Gardeen Housing Association Limited: Minutes from Session 2026-2027: Print 01
Management Committee Meeting Minutes: 1 October 2026 at 6.30pm at 32 Garlieston Road, Barlanark, G33 4UD

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

2.	**Election of Office Bearers, Committee Calendar and Committee Role Descriptions** Chairperson – Corrina Brewer Vice Chairperson – Kirsty Bavidge Secretary - Margaret Smith Treasurer – Sarah Lack Members of the Committee were asked to read and sign Committee code of conduct. Register of interest forms were completed and signed in line with good governance. These are updated on an annual basis. Equalities forms were also completed to ensure these were up to date.	**Committee elected Office Bearers for 26-27 Session** **Committee read and signed register of interest forms and code of conduct.**
3.	**Declaration of Interest and Committee Update** Committee were reminded of the importance of adhering to the Code of Conduct at meetings including ensuring mobile phones were on silent.	**Noted**
4.	**Notifiable Event Update** There were no notifiable events.	**Noted**
5.	**Freedom of Information (FOI) Update** Committee members noted that no Freedom of Information requests had been received.	**Noted**
6.	**Committee Training: Code of Conduct and Meeting Etiquette** Stuart Eglinton from SE Training was welcomed to the meeting and carried out training with members on the code of conduct and meeting etiquette. Stuart Eglinton carried out an interactive session where members discussed with Stuart who the code of conduct applies to and why it is so important. Stuart covered the key expectations of the seven principles of the code and how the Association should deal with any future breaches of the code. Committee members noted that the rules applied to	**Committee completed training on the Code of Conduct and Meeting Etiquette.**

	social media too, for example community Facebook pages. Committee members also carried out refresher training on the Entitlements, Payments and Benefits Policy and why it was in place. Members discussed some examples of when they should declare an interest and how the policy applies to contractors and suppliers. Committee discussed the succession plan regarding recruitment of new members and were pleased to note that some members had indicated an interest in joining the Committee at the Annual General Meeting. The Director was following these up and would provide an update in due course. Members also discussed and approved the updated role descriptions for committee members and office bearers and agreed that the Vice Chairperson should chair a meeting this year and agreed to organise training for Chairs/prospective Chairs. Stuart was thanked for his contribution and left the meeting.	
7.	**Minutes of Management Meeting held on 3 September 2026** 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 Kirsty Bavidge.	**Committee approved the minutes for the Management Meeting on 3 September 2026.**
8.	**Office Bearers Meeting: Not held due to AGM 2026. Next meeting to be arranged for October 2026.** The office bearers meeting was postponed until 23 October 2026.	**No office bearers meeting held in September 2026.**
9.	**Director Report**	
9.1	**Review of Annual General Meeting (AGM) 2026** This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee were pleased with the number of members attending the AGM, were pleased to note the interest from some members in joining the Committee and liked the opportunities for tenant participation. Committee agreed to set up consultation events as part of the review process for the Allocation Policy. Committee agreed to plan the next AGM for 15 September 2027 and preferred the earlier start time of 6.30pm.	**Committee noted the success of the 2026 AGM. Next AGM proposed for 15 September 2027 at 6.30pm.**
9.2	**Benchmarking Report 25-26** This report was circulated prior to the meeting and noted by the Management Committee. Committee noted the strong performance from Gardeen in relation to low rent arrears, low void loss and low staff sickness levels. Members noted the new Annual Return on the Charter indicators in relation to electrical safety and monitoring reports of mould, dampness and condensation. Committee will continue to monitor the Association's performance.	**The Committee discussed the EHRA Benchmarking report and noted the strong performance of the Association.**

9.3	**Compliance Report 2026** This report was circulated prior to the meeting and noted by the Management Committee. Committee members noted and approved the Compliance Report 2026.	**Committee approved the Compliance Report 2026.**
9.4	**Assurance Statement 2026** This report was circulated prior to the meeting and noted by the Management Committee. Committee noted that the Scottish Housing Regulator had requested specific assurance on data on homes and compliance with the Scottish Government's minimum site standards for Gypsy/Traveller sites. Committee noted that the draft Assurance Statement provided details about the Association's data on homes and confirmed that the Association had no Gypsy/Traveller sites. Committee approved the self-assessment report and action plan for submission. The Chairperson signed the document, and it was agreed to submit the Assurance Statement to the Scottish Housing Regulator.	**Committee approved the self-assessment report and action plan and agreed to submit Assurance Statement for 2025-26.**
9.5	**Stock Condition Survey 2027** This report was circulated prior to the meeting and noted by the Management Committee. Committee approved the cost for the stock condition survey and noted that the database was a key tool used when updating the long-term financial projections. Committee members were pleased to note that the Association had ownership of the data. Members noted that costs will be carried over to the 2027/28 budget as the earliest that Brown and Wallace could carry out the field work would be April 2027.	**Committee approved the cost for the stock condition survey and noted timescales.**
9.6	**Internal Audit 2026-2027** This report was circulated prior to the meeting and discussed by the Management Committee. The Management Committee members approved the audit plan for 2026-2027 and noted the draft audit plan for 2027/28 – 2030/31. Committee members noted that budgetary and financial reporting and tenant satisfaction would be independently assessed in 2026/27.	**The Management Committee members approved the internal audit plan for 2026-2027.**
9.7	**Cyber Essentials Accreditation** This report was circulated prior to the meeting and noted by the Management Committee. Committee were pleased to note that the Association had achieved Cyber Essentials Accreditation working in partnership with the Association's IT support provider, Clearview Networks. Members discussed the quote for the new server from Clearview Networks and noted that the upgrade was required due to the age of the server and to ensure future compliance with Cyber Essentials. Members discussed the increasing number of cyber-attacks and noted that this was a key risk for the Association. Committee noted the increased costs due to high demand for computer hardware driven largely by the increased use of artificial intelligence. Committee approved the quote for the new server.	**Committee noted Cyber Essentials Accreditation and approved the quote for the new server.**
10.	**Correspondence** 10.1 CIH Level 3 Certificate in Housing Maintenance and Asset Management for Property Services Assistant (PSA)	**Noted that PSA will work**

		towards CIH Level 3 in Housing Maintenance and Asset Management.
	10.2 Scottish Housing Regulator - National Report on the Charter	**Noted.**
	10.3 Scottish Housing Regulator – Switch from Analogue to Digital Telecare	**Noted.**
	10.4 SFHA – Member Briefing Programme for Government	**Noted.**
	10.5 EVH Director Succession Plan Announcement	**Noted.**
11.	**Health and Safety Update: Audit 1 December 2026** Health and Safety training is ongoing. Virtual College training is accessible anytime. The next health and safety audit will be carried out by ACS Learning and Consultancy Ltd is scheduled for 1 December 2026.	**Noted**
12.	**Newsletter and Social Media** The Autumn Newsletter is on the website and social media. Social media monitored and updated.	**Noted**
13.	**Membership Applications** No new applications.	**Noted**
14.	**Training Feedback** Committee discussed the training on the Code of Conduct and Meeting Etiquette.	**Committee discussed training and noted the update.**
15.	**EHRA Update** EHRA's Annual General Meeting was not quorate and therefore could not proceed as planned. Organisations are going to work together to discuss and agree a way forward, possibly as a member organisation. In the meantime, partners remain committed to working collaboratively.	**Noted that EHRA AGM was not quorate.**
16.	**EVH Monthly Reports: September 2026** This was noted by Committee.	**Noted.**
17.	**GWSF Report** No report.	**Noted.**
18.	**AOCB – Christmas Lunch 2026** Committee agreed the date for the Christmas lunch on 16 December 2026 and venue.	**Committee agreed date for Christmas lunch.**
19.	**Review of Meeting** Committee were satisfied that there was sufficient time to discuss the reports and make decisions.	**Committee were satisfied with the**

		discussion time available.
20.	**Action Notes to 1 October 2026**	**Noted**
	The meeting closed at 8.30pm.	
21.	**Date and Time of Next Meeting:** Management Meeting	 **5 November 26**

APPROVED:_____ DATE: _____