

1.	Sederunt	Name	Position	Action
	Present	Marion Leat (via Zoom) Sarah Lack (via Zoom) Corrina Brewer (via Zoom) Margaret Smith Catherine Brown (via Zoom) Rose O'Malley (via Zoom) Kirsty Bavidge (via Zoom) Fiona Bowman (via Zoom)	Chairperson Treasurer Vice Chair Secretary Committee Member Committee Member Committee Member Committee Member	
	Apologies	Gary Ferguson Michael McDevitt	Committee Member Observer	
	In Attendance	Roslyn Crawford (via Zoom) Lyndsay Moffat (via Zoom) Jordan Henderson	Director Senior Housing Officer Arneil Johnston (part of meeting)	

2.	Declaration of Interest and Committee Update Committee members declared an interest for agenda item 9 Donations Staff declared an interest in agenda item 7 Staff as Committee members and item 9.4 Office Christmas closure.	Committee made declarations of interest in item 9 donations. Staff declared an interest in agenda item 7 and agenda item 9.4
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 no further Freedom of Information requests received.	Committee noted no further FOI requests
5.	Minutes of the Management Meeting on 4 November 2021 The Minutes of the Management Meeting held on 4 November 2021 were circulated prior to the meeting and noted by the Management Committee. The Minutes were approved by Sarah Lack and seconded by Katie Brown.	Committee approved Minutes of 4 November 2021
6.	Notes of Office Bearer's held on 17 November 2021 The Management Committee noted the information from the Officer Bearer's on 17 November 2021. The note was approved by Margaret Smith and Sarah Lack	Committee noted Office Bearers meeting on 17 November 2021
7.	Action Note of Meeting to 4 November 2021 The action note to 4 November 2021 was circulated prior to the meeting and noted by the Management Committee.	Committee approved the Action Note to 4

		November and were pleased with the decisions made to date by the Management Committee
8.	<p>Jordan Henderson Arneil Johnson- Rent Affordability Jordan Henderson from Arneil Johnson was welcomed to the meeting and discussed the report on rent affordability that had been provided to the Management Committee. The report had been instructed to demonstrate the affordability of Gardeen rents by considering housing costs, household income and consumer factors. The Management Committee discussed the key points including rent affordability at 25%-35% of income. The Committee were satisfied that a comparison of Gardeen's rents against other local Associations, market rents, local housing allowances and income indicates that Gardeen rents are affordable. The Management Committee asked a number of questions and thanked Jordan for attending who left the meeting. The Committee were pleased that they had evidence to prove the affordability of Gardeen rents.</p>	The Management Committee were pleased to note that the independent Arneil Johnston Report provided evidence that Gardeen rents were affordable.
9.	<p>Director's Report</p>	
	<p>9.1 COVID-19 Quarterly Return Quarter 2 Scottish Housing Regulator This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted Gardeen arrears and void loss remain low. The Management Committee noted that rent arrears across the housing sector had increased to 6.2% at the end of September 2021 and were pleased to note that Gardeen's performance was much lower.</p>	Committee noted the report from the Scottish Housing Regulator and noted the good performance of Gardeen Housing Association.
	<p>9.2 Service Delivery Update This report was circulated prior to the meeting and noted by the Management Committee. The advice from the Scottish Government remains to work from home. Staff continue to work from the office on at least one day per week to visit tenants, inspect repairs and monitor estate management. Appointments for tenants are available by arrangement. Tenants have met with the welfare rights officer and housing staff in the office, following COVID protocols by sanitising hands, wearing masks and opening windows. The Committee were pleased with the service to date and advised that there was no tenant feedback on concerns on current service delivery.</p>	Committee noted the Service Delivery Update and agreed to monitor monthly.

	<p>9.3 Donations for Christmas 2021 Following discussion, the Treasurer recommended that donations should be made to mainly local groups. It was agreed that £100 each would be donated to Aberlour Trust (who provided grants to tenants in arrears), Daffodil Club (elderly care), Afterschool care, Barlanark and Springboig Green Space Group (Snowman Trail) Cash for Kids and Barlanark Scouts. Committee members who were involved in these groups or their family received services from the groups declared an interest. It was also agreed that there would be a draw for 7 over -65 pensioners to receive £50 at a cost of £350</p>	<p>Committee agreed to donate £100 to 6 charities. It was also agreed to arrange a draw for 7 pensioners to receive £50 each.</p>
	<p>9.4 Office Christmas Closing The Management Committee agreed that the office would close on Wednesday 22 December 2021 and would re-open on 6 January 2022.</p>	<p>Committee members agreed Christmas opening hours for 2021</p>
	<p>9.5 Membership Policy This policy was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that the policy was updated to reflect the rule change. Following discussion the Management Committee approved the changes to the membership policy.</p>	<p>This membership policy was approved by the Management Committee</p>
	<p>9.6 Benchmarking Report – Tenant Satisfaction This report by Resource Research, the independent tenant satisfaction survey was circulated prior to the meeting and noted. The Management Committee were pleased to note the performance from Gardeen Housing Association in relation to tenant satisfaction and that tenant satisfaction levels remained high.</p>	<p>The Committee noted the performance in relation to tenant satisfaction and were pleased with the high levels.</p>
	<p>9.7 EHRA Committee Members: Senior Officers The Senior Housing Officer declared an interest in this agenda item. The Management Committee discussed the proposal to enable staff members to join EHRA committees as a training and development opportunity. The Management Committee discussed the advantages and disadvantages to this proposal. The Management Committee agreed in principle to approve that the Senior Housing Officer could become a committee member of an EHRA organisation but agreed to seek advice from the Scottish Housing Regulator and EVH.</p>	<p>The Management Committee agreed in principle with the proposal to allow senior staff to become EHRA Committee members and agreed to contact EVH and SHR for advice.</p>

	<p>9.8 Risk Register Review This report to December 2021 was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed the three additional risks that had been added: Development, Environmental and Cyber Security. It was noted that cyber essentials certification would be achieved in 2022. Following discussion, it was agreed that the risk register would be reviewed every quarter in light of the pandemic and Brexit risks.</p>	<p>Committee approved the risk register review for quarter 3 and agreed to add development, environmental and cyber security</p>
	<p>9.9 Verbal Report on Pendeen School Site The Management Committee were advised that CCG had withdrawn from the proposals, as it could not agree price with the owner. The Management Committee expressed their disappointment and agreed to update the Winter newsletter with this information.</p>	<p>Committee noted the update with the Pendeen School site</p>
10.	<p>Correspondence 10.1 Scottish Housing Regulator- speech from Ian Brennan at the SFHA Finance Conference was circulated prior to the meeting. This was noted by the Management Committee who discussed the risks highlighted by the Scottish Housing Regulator 10.2 EVH Award 2021-2022 This was noted by the Management Committee</p>	
11.	<p>Health & Safety Report Committee and senior staff had signed the annual statements. Fire extinguisher checks and emergency lighting had been checked.</p>	
12.		
	<p>Newsletter & Social Media The Management Committee noted that social media and the website continue to be updated regularly.</p>	
13.		
	<p>Repairs Draw The repairs draw for November 2021 has taken place.</p>	
14.		
	<p>Membership There were no applications for approval.</p>	
15.		
	<p>Training Feedback Staff and Committee continue to attend training remotely. Staff and Committee are encouraged to attend any training of interest.</p>	
16.		
	<p>EHRA Update and Shadowing</p>	

	The Management Committee agreed that Margaret and Corina would attend a meeting of Calvay Housing Association. The Management Committee noted the EHRA plan for 2022. The Committee noted the resignation of Directors at Easthall and Provanhall.	
17.		
	EVH Monthly Report: Committee noted the October and November 2021 updates from EVH.	
18.		
	AOCB The Treasurer advised that Treasurer checks had taken place with David Mc Donald from FMD.	
	The meeting closed at 8.30pm.	
19.	Date and Time of Next Meeting: Management Committee Meeting	20 January 2022 Policy Approvals and Updates

APPROVED: _____ DATE: _____