

1.	Sederunt	Name	Position	Action
	Present	Corrina Brewer Sarah Lack Margaret Smith Catherine Brown Rose O'Malley Fiona Bowman Marion Leat Dawn McMaster	Chairperson Treasurer Secretary Committee Member Committee Member Committee Member Committee Member Casual Vacancy	
	Apologies	Kirsty Bavidge Michael McDevitt Ryan Cowan Lyndsay Moffat Shona Johnston	Vice Chair Committee Member Committee Member Depute Director/Housing Manager Leave of Absence	
	In Attendance	Roslyn Crawford John Seggie Louise Hosie Stuart Beattie	Director Property Services Officer Customer Services Assistant CT, Auditor (Zoom)	

2.	Declaration of Interest and Committee Update There were no declarations of interest.	There were no declarations of interest or committee update.
3.	Notifiable Event There were no notifiable events.	No notifiable events.
4.	Freedom of Information (FOI) Update There were no FOI requests.	No FOI requests.
5.	Presentation of Annual Accounts and Management Letter The Annual Accounts and Management Letter were circulated prior to the meeting and discussed by the Management Committee. Stuart Beattie, auditor from CT, joined the meeting via Zoom to present the annual accounts, audit report and Management Letter. The presentation highlighted there were no control weaknesses or governance issues with the annual accounts. Committee members were able to ask questions without the staff in attendance. Following discussion, the Committee approved the Annual Accounts, independent auditors' report, Management Letter and response to Management Letter for 2023-2024.	The Management Committee approved the Annual Accounts, auditors' report, Management Letter and response to Management Letter.

6.	<p>Minutes of Management Meeting held on 6 June 2024</p> <p>The minutes were circulated prior to the meeting and noted by the Management Committee. There were no matters arising and the minutes were approved by Sarah Lack and seconded by Margaret Smith.</p>	Committee approved the minutes for the Management Meeting on 6 June 2024.
7.	<p>Notes of Office Bearer Meetings on 26 June 2024</p> <p>The notes of the Office Bearers meeting on 26 June 2024 were circulated prior to the meeting and approved by the Management Committee.</p>	Committee noted the Office Bearers meeting on 26 June 2024.
8.	<p>Management Accounts to 30 June 2024</p> <p>The Management Accounts to 30 June 2024 were circulated prior to the meeting and noted that the overall position was positive due to a number of delays to expenditure and no voids in the first quarter. There were additional costs on insurance and finance and maintenance services. The Management Accounts were approved by the Management Committee.</p>	Committee approved the management accounts to 30 June 2024.
9.	<p>Factoring Report to 30 June 2024</p> <p>The factoring report to June 2024 was circulated prior to the meeting and discussed by the Management Committee. The Committee noted that there was an increase in factoring arrears and the Association would continue to pursue arrears and recover at the point of a sale. The Management Committee approved the factoring report to 30 June 2024.</p>	Committee discussed and approved the Factoring Report to 30 June 2024
10.	<p>Property Management Reports to 30 June 2024</p> <p>The Property Management Reports to 30 June 2024 were presented by the Property Services Officer (PSO).</p>	
10.1	<p>Rent Account Management Report</p> <p>The rent account management report was circulated prior to the meeting and noted by the Management Committee. Committee noted that the Department for Work and Pensions have increased the move to Universal Credit activity. Committee also noted that non-technical arrears remain low at 0.57%. The Management Committee approved the rent account management report.</p>	Committee approved the Rent Account Management Report to 30 June 2024.
10.2	<p>Allocations and Voids Report</p> <p>The allocations and voids report to 30 June 2024 was circulated prior the meeting and noted by the Management Committee. Committee noted that there have been no void properties since the start of March 2024. This has resulted in no void loss in quarter one. Committee also discussed the increase in volume of housing applications that had been submitted. Staff have produced a leaflet regarding the Association's size and turnover to post out with applicant's points letters. Committee members noted that staff were currently re-working how equalities data is collected in the housing register. Committee approved the allocations and voids report and noted the progress on Scottish Prison Service (SPS) Data Sharing with Glasgow City Council (GCC).</p>	Committee approved the Allocations and Voids Report to 30 June 2024.

10.3	<p>Repairs and Maintenance Report</p> <p>The Repairs and Maintenance Report to 30 June 2024 was circulated prior to the meeting and noted by the Management Committee. The Committee discussed the window replacement programme for phase 2 and noted the costings and installation dates from August to October. Committee members discussed and approved the tender evaluation report from the Maintenance Consultant. The Maintenance Framework Contract continues to work well, and positive feedback was given. Committee approved the Repairs and Maintenance Report.</p>	<p>Committee approved the Repairs and Maintenance Report to 30 June 2024.</p>
10.4	<p>Tenant Safety Report</p> <p>The Tenant Safety Report was circulated prior to the meeting and noted by the Management Committee. Committee members discussed and approved the Asbestos Management Framework tender evaluation report from the Maintenance Consultant. The Association will continue to record, inspect and monitor any tenant reports in relation to mould, dampness and condensation. Committed approved the Tenant Safety Report.</p>	<p>Committed approved the Tenant Safety Report to 30 June 2024.</p>
10.5	<p>Tenancy Sustainment Report</p> <p>This report was circulated prior to the meeting and noted by the Management Committee. The Committee discussed possible options for the Environmental Maintenance Contract tender renewal. Committee agreed to prioritise close cleaning and grass cutting and were pleased with the new close cleaning card which will be given to tenants who have missed their turn. Committee noted the increased cost of the Glasgow City Council stair and backcourt lighting maintenance service charge. Progress on the stage 3 adaptations was also noted with works set to start during quarter 2. The Management Committee approved the tenancy sustainment report.</p>	<p>Committee approved the Tenancy Sustainment Report to 30 June 2024.</p>
11.	<p>Directors Report</p>	
11.1	<p>Review of Action Plan 2024</p> <p>This report was circulated prior to this meeting. The Management Committee reviewed and noted the progress on the Action Plan 2024.</p>	<p>Committee noted the progress on the Action Plan 2024.</p>
11.2	<p>Internal Audit 2024</p> <p>This report was circulated prior to the meeting and noted by the Management Committee. Committee reviewed the audit plan for cyber security that was prepared by Wylie Bisset (Wbg). The Management Committee reviewed the internal audit plan for 2024.</p>	<p>The Management Committee reviewed the internal audit plan for 2024.</p>
11.3	<p>Annual General Meeting 2024</p> <p>The Management Committee approved the Secretary's report regarding compliance with Rules 62-67 and noted the resignation of one third of Committee members in accordance with the Rules. Members approved the re-election of three Committee Members who have continuous service of more than 9 years. Committee also agreed to encourage new members to join the Committee at the Annual General Meeting.</p>	<p>Committee agreed the arrangements for the Annual General Meeting 2024.</p>

11.4	<p>Committee Training Plan 2024 This report was circulated prior to the meeting and discussed by the Management Committee. The Committee discussed the appraisal process and advised that they were pleased with the process. Members asked for the Committee Review Results document to be circulated at the Annual General Meeting to encourage new members to join. It was agreed to continue monthly training at Management meetings. Committee approved the training plan for 2024.</p>	Committee approved the Committee training plan for 2024.
11.5	<p>Authorised Signatories Update – Royal Bank of Scotland This report was circulated prior to the meeting and noted by the Management Committee. The Committee discussed the change of authorised signatories and approved the new list of signatories.</p>	Committee approved the Authorised Signatories update for the Royal Bank of Scotland.
11.6	<p>Closure of Bank of Scotland (Electronic) Account This report was circulated prior to the meeting and noted by the Management Committee. Members noted that petty cash could now be withdrawn from the Royal Bank of Scotland account via the Post Office. The Committee approved the closure of the account with immediate effect to avoid incurring additional costs through bank charges.</p>	Committee approved the closure of the Back of Scotland (Electronic) account.
11.7	<p>Tenant Satisfaction Survey 2024 This report was circulated prior to the meeting and noted by the Management Committee. Committee noted that Research Resource carried out independent interviews with 153 Gardeen tenants and 8 owners during June 2024. 97% of tenants are satisfied with the service provided by Gardeen Housing Association. Committee noted that this information will be recorded in the Annual Return on the Charter for the next three years and approved the tenant satisfaction survey report.</p>	Committee approved the tenant satisfaction survey report 2024 and were pleased with the level of satisfaction.
11.8	<p>Springfield Properties The Management Committee received a verbal update from the Director on the proposed plans for new build homes from Springfield Properties. Further updates would be made by Springfield on costs.</p>	Committee noted the update regarding Springfield Properties
12.	<p>Correspondence 12.1 Scottish Housing Regulator – Charity Law Update 12.2 Scottish Housing Regulator – Info for tenants on SHR work</p>	Noted
13.	<p>Health and Safety Update Committee noted the health and safety update on the Management Committee’s responsibilities. Members signed the health and safety policy statement.</p>	Committee noted the health and safety update
14.	<p>Newsletter and social media Newsletter issued July 2024. Social media monitored and updated.</p>	Noted

15.	Membership Applications Membership application 511 was approved by the Management Committee.	Committee approved membership application 511.
16.	Training Feedback Training courses encouraged for all staff and committee. Training for committee will continue to be on at monthly meetings.	Committee noted the ongoing training.
17.	EHRA Update: 19 June 2024 Committee noted the minutes from the EHRA meeting on the 19 June 2024.	Committee noted EHRA minutes of 19 June 2024
18.	EVH Monthly Report: June 2024 This report was circulated prior to the meeting.	Committee noted EVH June 2024 report
19.	GWSF Monthly Update: None	No update
20.	AOCB Jim Harvey – Committee were sorry to hear that he had passed away so suddenly. Jim had completed the Business Plan in the summer of 2024 and had been a supporter of Gardeen Housing Association.	Committee discussed the work and life of Jim Harvey.
21.	Review of Meeting Committee members were pleased with the new start time and felt there had been sufficient time to discuss the agenda items.	
22.	Action Notes to 6 June 2024 The action notes to 6 June 2024 were discussed and noted by the Management Committee.	
	The meeting closed at 8.30pm.	
23.	Date and Time of Next Meeting: Management Meeting Annual General Meeting – Barlanark Community Centre	5 September 24 10 September 24

APPROVED: _____

DATE: _____