

1.	Sederunt	Name	Position	Action
	Present	Marion Leat (via Zoom) Margaret Smith (via Zoom) Sarah Lack (via Zoom) Catherine Brown (via Zoom) Rose O'Malley (via Zoom) Corrina Brewer (via Zoom) Fiona Bowman (via Zoom)	Chairperson Secretary Treasurer Committee Member Committee Member Vice Chair Committee Member	
	Apologies	Kirsty Bavidge (via Zoom) Gary Ferguson (via Zoom)	Committee Member Observer	
	In Attendance	Roslyn Crawford (via Zoom) Lyndsay Moffat (via Zoom) Stuart Beattie (via Zoom) Lorraine Fisher (via Zoom)	Director Senior Housing Officer Chiene and Tait Auditor Administrative Assistant	

2.	<p>Declaration of Interest and Committee Update The Management Committee noted no declarations of interest.</p> <p>The Management Committee noted apologies from Kirsty Bavidge and Gary Ferguson.</p>	<p>Committee noted no declarations of interest and noted apologies</p>
3.	<p>Notifiable Event No update. The Regulator does not require any further information at present in relation to the office closure.</p>	<p>Noted by the Management Committee</p>
4.	<p>Freedom of Information Update The Management Committee noted there had been no further Freedom of Information requests received.</p>	<p>Committee noted no further FOI requests</p>
5.	<p>Presentation of Annual Accounts and Management Letter The Management Committee welcomed Stuart Beattie of Chiene and Tait to the meeting. Stuart Beattie gave a presentation on the annual accounts to 31 March 2021. The Management Committee noted that Gardeen had had a positive year and that cash in the bank had increased.</p> <p>Stuart Beattie looked at the key risks and was satisfied that Gardeen had made reasonable assumptions and had included possible additional costs in their forecasts.</p> <p>The Auditor highlighted that the Management Committee should review an annual compliance report with GDPR.</p> <p>Stuart Beattie confirmed that Gardeen had a clean audit report and that he was satisfied that they reflected the correct financial position.</p>	<p>Committee approved the annual accounts.</p>

	The Management Committee approved the annual accounts for 2020-2021	
6.	Minutes of the Management Meeting on 3 June 2021 The Minutes of the Management Meeting held on 3 June 2021 were circulated prior to the meeting and noted by the Management Committee. The Minutes were approved by Sarah Lack and Fiona Bowman.	Committee approved Minutes of 3 June 2021
7.	Minutes of Special Management Meeting on 24 June 2021 The Minutes of the Special Management Meeting held on 20 May 24 June 2021 were circulated prior to the meeting and noted by the Management Committee. The Minutes were approved by Rose O'Malley and Fiona Bowman.	Committee approved the Minutes of 24 June 2021
8.	Action Note of Meetings to 24 June 2021 The Action Note to 24 June 2021 was circulated prior to the meeting and approved by the Management Committee.	Committee approved the Action Note to 24 June 2021
9.	Confidential Report A confidential report was noted and discussed.	Confidential report discussed.
10.	Management Accounts to 30 June 2021 This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that overall, there are areas of underspend due to lower costs and timing costs. Increased repair costs are as a result of opening up the service and there were increased void costs as there were five voids in this quarter. The Management Committee approved the Management Accounts to 30 June 2021.	Committee approved the Management Accounts to 30 June 2021
11.	Factoring Report to 30 June 2021 This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that the majority of owners pay outright or have agreed a payment plan with the Association. Factoring arrears and payments are monitored. The Management Committee approved the Factoring Report to 30 June 2021.	Committee approved the Factoring Report to 30 June 2021
12.	Property Management Reports to 30 June 2021	
	12.1 Rent Arrears and Welfare Reform Report This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that there is 1 arrears case as at 30/06/2021 where the balance is over £600. The case has been continued at Court at present.	Committee approved the Property Management Reports to 30 June 2021

	<p>The Management Committee were pleased to note that non-technical arrears were 0.47% at the quarter end. There are no former tenant arrears as at 30/06/21 where the balance is over £600.</p> <p>The Management Committee noted that funding from EHRA has enabled the Association to purchase £1,300 of Scotmid vouchers to distribute to tenants who require food assistance. Scotmid also donated £140.00 of vouchers. Members were advised that the Association has secured additional Cash for Kids funding of £6160. One of the funding conditions is that vouchers must be purchased. Committee members agreed that Aldi vouchers provided value for money.</p> <p>Connect Community Trust have secured Virgin Money Foundation funding for the employment of a second Income Advisor. This will provide further options going forward however Elaine McIntyre will continue to assist Gardeen tenants</p>	
	<p>12.2 Allocations and Voids Report</p> <p>This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that void loss remains low at 0.03%. The Management Committee also noted that 5 out of 5 properties re-let over the last quarter were accepted on the first offer. The Management Committee noted that 11 applications were processed over the last quarter and 100% were processed within the 7 day target timescale. The Management Committee were pleased to note that the online application form would launch at the beginning of August.</p>	<p>Committee approved the Allocations and Voids Report to 30 June 2021</p>
	<p>12.3 Repairs and Maintenance Report</p> <p>This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that of the 250 gas heated properties, all have a current certificate and all were completed within 12 months of previous certificate.</p> <p>The Management Committee noted that electrical periodic inspections have been carried out and all properties now have a current 5 year certification ahead of the deadline of 31 March 2022.</p> <p>Gutter cleaning is now be carried out every two years as agreed by Committee following a review of the long-term financial projections. This is due in 2021/22. Committee members were pleased that the Maintenance Consultant and SHO were examining options for combining the gutter cleaning and the roof anchor checks to ensure value for money.</p> <p>The 2021 stock condition survey was carried out in quarter one. Data was collated by Brown & Wallace, and a draft report was issued to the</p>	<p>Committee approved the Repairs and Maintenance Report to 30 June 2021</p>

	<p>Association. A copy of the report will be issued to Committee members once the final draft is available.</p> <p>Committee members queried progress with the insurance claim currently pending. Members were advised that the information requested by the Insurance Broker had not been provided. It was likely that the case would be closed during quarter 2.</p>	
	<p>12.4 Estate Management Report This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed the letter received from David Russell of Glasgow City Council and noted that Housing Associations may no longer be able to dump bulk free of charge from 1 April 2022. Members agreed that the Association's contractor should continue to uplift bulk from the whole of the Gardeen area (not just tenemental properties) at present.</p> <p>The Management Committee noted that regular inspections continue to be carried out when staff are on site on a weekly basis. Clyde Valley continue to undertake weekly close cleaning and twice weekly bulk uplifts and litter picks.</p> <p>Members noted that Lorna Shaw from Research Resource would be in attendance at the September Committee meeting to present the findings of the tenant satisfaction survey.</p> <p>Members further noted the update regarding the Coronavirus (Scotland) Act.</p>	<p>Committee approved the Estate Management Report to 30 June 2021</p>
	<p>12.5 Policy Review Report This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that CD Consultancy had recommended that the Maintenance Policy be amended to include the definition of a 'complex repair'. The Management Committee discussed the changes suggested and approved the final draft Maintenance Policy.</p>	<p>Committee discussed the updates and approved changes to complex repair in the Maintenance Policy</p>
13.1	Director's Report	
	<p>13.1 Covid-19 Quarterly Report April to June 2021 This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that the return must now be submitted to the Scottish Housing Regulator quarterly rather than monthly. The Management Committee noted that the report indicates strong performance in relation to rent arrears and void loss.</p>	<p>Committee approved the Covid-19 quarterly report April to June 2021</p>
	13.2 Service Delivery Update	<p>Committee discussed the</p>

	<p>This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that the advice at present from the Scottish Government is to continue to work from home.</p>	<p>service delivery update</p>
	<p>13.3 Loan Portfolio Return to SHR This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that the main points of the report were that approximately 39% of all housing stock is not granted as security for loan debt. The Association has loan facilities with BOS, RBS and Nationwide. Total loan debt at 31 March 21 is £947k. All debt is on a variable rate basis. The loans are due to be fully repaid between 2024 and 2033. There are no issues in terms of covenant compliance. The Management Committee approved the loan portfolio return to the SHR for 2020-2021</p>	<p>Committee approved the loan portfolio return to SHR for 2020-2021</p>
	<p>13.4 Property Factors Revised Code of Conduct This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that on 14 July 2021, the Scottish Government published a revised Code of Conduct for Property Factors setting out the minimum standards to which factors should adhere when carrying out their services. A number of changes have been made to the Code, with these changes coming into effect on 16 August 2021. The Management Committee discussed the changes to the Code of Conduct and noted that these changes have been adopted by Gardeen Housing Association.</p>	<p>Committee noted the changes to the Property Factors Code of Conduct</p>
	<p>13.5 ARC Validation Report This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that repair requests involving no heating and no hot water would be categorised as emergencies from October to March each year. Members noted that the recommendation that the export to Excel included a column which counted repairs complete within timescale had been taken up and were also pleased that the system the Association created to record non-emergency jobs that were put on hold due to Covid-19 restrictions/lockdowns was deemed fit for purpose. Members noted that a new system was being introduced to monitor recalls in relation to jobs categorised as right first time and discussed the use of multi-trade contractors but emphasised that they were keen to continue to use local, smaller contractors and that they provide a good quality service as evidenced by positive tenant feedback.</p>	<p>Committee discussed and approved the changes to the ARC Validation Report</p>
	<p>13.6 Risk Register Review – Quarter 1 This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed the risk register review.</p>	<p>Committee approved the risk register review for quarter 1</p>

	<p>13.7 Review of Internal Audit This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed that internal audit is currently carried out by Alexander Sloan. This has been carried out by them since 2016 and is due for review. The Management Committee noted that Wylie Bisset provided the best value for money quote and the best interview. The contract would not start until March 2022. The Management Committee agreed to change auditors from Alexander Sloan to Wylie Bisset from 2022.</p>	<p>Committee agreed to change internal auditors with effect from 1 April 2022</p>
	<p>13.8 Annual General Meeting 2021 This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed the holding a Special Management Meeting to enable the Association to adopt rules that would ensure that Gardeen complied with the new regulatory framework and could hold virtual meetings in the future. The Management Committee agreed to hold a Special Management meeting with Mark Ewing from TC Young on Thursday 12 August 2021 at 7pm to discuss the options for the Committee and explain the new rules for the Association. The Committee will then host a Special General Meeting on 30 August 2021 to allow the members to adopt the rules.</p>	<p>Committee discussed the AGM 2021 and agreed to hold a Special Management Meeting on 30 August 2021 to discuss changes to Gardeen rules</p>
14.	Correspondence	
14.1	<p>Covid-19 and Legal Claims The Management Committee noted from an article in the Herald that law experts are predicting that there could be a number of claims against employers if they contract Covid in the workplace.</p>	<p>Noted by Committee</p>
14.2	<p>Scottish Housing Regulator The Management Committee noted correspondence from the Scottish Housing Regulator that The Regulatory Framework requires social landlords to prepare and publish an Annual Assurance Statement to confirm to their tenants and them that they are meeting regulatory requirements. The AAS should reflect the context that landlords have to operate in. Landlords are being asked to identify in this year's AAS any non-compliance with regulatory requirements that is directly due to the Covid-19 pandemic and distinguish these from non-compliance that is for other reasons.</p>	<p>Noted by Committee</p>
15.		
	<p>Health & Safety Report No issues.</p>	
16.		

	Newsletter & Social Media The Management Committee noted that social media and the website continue to be updated regularly.	
17.		
	Repairs Draw The repairs draw for July 2021 has taken place.	
18.		
	Membership There were no applications for approval.	
19.		
	Training Feedback Staff and Committee continue to attend training remotely.	
20.		
	EHRA Update The Management Committee noted the EHRA Action Plan 2021	
21.		
	EVH Monthly Report: EVH monthly report was circulated and noted by the Management Committee.	
22.		
	AOCB There were no matters for discussion	
	The meeting closed at 9.00pm.	
23.	Date and Time of Next Meeting: Special Management Meeting Special General Meeting Management Committee Meeting	12 August 2021 30 August 2021 2 Sept 2021

APPROVED: _____ DATE: _____