

Gardeen Housing Association Limited: Minutes from Session 2023 -2024: Print 06
Management Committee Meeting Minutes:
Hybrid Meeting held on 4 April 2024 at 6.30pm at 32 Garlieston Road, Barlanark, G33 4UD

1.	Sederunt	Name	Position	Action
	Present	Margaret Smith Sarah Lack Catherine Brown Rose O'Malley Michael McDevitt Fiona Bowman Ryan Cowan Dawn McMaster	Secretary Treasurer Committee Member Committee Member Committee Member Committee Member Committee Member Casual Vacancy	
	Apologies	Corrina Brewer Kirsty Bavidge Marion Leat Shona Johnston	Chairperson Vice Chair Committee Member Committee Member	
	In Attendance	Roslyn Crawford Lyndsay Moffat Louise Hosie	Director Depute Director/Housing Manager Customer Services Assistant	

2.	Declaration of Interest and Committee Update: There was no declaration of interest and no committee update. Following apologies from the Chairperson and Vice Chair, members agreed that the Secretary would chair the meeting.	There was no declaration of interest and no committee update.
3.	Notifiable Event There were no notifiable events.	No notifiable events.
4.	Freedom of Information (FOI) Update There were no Freedom of Information requests.	No FOI requests received.
5.	Minutes of Management Meeting held on 7 March 2024 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 Rose O'Malley and seconded by Catherine Brown.	Committee approved the minutes for the Management Meeting on 7 March 2024.
6.	Notes of Office Bearer Meetings on 27 March 2024 The notes of the Office Bearers meeting on 27 March 2024 were circulated prior to the meeting and noted by the Management Committee. There were no matters arising and the minutes were approved by Margaret Smith and seconded Sarah Lack.	Committee noted the Office Bearers meeting on 27 March 2024.
7.	Action Note of Meeting to 7 March 2024 The action note to 7 March 2024 was circulated prior to the meeting and noted by the Management Committee.	Committee approved the action note to 7 March 2024.

8.	<p>Training: Fire Safety: Depute Director</p> <p>Committee worked through a module from the Virtual College, led by the Depute Director. Committee worked through the module on fire safety. Committee also noted the procedural change from Fire Scotland that the fire service would no longer automatically attend if the fire alarm sounded at the office. The fire brigade will now only attend if telephoned. Committee were pleased to note that this risk was minimised by a range of preventative measures including weekly housekeeping inspections, weekly fire alarms tests and annual testing of fire safety equipment.</p>	<p>Committee completed a module of online training on fire safety.</p>
9.	<p>Directors Report</p>	
9.1	<p>Revised Budget 24-25</p> <p>This report was circulated prior to the meeting and noted by the Management Committee. Members discussed the revised budget for 2024/25. Committee members discussed the Association’s increased insurance premium and the increase in insurance costs across the sector. Members also noted that the revised budget included the salary costs which have been agreed at 6%. Committee approved the revised budget for 2024/25.</p>	<p>Committee discussed and approved the revised budget for 2024/25.</p>
9.2	<p>Insurance Report 24-25</p> <p>This report was circulated prior to the meeting and noted by the Management Committee. The Committee discussed the impact of rising insurance costs due to many insurance companies withdrawing from the market due to the number of claims and loss of profit. Committee discussed the costs comparison information showing insurance costs have almost doubled since 2021. Committee noted that the Association undertook an additional survey to assess rebuild cost. It is hoped that this will reduce insurance costs over the longer term. Committee also agreed to monitor cost and to keep in contact with the insurance broker.</p>	<p>Committee were concerned at the increased cost of insurance and the loss of providers and agreed to monitor the situation with the insurance broker.</p>
9.3	<p>SHR Engagement Plan 2024</p> <p>This report was circulated prior to the meeting and noted by the Management Committee. Committee members were happy to note that the Engagement Plan for 2024 from the Scottish Housing Regulator found Gardeen was compliant with the regulatory standards, including the standards of governance and financial management.</p>	<p>Committee were assured that the Association was compliant with regulatory requirements.</p>
9.4	<p>Register of Interests to 31 March 2024</p> <p>This report was circulated prior to the meeting and noted by the Management Committee. The Committee noted the register of interests to 31 March 2024.</p>	<p>Committee approved the Register of Interests to 31 March 2024</p>
9.5	<p>Complaints and Freedom of Information Requests Received to 31 March 2024</p> <p>This report was circulated prior to the meeting and noted by the Management Committee. The Committee worked through the complaints to 31 March 2023 with the Depute Director. Committee members were pleased to note the continued low level of complaints.</p>	<p>Committee approved the complaints report to 31 March 2024 and noted the number of</p>

	<p>Two level one complaints were received. Both complaints involved dissatisfaction regarding the Association’s internal procedures. Both complaints were resolved at level one. The former tenant arrears recovery procedure has been reviewed and amended.</p> <p>The Association also received three freedom of information requests during 2023/24. These related to violence at work, the number of evictions carried out and the presence of Reinforced Autoclaved Aerated Concrete in the Association’s stock.</p>	<p>freedom of information request received during 2023/24.</p>
9.6	<p>Training to 31 March 2024</p> <p>This report was circulated prior to the meeting and noted by the Management Committee. Committee noted the training report which highlights training courses that staff and committee members have undertaken in the past year. Members also noted that Gardeen staff will undertake a leadership course and a Chartered Institute of Housing course in 2024. Committee agreed to continue with the current training format and provided positive feedback that it was a convenient way of learning.</p>	<p>Committee noted the training report and agreed to continue with the current training format going forward as it was a convenient way of learning.</p>
9.7	<p>Business Plan 2024-2027</p> <p>This report was circulated prior to the meeting and noted by the Management Committee. Committee noted the update on the Business Plan proposals. The new plan identifies financial risks and challenges that housing associations face because of the economic pressures. Committee members and staff were invited to attend a Business Plan meeting on 10 April 2024 to discuss the Business Plan. Committee members noted the update here.</p>	<p>Committee noted the update on the Business Plan. Committee will attend a Business Plan meeting on the 10 April 2024.</p>
9.8	<p>Review of Long-Term Projections</p> <p>This report was circulated prior to the meeting and noted by the Management Committee. Committee noted that Brown and Wallace had completed the 2024 stock condition survey which will enable the Association’s Finance Agent and Gardeen staff to develop the long-term financial projections based on the most recent financial information. Committee members discussed some of the challenges including increases in costs because of high inflation and the balance between component replacement and keeping rents affordable. Members approved that the outcome of the long-term projections would be discussed at a meeting in May 2024.</p>	<p>Committee noted progress with the long-term projections and agreed to further discuss at a meeting in May 2024.</p>
9.9	<p>Strategy and Development Funding Plan</p> <p>This report was circulated prior to the meeting and noted by the Management Committee. Committee discussed the reduction in funding for 2024/25 from the Scottish Government to Glasgow City Council for affordable housing and the impact this will have. Following discussion, it was agreed that the Association should submit a strategy and development funding plan bid to express an interest in building new homes at Pendeen Road site. Members noted that there had been no update from Springfield Properties who own the land at Pendeen Road.</p>	<p>Committee agreed to submit a Strategy and Development Funding bid for new homes in Pendeen Road with Springfield properties</p>

9.10	<p>Purchase of Flats This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that Glasgow City Council are providing funds to allow housing associations to purchase flats from the private rented sector where a tenant is facing homelessness, due to a landlord selling their private rented property. This is to assist with the homelessness crisis. Members noted that Glasgow City Council had contacted the Association about the potential purchase of two flats however noted that there had been no further progress at this time.</p>	<p>Committee noted the update on the purchase of flats and noted the change in GCC policy to deal with the homeless emergency.</p>
9.11	<p>GDPR Compliance This report was circulated prior to the meeting and noted by the Management Committee. Committee noted the GDPR compliance report. This report outlines the Association’s responsibility to safeguard data on staff and tenants. The Management Committee approved the GDPR compliance report.</p>	<p>Committee approved the GDPR compliance report.</p>
10.	<p>Correspondence</p> <p>10.1 Helen Shaw SHR Speech March 2024</p> <p>10.2 Reidvale Update</p>	<p>Noted</p> <p>Noted</p>
11.	<p>Health and Safety: Health and Safety Control Manual Update Committee noted annual updates to Manual. Health and safety training for the committee is ongoing.</p>	<p>Committee noted that Health and safety training is ongoing.</p>
12.	<p>Newsletter and social media Newsletter issued March 2024. Social media monitored and updated.</p>	<p>Noted</p>
13.	<p>Membership Applications No new Membership applications were received.</p>	<p>Noted</p>
14.	<p>Training Feedback Training courses encouraged for all staff and committee.</p>	<p>Noted</p>
15.	<p>EHRA Update Quarterly meetings established for EHRA Meeting. Jennifer, Sheddan, Head of Housing from Glasgow City Council attended meeting on Wednesday 13 March. Senior Officers meeting and Chairs meeting quarterly.</p>	<p>Committee noted EHRA update</p>
16.	<p>EVH Monthly Report: March 2024 This report was circulated prior to the meeting.</p>	<p>Committee noted EVH March 2024 report</p>
17.	<p>GWSF Monthly Update: March 2024 This new report was circulated prior to the meeting and noted by the Management Committee.</p>	<p>Committee noted GWSF monthly report</p>

18.	AOCB There were no items for discussion under AOCB	
19.	Review of Meeting Committee members were pleased with the new start time and felt there had been sufficient time to discuss the agenda items.	
	The meeting closed at 8.30pm.	
20.	Date and Time of Next Meeting: Management Meeting Special Management Special Management Meeting: ARC Approval	2 May 2023 Business Plan To Be Agreed 23 May 2023

APPROVED: _____

DATE: _____