

1.	Sederunt	Name	Position	Action
	Present	Marion Leat (via Zoom) Sarah Lack (via Zoom) Rose O'Malley (via Zoom) Michael McDevitt (via Zoom) Margaret Smith (via Zoom) (part of meeting) Catherine Brown (via Zoom) Ryan Cowan (via Zoom) Fiona Bowman (via Zoom) Gary Ferguson (via Zoom)	Chairperson Treasurer Committee Member Co-opted Member Committee Member Committee Member Committee Member Co-opted member Committee Member	
	Apologies	Corrina Brewer Kirsty Bavidge	Vice Chair Committee Member	
	In Attendance	Roslyn Crawford (via Zoom) Lyndsay Moffat (via Zoom) Olwyn Gaffney (via Zoom) (part)	Director Senior Housing Officer SHARE Learning and Development Manager	

2.	Declaration of Interest and Committee Update There were no declarations of interest. Committee noted that an observer would be attending the meeting in June 2022. Committee were pleased to note that Kirsty Bavidge had been awarded a place at college to study a qualification in the Build Environment at the City of Glasgow college.	
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.	Committee noted no further FOI requests
5.	Olwyn Gaffney from SHARE – Committee Appraisal 2022 Olwyn was welcomed to the Management Committee and explained the process for the Committee appraisal with SHARE. A survey and 1:1 interviews would take place to produce a report and individual plan. It was agreed that this would take place during May and June with a report to the Management Committee on 4 August 2022. This would allow an independent review of the skills of the Committee to be assessed. Olwyn was asked a number of questions on the process, was thanked for her contribution and left the meeting.	Committee approved the plan to assess the skills of the Management Committee.
6.	Minutes of the Management Meeting held on 7 April 2022 The minutes of the Management Committee were circulated prior to the meeting. There were no matters arising and the minutes were approved by Sarah Lack and Rose O Malley.	Committee approved the Minutes of 7 April 2022

7.	Notes of Office Bearers held on 28 April 2022 This meeting was noted by the Management Committee.	Committee noted the office bearers meeting on 28 April 2022
8.	Minutes of Special Management Meeting held on 28 April 2022 This Special Meeting discussed the appointment of a development agent.	To be circulated at next Management meeting
9.	Action Note of Meeting to 28 April 2022 The action note to 28 April 2022 was circulated prior to the meeting and noted by the Management Committee	Committee approved the Action Note to 28 April 2022
10.	Management Accounts to 31 March 2022 The Management Accounts were circulated prior to the meeting and noted by the Management Committee. The Committee noted that the quarter 4 management accounts would mirror the year-end accounts. The Management Committee discussed the areas of underspend and overspend and the impact of increased costs on finances. The Management Accounts to 31 March 2022 were approved. The Treasurer reported that quarterly finance checks with the finance agent had been successfully carried out on 5 May 2022	Committee approved the management accounts to 31 March 2022
11.	Factoring Report to 31 March 2022 The Factoring Report to 31 March 2022 was circulated prior to the meeting prior to the meeting. The Management Committee approved the factoring report to 31 March 2022.	Committee approved the factoring report to 31 March 2022
12.	Property Management Reports to 31 March 2022	
12.1	Rent Arrears and Welfare Report The rent arrears and welfare report was circulated prior to the meeting and noted by the Management Committee. The Management Committee were pleased with the arrears performance to 31 March 2022. The Committee discussed the work of the welfare rights officer and the positive outcomes that had been achieved. The Management Committee approved the rent arrears and welfare report to 31 March 2022.	Committee approved the rent arrears and welfare report to 31 March 2022
12.2	Allocations and Void Report This allocations and void report was circulated prior to the meeting and noted by the Management Committee. Committee members noted that 15 voids had arisen during 2021-2022. The Management Committee discussed the void times and the number of increased checks for voids, electrical safety and asbestos. The Committee discussed a new booking system for Queenslie Recycling Centre and the impact on uplift times. The Committee noted tenancy sustainment levels. The Committee also noted that there were delays to the review of the CHR due to workload issues with other members. It was noted that this would take place later in the year. The Management Committee also discussed the lack of support for previously homeless tenants and	Committee approved the allocations and void report to 31 March 2022

	noted the update from the Local Lettings Team. The Management Committee approved the allocations and void report to 31 March 2022.	
12.3	<p>Repairs and Maintenance Report This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee were pleased to note that repair times remained on target, despite contractors facing staffing issues and delays to supplies. Committee discussed increase in vandalism costs due to damage to door entry systems. Committee noted bathroom replacement programme and completion of march-ins. There was discussion on the fire safety report for closes and Committee approved the use of thumb turn locks. Committee noted progress on asbestos and legionella. Committee discussed the increase in rates from 1 April 2022 from two local contractors as a result of increased energy, wages, van and insurance costs. Committee discussed PPE for contractors and it was agreed to review this again at the next meeting. Committee noted the Procurement Report update. The Repairs and Maintenance Report to 31 March 2022 was approved by the Management Committee.</p>	Committee approved the Repairs and Maintenance Report to 31 March 2022
12.4	<p>Estate Management Report This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that grass cutting had started and that there were additional pressure because of the withdrawal of the GCC Assisted Garden Maintenance. Committee also noted the changes to the notice periods. The Estate Management Report to 31 March 2022 was approved by the Management Committee.</p>	Committee approved the estate management report to 31 March 2022
12.5	<p>Policy Review Report There was no policy review report for May 2022</p>	
13.	Director's Report	
13.1	<p>COVID-19 – Quarterly Report This report was circulated prior to the meeting. The Management Committee were pleased with performance for the quarter to 31 March 2022 and noted that this was the final quarterly Covid report that had to be submitted to the Scottish Housing Regulator.</p>	Committee approved the COVID-19 report to 31 March 2022
13.2	<p>Staff Report: Succession Planning This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee agreed to establish a working group with EVH to develop an updated succession plan. The Management Committee also approved the proposal for the Senior Housing Officer to become a Committee member of Forth HA to gain further governance experience.</p>	Committee agreed to set up a working group to develop a revised succession plan
13.3	<p>Engagement Plans 2022 This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted the engagement plans from the Scottish Housing Regulator and their focus on governance, health and safety and development plans.</p>	Committee noted SHR engagement plans for 2022

13.4	<p>Annual Return on Charter (ARC) 22 This report was circulate prior to the meeting and noted by the Management. Committee agreed to hold a Special Management meeting on 19 May 2022 to discuss and approve the ARC.</p>	<p>Committee agreed to discuss and approve the ARC on 19 May 2022</p>
13.5	<p>Validation of ARC Return 2022 This report was circulated prior to the meeting and noted by the Management Committee. The Senior Officer explained the validation report and worked through the recommendations from the independent consultant. Management Committee noted the validation report for the ARC 2022.</p>	<p>Committee noted independent validation report for the ARC submission 2022</p>
14.	<p>Correspondence There were no items of correspondence</p>	
15.	<p>Health & Safety Report The Management Committee discussed the work that was ongoing to meet fire safety in closes.</p>	
16.	<p>Newsletter & Social Media Summer newsletter to be prepared and social media updated</p>	
17.	<p>Repairs Draw The repairs draw for April 2022 has taken place.</p>	
18.	<p>Membership No applications had been received.</p>	
19.	<p>Training Feedback Equalities training planned for May 2020</p>	
20.	<p>EHRA Update The Management Committee noted that a successful hustings had taken place on 26 April 2022 at Blairtummock Hall and a Community Festival was planned in August 2022</p>	
21.	<p>EVH Monthly Report: April 2022 This was noted by the Management Committee</p>	
22. 22.1	<p>AOCB Fire in Garlieston Road The Committee received a verbal update on a fire that had taken place on 3 May 2022 in a Gardeen property. It was noted that a written report would be discussed at the June Management meeting.</p>	<p>Committee noted the recent fire in Garlieston Road</p>
22.2	<p>Confidential Item Update Committee discussed progress with the confidential item.</p>	<p>Committee noted the progress with the confidential item</p>
	<p>The meeting closed at 9pm.</p>	

23.	Date and Time of Next Meeting: Special Management Meeting (ARC Approval) Management Meeting (changed due to public holiday)	19 May 2022 9 June 2022
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APPROVED: _____

DATE: _____