

1.	Sederunt	Name	Position	Action
	Present	Corrina Brewer Kirsty Bavidge Margaret Smith Marion Leat Rose O'Malley Dawn McMaster Fiona Bowman Catherine Brown	Chairperson Vice Chairperson Secretary Committee Member Committee Member Committee Member Committee Member Committee Member	
	Apologies	Shona Johnston Michael McDevitt Sarah Lack	Committee Member Committee Member Treasurer	
	In Attendance	Roslyn Crawford Lyndsay Moffat Louise Hosie Stuart Eglinton	Director Depute Director/Housing Manager Customer Services Assistant SE Training (Part of Meeting)	

2.	Declaration of Interest and Committee Update There were no declarations of interest and no committee update.	There were no declarations of interest or committee update.
3.	Code of Conduct and Confidentiality Committee were reminded about the importance of confidentiality and the Code of Conduct.	Noted
4.	Notifiable Event There were no notifiable events.	No notifiable events.
5.	Freedom of Information (FOI) Update. There were no Freedom of Information requests.	No FOI requests received.
6.	Minutes of Management Meeting held on 3 April 2025. 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 Corrina Brewer and seconded by Margaret Smith.	Committee approved the minutes for the Management Meeting on 3 April 2025.
7.	Notes of Office Bearers on 23 April 2025 The notes of the Office Bearers meeting on 23 April 2025 were circulated prior to the meeting and noted by the Management Committee.	Committee noted the Office Bearers meeting on 23 April 2025.
8.	Committee Training: Governance and Committee Reviews: Stuart Eglinton, SE Training Stuart was welcomed to the Management Committee and explained the process for the Committee appraisal with SE Training. A questionnaire and Chair's review was agreed. Long-standing members would also complete an additional questionnaire. It was agreed that 1:1 interviews	Committee completed training on Governance and Committee Reviews.

	would then take place during May to produce a report and individual plan with a report to the Management Committee on 7 August 2025. This would allow an independent review of the skills of the Committee to be assessed. Stuart was asked questions on the process, was thanked for their contribution and left the meeting.	
9.	Management Accounts to 31 March 2025 The Management Accounts to 31 March 2025 were circulated prior to the meeting. Committee members were pleased to note low void loss and low rent arrears. Members noted the unbudgeted expenditure for fencing repairs because of the red weather warning in January 2025; additional mould and dampness remedial works carried out and the cill repairs at 2 – 30 Pendeen Place which were identified during the march ins for the windows replacement programme 2024/25. Members were pleased that there was a surplus of £114k for the year and noted that the Finance Agent would begin working on the annual accounts. The Management Accounts were approved by the Management Committee.	Committee approved the management accounts to 31 March 2025
10.	Factoring Report to 31 March 2025 This report was circulated prior to the meeting and noted by the Management Committee. Staff will continue to pursue any owners with a factoring debt for a mutually agreeable repayment arrangement. The Management Committee approved the factoring report to 31 March 2025.	Committee approved the factoring report to 31 March 2025
11.	Property Management Reports to 31 March 2025	
11.1	Rent Arrears Management Report This report was circulated prior to the meeting and noted by the Management Committee. Committee were pleased to note the low level of rent arrears and the financial gains quarterly and annual summary reports for the welfare rights service. Committee also noted the steady increase in the number of tenants in receipt of Universal Credit (UC) with 11 new cases on the UC portal during the quarter and the reduction to the UC deductions overall cap. Committee approved the rent account management report.	Commitment approved the rent account management report to 31 March 2025.
11.2	Allocations and Void Report This report was circulated prior to the meeting and noted by the Management Committee. Committee were pleased to note the void loss for the year of 0.02% for four voids. Members discussed the Scottish Housing Regulator's empty homes report and data. Members noted that staff continued to work with the Association's website and software providers to implement the automatic upload of housing application into SDM from the website. Committee members discussed the low turnover of properties during the year and that 75% of lets were allocated to Section 5 referral applicants leaving 1 property allocated from the Association's housing register. Members noted that staff from Glasgow City Council's Homelessness Team had requested to meet with staff during the quarter to recommend that the Association try the Matching service where GCC would "match" to best suit the referral to the available property. Committee approved the allocations and void report.	Committee approved the allocations and void report to 31 March 2025

11.3	Repairs and Maintenance Report This report was circulated prior to the meeting and noted by the Management Committee. Committee members were pleased with the reduction in repairs costs in relation to vandalism and that the average time to complete emergency repairs was under two hours. Committee noted progress with the front door replacements for main door flats only at 4-32 Pendeen Place. Committee approved the repairs and maintenance report.	Committee approved the repairs and maintenance report to 31 March 2025.
11.4	Tenant Safety Report This report was circulated prior to the meeting and noted by the Management Committee. Committee members noted that Gardeen properties have no cladding of the type that was classed as unsafe following the Housing (Cladding Remediation) (Scotland) Act 2024. Gardeen have also implemented a system to record and monitor reports of mould and dampness and record the outcome of each case. The remainder of the sill repair works identified at the window replacement surveys was budgeted for 2025/26 and will be completed during the quarter. Committee approved the tenant safety report.	Committee approved the tenant safety report to 31 March 2025.
11.5	Tenancy Sustainment Report This report was circulated prior to the meeting and noted by the Management Committee. Committee discussed and noted that two Stage one service complaints were received during the year. One complaint was about contractor performance and one complaint was about fencing. One complaint was upheld in part, and one was not upheld. Members also discussed and noted updates on the new arrangement for close cleaning; issues with bulk uplift due to a sub-contractor for Glasgow City Council going into liquidation and recycling bin uplifts at communal closes and the access lane. Members also discussed an increase in failure to provide access for essential repairs issues and noted that legal action had been commenced for failure to provide access in one case. Committee approved the tenancy sustainment report.	Committee approved the tenancy sustainment report to 31 March 2025.
12	Director Report	
12.1	ARC Validation Report 2025 This report was circulated prior to the meeting and noted by the Management Committee. The Depute Director/Housing Manager worked through the independent ARC validation report from Scotland's Housing Network/CD Consultancy and detailed the suggestions about each indicator. The Management Committee were pleased to note a high level of compliance and that this process provided additional assurance that the Association is meeting the regulatory standards. Committee noted the independent ARC validation Report 2025.	Committee noted the independent ARC Validation Report 2025
12.2	Scottish Housing Regulator This report was circulated prior to the meeting and noted by the Management Committee. Committee members discussed that the Scottish Housing Regulator was engaging with several housing associations to find out more about a range of issues from development plans to quality of homes. It was noted that the Association must include information on tenant safety in the Annual Assurance Statement. The	Committee members noted the updates about the Scottish Housing Regulator.

	Scottish Housing Regulator will also visit 10 landlords in 2025, to find out how they prepare their assurance statement. Committee members noted the updates about the Scottish Housing Regulator.	
12.3	Review of Business Plan This report was circulated prior to the meeting and noted by the Management. The Management Committee worked with the late Jim Harvey in 2024 to develop a revised and updated Business Plan for the period 2024-2027. The document includes an options appraisal and financial projections. Committee approved that a Planning Day should be scheduled for June 2025 to carry out the annual review and approved that an external consultant should be appointed to assist with this process.	Committee approved a Business Planning Day in June 2025.
12.4	Freedom of Information (FOI) Report 2024-25 Committee noted the Freedom of Information report 2024-25 and discussed the five FOI requests received throughout the year in relation to violence at work; the number of evictions carried out by the Association; unusable homes; the housing register and tenants who were UK nationals. 1 Environmental Information Request was received and 0 data subject access requests. Committee members noted the FOI Report 2024-25.	Committee noted the Freedom of Information report 24-25
12.5	Staffing Update Committee considered a confidential staffing report.	Committee approved a confidential staffing report.
13.	Correspondence 13.1 SHR Empty Homes Report February 2025 13.2 SHR Risk Assessment 2025 13.3 Finance Audit Plan 2025	Noted Noted Noted
14.	Health and Safety Update Health and safety training for the Committee is ongoing.	Noted
15.	Newsletter and Social Media Spring Newsletter is on the website and social media. Social media monitored and updated.	Noted
16.	Membership Applications No new membership applications were received.	None
17.	Training Feedback Training courses encouraged for all staff and committee. Training for Committee will continue to take place at monthly meetings.	Noted
18.	EHRA Update: June Quarterly Meeting 2025 Committee noted the next EHRA meeting was 11 June 2025.	Noted
19.	EVH Monthly Reports: March 2025	Noted
20.	GWSF Report: March 2025 GWSF membership research on recruitment and retention of governing body members 2024/25. Committee agreed to discuss recruitment as part of the annual Committee review process.	Noted

21	Action Notes to 3 April 2025	Noted.
22.	AOCB:	Noted.
	The meeting closed at 8.30pm.	
23.	Date and Time of Next Meeting:	
	Special Management Meeting: Approval of ARC	22 May 2025
	Management Meeting	5 June 2025

APPROVED: _____

DATE: _____