

1.	Sederunt	Name	Position	Action
	Present	Marion Leat (via Zoom) Margaret Smith (via Zoom) Sarah Lack (via Zoom) Corrina Brewer (via Zoom) Catherine Brown (via Zoom) Rose O'Malley (via Zoom) Kirsty Bavidge (via Zoom) Gary Ferguson (via Zoom) Fiona Bowman (via Zoom)	Chairperson – elected at meeting Secretary – elected at meeting Treasurer- elected at meeting Vice Chair – elected at meeting Committee Member Committee Member Committee Member Committee Member Committee Member	
		Gerry Kelly (via Zoom)	Kelly and Co	
	Apologies	Lorraine Fisher (via Zoom)	Administrative Assistant	
	In Attendance	Roslyn Crawford (via Zoom) Lyndsay Moffat (via Zoom)	Director Senior Housing Officer	

6.	<p>It was agreed to discuss Agenda Item 6 Election of Office Bearers and Review of Remote AGM as the first agenda meeting.</p> <p>Election of Office Bearers Declaration of Interest and Committee Update</p> <p>This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted the AGM was successful and held on 29 September 2021. It was noted that there had been a high number of apologies and 4 proxy votes. The Management Committee nominated and approved the following office bearers position:</p> <p>Chairperson Marion Leat Vice Chair Corrina Brewer Secretary Margaret Smith Treasurer Sarah Lack</p> <p>It was noted that this would be the last year for the current Chairperson to take this role.</p> <p>The Management Committee approved the office bearers for session 2021-2022 and noted the update on the Annual General Meeting 2021-2022.</p>	<p>Committee approved Office bearers for 2021-2022 and note the update on the AGM 2021.</p>
2.	<p>Declaration of Interest and Committee Update</p> <p>There were no declarations of interest. All Committee members were in attendance and one invite had been sent out to a member to join the Management Committee as an observer.</p>	<p>Committee noted declaration of interest and Committee update</p>
3.	<p>Notifiable Event</p> <p>The adoption of new Rules is a notifiable event. This notifiable event has been submitted to the Scottish Housing Regulator and is now closed. The</p>	<p>Committee noted that the Notifiable Event</p>

	Regulator does not require any further information at present in relation to the office closure.	for rules was now closed.
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.	Gerry Kelly, Kelly and Co Gerry Kelly was thanked for attending the meeting and provided an update on CCTV and Ring doorbells. Committee discussed the issue of privacy and security and noted that tenants with ring door bells should ensure that they have a notice to advise of filming, only film the pathway to their home and disable audio. A Committee member asked a question on dashcam camera and Gerry agreed to provide information on the issue of cameras in vehicles. Gerry provided an update on assignation of tenancies and the Management Committee noted that a request can only be refused if there are reasonable grounds. Committee members asked questions on security and privacy. Gerry was thanked for the information and left the meeting.	Committee discussed issues of privacy and security relating to CCTV and Ring doorbells with Gerry Kelly from Kelly ad Co
7.	Minutes of the Management Meeting on 2 September 2021 The Minutes of the Management Meeting held on 2 September 2021 were circulated prior to the meeting and noted by the Management Committee. The Minutes were approved by Margaret Smith and seconded by Sarah Lack.	Committee approved Minutes of 2 September 2021
8.	Action Note of Meetings to 2 September 2021 The Action Note to 2 September 2021 was circulated prior to the meeting and approved by the Management Committee.	Committee approved the Action Note to 2 September 2021
9.	Director's Report	
	9.1 COVID -19 Quarterly Report It was noted that this submission was not due until 20 October 2021 and would be presented at the Management Committee meeting in November.	Committee agreed to approve this report at the November meeting
	9.2 Service Delivery Update This report was circulated prior to the meeting and noted by the Management Committee. It was noted that a 'soft' office opening was in place where appointments could be made for tenants who required additional support. It was noted that the air protection systems had not been installed yet and would be installed when staff had returned to the office. Results of an independent telephone tenant survey on services would be available at the November Management meeting and services could be adapted to meet tenant needs. The Committee noted that Scottish Government advice continued to recommend working from home. Gardeen staff continued to visit the office at least twice a week.	It was agreed that staff continue to work from home in line with Scottish Government guidelines and Management Committee would continue

	The Management Committee discussed the ongoing remote service and agreed to continue to follow Government advice.	to monitor service to tenants.
	<p>9.3 Self-Assessment 2020-2021 This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee agreed to meet on 21 October 2021 at a Special Management Meeting to discuss the self-assessment submission.</p>	Committee agreed to meet on 21 October 2021 to discuss self-assessment submission
	<p>9.4 Quarterly Risk Review to September 2021 This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed the additional risks of increasing inflation and interest rates, cuts to universal credit and increased energy costs that would have an impact on Gardeen as a result of increased costs and reduced income for tenants.</p>	Committee agreed to monitor increased costs and reduced income for tenants.
	<p>9.5 Training Report to 30 September 2021 This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted the training available and agreed to attend equalities training in the future.</p>	Committee agreed to attend further equalities training organised through EHRA.
	<p>9.6 Office Bearers Meeting 2021-2022 This report was circulated prior to the meeting and noted by the Management Committee. It was agreed that office bearers meetings would be held in 2021-2022</p>	Committee approved the programme for office bearers meetings for 2021-2022.
	<p>9.7 Report on Appraisal of Senior Officer This report was circulated prior to the meeting and noted by the Management Committee. Following discussion, the Management Committee agreed to instruct an independent consultant to offer restructuring options for the Management Committee to help prepare for the current Director's retiral in the next five years. This would be included in the budget for 2022-2023 and would take place in 2022.</p>	Committee agreed to plan for the departure of the current Director by instructing independent re-structure options for the Association.
	<p>9.8 Compliance Report 2021 This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that all submission requirements had been completed and the assurance statement would be submitted by the end of October 2021.</p>	Committee noted the compliance report for 2021

	9.9 Pensions Financial Risk Assessment 2021 This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that Gardeen Housing Association remained a low risk organisation for the Pensions scheme.	Committee noted that Gardeen was a low financial risk organisation.
	9.10 Verbal update on confidential item The Management Committee noted the confidential item.	Committee noted the confidential item.
10.	Correspondence	
10.1	Scottish Housing Regulator: Health and Safety Advice – Gas Safety The Management Committee noted the letter regarding gas safety and noted that refreshed staff training would take place before Christmas.	Noted
10.2	Scottish Housing Regulator – Report on Scottish Social Housing Charter The Management Committee noted the performance of housing associations across Scotland and were pleased with the performance of Gardeen Housing Association.	Noted
10.3	GWSF – SFHA Cost of New Build Housing Committee noted the increased cost of new build housing	Noted
10.4	SPSO – complaints Committee noted correspondence from SPSO regarding unresolved complaints and were pleased to note that Gardeen had continued to process and resolve complaints.	Noted
11.		
	Health & Safety Report No issues.	
12.		
	Newsletter & Social Media The Management Committee noted that social media and the website continue to be updated regularly. The Autumn newsletter and Annual Report for 2021 had been issued.	
13.		
	Repairs Draw The repairs draw for September 2021 has taken place.	
14.		
	Membership There were no applications for approval.	
15.		
	Training Feedback Staff and Committee continue to attend training remotely. Staff and Committee are encouraged to attend any training of interest.	

16.		
	EHRA Workplan This was circulated and noted by the Management Committee.	
17.		
	EVH Monthly Report: EVH monthly report for September 2021 was circulated and noted by the Management Committee.	
18.		
	AOCB 18.1 Friends of Barlanark Greenspace - Volunteers Needed It was agreed to add a message to Gardeen’s social media to encourage volunteers to join the Friends of Barlanark Greenspace group. 18.2 Christmas Lunch It was agreed that this would take place on Friday 10 December 2021 18.3 Scottish Government Grant for tenants for arrears A committee member raised the issue of a grant for rent arrears for tenants affected by the pandemic. The Senior Housing Officer agreed to report on this grant when more information was available and to advertise to tenants.	
	The meeting closed at 8.45pm.	
19.	Date and Time of Next Meeting: Special General Meeting Management Committee Meeting	22 October 21 4 November 21

APPROVED: _____ DATE: _____