

Gardeen Housing Association Limited: Minutes from Session 2024 -2025: Print 01  
Management Committee Meeting Minutes:  
Hybrid Meeting held on 3 October 2024 at 6.30pm at 32 Garlieston Road, Barlanark, G33 4UD

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1.	Sederunt	Name	Position	Action
	Present	Kirsty Bavidge Sarah Lack Margaret Smith Catherine Brown Rose O'Malley Marion Leat Shona Johnston Jacqueline Wilson	Vice Chairperson Treasurer Secretary Committee Member Committee Member Committee Member Committee Member Observer	
	Apologies	Corrina Brewer Fiona Bowman Michael McDevitt Dawn McMaster	Chairperson Committee Member Committee Member Committee Member	
	In Attendance	Lyndsay Moffat Louise Hosie Shaun Roddan	Depute Director/Housing Manager Customer Services Assistant Wbg (Zoom) (part of meeting)	

2.	<p><b>Election of Office Bearers 24-25</b>  Chairperson – Corrina Brewer  Vice Chairperson – Kirsty Bavidge  Secretary - Margaret Smith  Treasurer – Sarah Lack</p> <p>Members of the Committee were advised that the updated SFHA version of the Code of Conduct would be available to sign at the November 2024 meeting. Register of interest forms were completed and signed in line with good governance. These are updated on an annual basis.</p>	<p><b>Committee elected Office Bearers for 24-25</b></p> <p><b>Committee signed register of interest forms.</b></p>
3.	<p><b>Declaration of Interest and Committee Update</b>  There were no declarations of interest. The Committee update was discussed under agenda item 2. Committee welcomed Jacqueline Wilson as an Observer of the meeting.</p>	<p><b>There were no declarations of interest, and the committee update was discussed under agenda item 2. Welcomed an Observer to the meeting.</b></p>
4.	<p><b>Notifiable Event</b>  There were no notifiable events.</p>	<p><b>No notifiable events.</b></p>
5.	<p><b>Freedom of Information (FOI) Update</b>  There were no FOI requests.</p>	<p><b>No FOI requests.</b></p>

<b>6.</b>	<b>Minutes of Management Meeting held on 5 September 2024</b> 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.	<b>Committee approved the minutes for the Management Meeting on 5 September 2024.</b>
<b>7.</b>	<b>Committee Training: Cyber Security, Wbg</b> Shaun Roddan from Wbg carried out training with members on cyber security. Committee learned more about multi-factor authentication, phishing campaigns and mitigating the risks of cyber-attacks through penetration testing. Committee members were pleased to note the positive feedback about the Association's Cyber Incident Response Plan.	<b>Committee completed training on cyber security.</b>
<b>8.</b>	<b>Internal Audit: Cyber Security – Internal Auditor in attendance</b> Shaun Roddan from Wbg was in attendance via Zoom to present the cyber security report. Committee members discussed the findings of the internal audit report and were pleased to note the substantial level of assurance detailed in the report. As part of the work the internal auditor has also reviewed the previous audit on risk management and were pleased to note the substantial level of assurance from the auditors. The Committee asked questions regarding risk appetite and were pleased to gain additional external assurance on cyber security and risk management.	<b>Committee discussed the findings of the internal audit report on cyber security and the review of risk management with the Internal Auditor.</b>
<b>9.</b>	<b>Directors Report</b>	
<b>9.1</b>	<b>Review of Annual General Meeting (AGM) 2024</b> 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 there was a potential new Committee member and liked the opportunities for tenant participation. Committee noted that tenants would like planned maintenance to remain a priority. Committee advised they had enjoyed the presentations by the Auditor and Research Resource and liked the current format of the meeting. Committee agreed to plan the next AGM for the week commencing 8 September 2025.	<b>Committee noted the success of the 2024 AGM. Next AGM proposed for September 2025.</b>
<b>9.2</b>	<b>EHRA Benchmarking Report 2024</b> 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, time taken to re-let properties and low staff sickness levels. Committee will continue to monitor the Association's performance.	<b>The Committee discussed the EHRA Benchmarking report and noted the strong performance of the Association.</b>
<b>9.3</b>	<b>Compliance Report 2024</b> This report was circulated prior to the meeting and noted by the Management Committee. Committee members noted and approved the Compliance Report 2024.	<b>Committee approved the Compliance Report 2024.</b>

<b>9.4</b>	<p><b>Self-Assurance Statement</b></p> <p>This report was circulated prior to the meeting and noted by the Management Committee. Committee members agreed to hold a Special Management Meeting on Thursday 24 October 2024 to discuss and approve the Self-Assurance Statement.</p>	<p><b>The Committee agreed to hold a Special Management Meeting on Thursday 24 October 2024.</b></p>
<b>9.5</b>	<p><b>Quarterly Risk Review - September 2024</b></p> <p>The Management Committee discussed the quarterly risk assessment and the level of risk appetite for Gardeen. Committee members liked the format of the risk register. The Management Committee approved the quarterly risk assessment.</p>	<p><b>The Committee discussed and noted the Quarterly Risk Assessment.</b></p>
<b>9.6</b>	<p><b>Proposed Changes to Annual Return on the Charter (ARC) Consultation</b></p> <p>This report was circulated prior to the meeting and noted by the Management Committee. The Depute Director worked through the proposed changes to the ARC, which include indicators being removed, changed and added. Committee noted the new tenant safety indicators and thought offers refused and abandonments should not be removed as they did add context. The Depute Director advised this feedback would be given to GWSF who were submitting a response to the Regulator on behalf of members. The Management Committee noted the proposed changes to the ARC.</p>	<p><b>The Committee discussed the proposed changes to the ARC.</b></p>
<b>10.</b>	<p><b>Correspondence</b></p> <p>10.1 SHR – report on Charter Outcomes</p> <p>10.2 Lyndsay Moffat, Depute Director, Leadership Course Completion</p> <p>10.3 SHR - Landlord Report</p> <p>10.4 Committee Meeting Dates 24-25</p> <p>10.5 University of Stirling: Research Women and Housing Associations</p>	<p><b>Committee noted the correspondence.</b></p> <p><b>Two Committee members agreed to take part in the University of Stirling’s Research.</b></p>
<b>11.</b>	<p><b>Health and Safety Update</b></p> <p>Committee noted the health and safety update on the Management Committee’s responsibilities. Members noted that the next health and safety audit was scheduled for December 2024.</p>	<p><b>Committee noted the health and safety update</b></p>
<b>12.</b>	<p><b>Newsletter and social media</b></p> <p>Autumn Newsletter was issued in September 2024. Social media monitored and updated.</p>	<p><b>Noted</b></p>
<b>13.</b>	<p><b>Membership Applications</b></p> <p>No new membership applications were received.</p>	<p><b>None</b></p>

<b>14.</b>	<b>Training Feedback</b> Training courses encouraged for all staff and committee. Training for committee will continue to take place at monthly meetings.	<b>Committee noted the ongoing training.</b>
<b>15.</b>	<b>EHRA Update – Quarterly minutes 11 September 2024</b> Committee noted the update from the EHRA meeting minutes.	<b>Noted</b>
<b>16.</b>	<b>EVH Monthly Report - No report</b>	<b>No report</b>
<b>17.</b>	<b>GWSF Monthly Update: September 2024</b> This report was circulated prior to the meeting.	<b>Committee noted GWSF September 2024 report.</b>
<b>18.</b>	<b>AOCB: Christmas Lunch 2024</b> Committee members discussed the food options and timing of the Christmas lunch and agreed a budget of £15.00 for Secret Santa.  The Treasurer advised that the independent checks with David McDonald from FMD Financial Services were scheduled to be carried out on 10 October 2024.	<b>Committee approved Christmas Lunch arrangements</b>  <b>Treasurer checks completed</b>
<b>18.</b>	<b>Review of Meeting</b> Committee members were pleased with the new start time and felt there had been sufficient time to discuss the agenda items.	<b>Committee were satisfied with amount of discussion time</b>
<b>19.</b>	<b>Action Notes to 5 September 2024</b> The action notes to 5 September 2024 were discussed and noted by the Management Committee.	<b>Noted</b>
	The meeting closed at 8.30pm.	
<b>20.</b>	<b>Date and Time of Next Meeting:</b>  Special Management Meeting – Assurance Statement  Management Meeting	<b>24 October 2024</b>  <b>7 November 2024</b>

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_