

1.	Sederunt	Name	Position	Action
	Present	Marion Leat (via Zoom) Sarah Lack (via Zoom) Corrina Brewer (via Zoom) Rose O'Malley (via Zoom) Michael McDevitt (via Zoom) Margaret Smith (via Zoom) Kirsty Bavidge (via Zoom) Catherine Brown (via Zoom) Ryan Cowan (via Zoom) Fiona Bowman (via Zoom) Shona Johnston (via Zoom)	Chairperson Treasurer Vice Chair Committee Member Co-opted Member Committee Member Committee Member Committee Member Co-opted member Committee Member Observer	
	Apologies	Gary Ferguson	Committee Member	
	In Attendance	Roslyn Crawford (via Zoom) Lyndsay Moffat (via Zoom) Eamonn Connolly (via Zoom) Lorraine Fisher (via Zoom)	Director Senior Housing Officer EVH (part) Administrative Assistant	

2.	<p>Declaration of Interest and Committee Update A Committee Member declared an interest in correspondence item 3 – Fire Update.</p> <p>The Management Committee welcomed Shona Johnston as an observer to the meeting.</p>	<p>Committee member declare interest in item 3 – Fire Update. Committee welcomed Shona Johnston as an Observer</p>
3.	<p>Notifiable Event The Regulator does not require any further information in relation to the recent fire at one of Gardeen's properties.</p>	<p>Committee noted there were no further notifiable events</p>
4.	<p>Freedom of Information Update The Management Committee noted there had been no further freedom of information requests.</p>	<p>Committee no further FOI requests</p>
5.	<p>Minutes of the Special Management Meeting held on 28 April 2022 The Minutes of the Special Management Meeting held on 28 April 2022 were circulated prior to the meeting and noted by the Management Committee. The Minutes were approved by Sarah Lack and seconded by Catherine Brown.</p>	<p>Committee approved the Minutes of 28 April 2022</p>
6.	<p>Minutes of Management Meeting held on 5 May 2022 The Minutes of the Management Meeting held on 5 May 2022 were circulated prior to the meeting and noted by the Management</p>	<p>Committee approved the Minutes of 5 April 2022</p>

	Committee. The Minutes were approved by Margaret Smith and seconded by Corrina Brewer.	
7.	Minutes of Special Management Meeting held on 19 May 2022 The Minutes of the Special Management Meeting held on 19 May 2022 were circulated prior to the meeting and noted by the Management Committee. The Minutes were approved by Catherine Brown and seconded by Sarah Lack.	Committee approved the Minutes of 19 May 2022
8.	Action Note of Meeting to 19 May 2022 The action note to 19 May 2022 was circulated prior to the meeting and noted by the Management Committee	Committee approved the Action Note to 19 May 2022
9.	Eamonn Connolly – EVH – Succession Planning The Management Committee welcomed Eamonn to the meeting. Eamonn introduced himself to the Management Committee and Committee noted that he was attending the meeting to advise on best practice for succession planning. It was discussed that the Director may be retiring in the near future and that this would be a notifiable event for the Scottish Housing Regulator. Gardeen must follow an independent, verifiable process and ensure transparency when planning a new staff structure. Eamonn indicated that he would like to work with Gardeen during this process and that EVH have experience of scoring potential employees to vacant posts across the country and of matching candidates to job posts. EVH can rigorously assess the skills required for any new posts against those of employees at other organisations. The Management Committee agreed that they will continue to work with Jim Harvey and FDM to ensure an updated business plan is in place prior to the Director retiring, and that they will discuss a new staff structure. The Management Committee will work with EVH to develop a succession plan for staff. The Management Committee thanked Eamonn Connolly for his contribution to the meeting. Eamonn Connolly left the meeting at 19.40pm	Committee welcomed Eamonn Connolly to the meeting. Committee discussed the future retirement of the Director and the subsequent staff structure. Committee agreed to work with EVH in relation to succession planning
10.	Director’s Report	
10.1	Hybrid Working – Office opening This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed service delivery and noted that feedback from Gardeen tenants indicates that the majority are satisfied with the current service provision and continue to access the office by phone, email or text.	Committee approved the proposal to continue with hybrid working

	<p>Estate management, repairs and inspections continue to be undertaken by staff and the performance of Gardeen remains high under the current hybrid working system.</p> <p>The Management Committee approved the proposal to continue with hybrid working.</p>	
10.2	<p>Loan Return to the Scottish Housing Regulator This report was circulated prior to the meeting and noted by the Management Committee. The report from FMD outlined the loans that the Association is paying back. The Management Committee noted that a further loan will be required if the Management Committee decide to develop new homes in Pendeen Road. The Management Committee noted the total debt with Bank of Scotland, Royal Bank of Scotland and Nationwide with loans paid off between 2024 and 2033.</p>	<p>Committee approved the Loan Return 2022</p>
10.3	<p>EHRA Benchmarking Report to 31 March 2022 This report was circulated prior to the meeting and noted by the Management Committee. The Committee discussed the report and noted that Gardeen continues to perform well in relation to void times and rent arrears. Gardeen has the lowest number of re-let days at 5.75 days. The highest is 40.27 days. Gardeen has the lowest rent arrears at 0.8%. The highest is 10.3%.</p>	<p>Committee approved the EHRA benchmarking report to 31 March 2022</p>
10.4	<p>Treasury Management Report This report was circulated prior to the meeting and discussed by the Management Committee. The Management Committee noted that the report from FMD indicates that the Association's debt level at March 2022 is low and there are no concerns. The strategy recommended for the next 12 months is to continue to pay off loan debt and to continue to place short-term deposits in order to secure additional interest on savings. The Management Committee approved the Treasury Management Report.</p>	<p>Committee approved the Treasury Management Report</p>
10.5	<p>Equalities Monitoring This report was circulated prior to the meeting and noted by the Management Committee. The Committee noted that Gardeen already gathers equalities information on tenants and applicants. The Management Committee agreed to expand on the information gathered and to store the information securely on our IT system. The information will be used to inform on how Gardeen delivers services and will allow Committee to make changes to any services that are required.</p>	<p>Committee agreed to gather equalities information and to store this securely</p>
10.6	<p>Welfare Rights Service This report was circulated prior to the meeting and noted by the Committee. The Management Committee discussed the proposal to increase the costs for the welfare rights service and agreed that the current post-holder should be offered an increase in salary.</p>	<p>Committee agreed salary increase of welfare rights officer</p>

10.7	<p>Committee WhatsApp and Code of Conduct This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee agreed to set up a Committee WhatsApp Group at the Special Management Meeting on 19 May 2022 to share Committee information. The Management Committee approved the WhatsApp group and were reminded that this was linked to the Code of Conduct.</p>	<p>Committee approved the Committee WhatsApp Group and noted it is linked to the Code of Conduct</p>
10.8	<p>Annual Finance Audit and AGM 2022 This report was circulated prior to the meeting and noted by the Management Committee. The Committee noted that the Annual General Meeting will be held on Thursday 15 September 2022 and a decision to hold in person, online or hybrid will be made at a later date. The Management Committee noted that the auditors will attend the August Management meeting to present a draft set of accounts for approval.</p>	<p>Committee noted date for AGM and noted auditors will attend August meeting</p>
10.9	<p>Fire Damage Report This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that a Gardeen flat was seriously affected as a result of an accidental fire on 3 May 2022. The existing tenant has been moved to an alternative Gardeen property on a permanent basis.</p> <p>Gardeen staff are working with the insurance brokers, Bruce Stevenson, and the maintenance agent to repair the damage to the close and allow the flat to be re-let. Due to the scale of the works, it is likely that the flat will not be re-let for around three months. The rent loss can be claimed as an insurance costs and the excess to be paid by the Association is £250.</p>	<p>Committee noted the fire damage report and the progress being made to repair and re-let the property</p>
10.10	<p>Risk Register This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed the risks facing the association and the way that they can be mitigated. The Management Committee discussed the additional risks due to the increases in inflation and energy costs, the rise in costs for tenants and the Association and the additional risks due to shortages of contractors and increasing costs of parts and labour.</p>	<p>Committee updated the quarterly risk register to June 2022</p>
10.11	<p>Q4 Scottish Housing Regulator COVID Return This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed increases in staff sickness, arrears and re-let times and noted that this will be of concern to the Scottish Housing Regulator. The Management Committee were pleased to note that Gardeen continues to perform well in relation to other larger housing associations.</p>	<p>Committee noted performance of all housing associations as at March 2022</p>

10.12	Confidential Report This confidential report was circulated prior to the meeting and noted by the Management Committee.	Committee noted progress with the confidential report
11.	Correspondence	
11.1	Scottish Housing Regulator – Financial Position for Housing Associations Committee noted the SHR has highlighted that financial pressures on RSLs and tenants are significantly greater than in recent times and are expected to increase further in the coming year. The Management Committee noted that the SHR are expecting RSLs to understand the risks this presents and to plan for that while keeping rents affordable.	Committee noted SHR correspondence
11.2	EVH – SHAPS Membership The Management Committee agreed to renew the SHAPS membership.	Committee agreed to renew SHAPS membership
12.	Health & Safety Report The Management Committee noted that the annual Health and Safety documentation will be sent out for signature	
13.	Newsletter & Social Media Summer Newsletter will be circulated in June and social media is updated regularly.	
14.	Repairs Draw The repairs draw for May 2022 has taken place.	
15.	Membership One application had been received from a Gardeen tenant, and Committee approved membership number 501	
16.	Training Feedback No update	
17.	EHRA Update The Management Committee noted there would be a Community Festival day held on 13 August 2022 at Platform. All welcome.	
18.	EVH Monthly Report: Committee noted the May 2022 monthly update from EVH.	
18.	AOCB None	
	The meeting closed at 9pm.	
19.	Date and Time of Next Meeting:	4 August 2022 7pm

APPROVED: _____

DATE: _____