club The Committee considered a request for a donation to The Daffodil Club that provided support to elderly tenants. The Daffodil Club was facing closure as a result of funding cuts. Committee decided to make a donation of £100.00.</p>	<p>Committee approved a donation of £100.00 to The Daffodil Club</p>
15.	<p>Health and Safety Training: Virtual College Health and Safety Training for Committee was circulated prior to the meeting and Committee discussed their responsibilities.</p>	<p>Committee agreed to organise on line training prior to each Management Meeting</p>
16.	<p>Newsletter and social media Committee members were encouraged to suggest items for the Autumn newsletter and social media.</p>	<p>Noted</p>
17.	<p>Membership Applications Membership application 508 was approved by the Management Committee.</p>	<p>Committee approved membership application 508.</p>
18.	<p>Training Feedback Training courses encouraged for all staff and committee. Committee members agreed to attend health and safety online training available through Virtual College before the meeting on 5 October 2023.</p>	<p>Committee approved health and safety training before the meeting on 5 October 2023</p>
19.	<p>EHRA Update Quarterly meetings established for all meetings. Next meeting September 2023.</p>	<p>Committee noted EHRA update</p>
20.	<p>EVH Monthly Report: June/July 2023 This report was circulated prior to the meeting.</p>	<p>Committee noted EVH June/July report</p>
21.	<p>AOCB 21.1 Refreshed Website</p>	<p>Committee noted the refreshed website and</p>

	<p>Members were pleased to note that staff were working on a refresh of the current website. The Senior Housing Officer showed members some of the proposed designs and collected feedback.</p> <p>21.2 Tenant Satisfaction Survey 2024 Committee members agreed to carry out the three yearly tenant satisfaction survey in summer 2024 and report the findings at the Annual General Meeting.</p>	<p>approved the timescale for the tenant satisfaction survey in 2024.</p>
	<p>The meeting closed at 9pm</p>	
<p>22.</p>	<p>Date and Time of Next Meeting: Management Meeting</p>	<p>5 October 2023 at 7.00pm (training beforehand at 6.15pm)</p>

APPROVED: _____

DATE: _____