

1.	Sederunt	Name	Position	Action
	Present	Kirsty Bavidge Sarah Lack Margaret Smith Catherine Brown Rose O'Malley Fiona Bowman Shona Johnston Dawn McMaster	Vice Chairperson Treasurer Secretary Committee Member Committee Member Committee Member Committee Member Committee Member	
	Apologies	Corrina Brewer Marion Leat Michael McDevitt	Chairperson 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 were no declarations of interest. Committee approved a three month leave of absence request for Michael McDevitt due to personal reasons.	There were no declarations of interest. Committee approved 3 months leave of absence for Ryan Cowan.
3.	Code of Conduct and Confidentiality Committee were reminded of the importance of confidentiality. Members of the Committee were advised that the updated SFHA version of the Code of Conduct was now available and would be discussed under agenda item 13.3.	Committee noted the importance of confidentiality and signed the updated Code of Conduct.
4.	Notifiable Event There were no notifiable events.	No notifiable events.
5.	Freedom of Information (FOI) Update. Committee were advised that two FOI requests had been received regarding unusable homes and housing applications.	Committee noted that 2 FOI requests had been received and actioned.
6.	Minutes of Management Meeting held on 3 October 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 Sarah Lack and seconded by Margaret Smith.	Committee approved the minutes for the Management Meeting on 3 October 2024.

7.	<p>Minutes of Special Management Meeting on 24 October 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 Sarah Lack and seconded by Fiona Bowman.</p>	<p>Committee approved the minutes for the Special Management Meeting on 24 October 2024.</p>
8.	<p>Notes of Office Bearers on 30 October 2024 The notes of the Office Bearers meeting on 30 October 2024 were circulated prior to the meeting and noted by the Management Committee.</p>	<p>Committee noted the Office Bearers meeting on 30 October 2024.</p>
9.	<p>Committee Training: Health and Safety Update The Depute Director carried out training with members on health and safety. Members noted that the next health and safety audit was scheduled for December 2024. Members worked through the categories for the audit and noted their management responsibilities and the health and safety statement that they sign annually. Committee members were pleased with the current training format and noted the volume of health and safety training that they had carried out over the last year. Members were pleased to note that the action plan from the previous audit had been completely promptly.</p>	<p>Committee completed training on health and safety. Members noted the next health and safety audit scheduled for December 2024.</p>
10.	<p>Management Accounts to 30 September 2024 The Management Accounts to 30 September 2024 were circulated prior to the meeting. Committee members were pleased to note strong cost control in relation to reactive repairs and low void expenditure due to low turnover during the quarter. Members noted the expenditure in relation to the windows replacement contract. The Treasurer confirmed that Treasurer's Checks for quarters 1 and 2 with the Association's Finance Agent were now complete. Members were pleased with this additional independent assurance. The Management Accounts were approved by the Management Committee.</p>	<p>Committee approved the Management Accounts to 30 September 2024.</p>
11.	<p>Factoring Report to 30 September 2024 This report was circulated prior to the meeting and noted by the Management Committee. The factoring report showed that factoring arrears have decreased during the quarter. Staff will continue to monitor these. The Management Committee approved the factoring report to 30 September 2024.</p>	<p>Committee discussed and approved the Factoring Report to 30 September 2024</p>
12	<p>Property Management Reports to 30 September 2024</p>	
12.1	<p>Rent Account Management Report This report was circulated prior to the meeting and noted by the Management Committee. Members were pleased with the low level of rent arrears despite the increased volume of tenants migrating to Universal Credit. Members noted Glasgow City Council's processing times for Discretionary Housing Payment. Committee members discussed the format of the rent increase consultation. Members advised they were keen to emphasise the services that Gardeen provides and that a reduction in rental income could lead to an increase in component life cycles for planned maintenance. Members</p>	<p>Committee approved the Rent Account Management Report to 30 September 2024.</p>

	were keen to include a comparison of how Gardeen’s rents compare to the build to rent properties built locally. This report was approved by the Management Committee.	
12.2	<p>Allocations and Void Report</p> <p>This report was circulated prior to the meeting and noted by the Management Committee. Committee members noted that only two properties had become void during the quarter. Members discussed the volume of housing applications received during the quarter and the impact on staff resources to process these. Members agreed to amend the points letter sent to applicants to include more detailed information about turnover and potential waiting times. Members noted the volume of applicants who had a statutory homeless award or a Notice to Quit from a private sector landlord. This report was approved by the Management Committee.</p>	<p>Committee approved the Allocations and Voids Report to 30 September 2024.</p>
12.3	<p>Repairs and Maintenance Report</p> <p>This report was circulated prior to the meeting and noted by the Management Committee. Committee were pleased with the progress of the Phase 2 windows replacement contract and the high levels of tenant satisfaction. Members noted that Alembic Research had completed surveys alongside the installs to update the energy performance certificates. Committee discussed the 2025/26 kitchen replacement programme. Following discussion, Committee members decided that as all the properties complied with the Scottish Housing Quality Standard, tenants who had a tenancy breach would be excluded from the programme until the breach was resolved. Members discussed the results of the programme of dilapidation surveys being carried out by D.A. Gilmour Ltd for all communal closes. Members approved that gutter cleaning for communal closes would be completed annually. Gutter cleaning for main door properties would remain at every two years to ensure value for money. Additional cleaning for communal closes was recommended however the painter work is lasting well and therefore only top up works are required. Members approved a schedule of painter work based on these recommendations from April 2025. The Environmental Maintenance Contract is due to be tendered by 31 March 2025. Members approved that close cleaning would be considered separately from bulk uplift and grass cutting. The Committee noted and approved the Repairs and Maintenance Report.</p>	<p>Committee approved the Repairs and Maintenance Report to 30 September 2024.</p>
12.4	<p>Tenant Safety Report</p> <p>This report was circulated prior to the meeting and discussed by the Management Committee. The Committee noted that staff continued to action any tenant reports of mould, damp or condensation within target timescales. Members discussed the repair work required to two patches of render and eighteen windows sills identified during the windows replacement programme. Committee members were pleased that this repair work had been undertaken to prevent a health and safety hazard in the future and ensure that there was no water ingress</p>	<p>Committed approved the Tenant Safety Report to 30 September 2024.</p>

	into tenant properties which could potentially lead to mould or damp. The Committee noted and approved the Tenant Safety report.	
12.5	Tenancy Sustainment Report This report was circulated prior to the meeting and noted by the Management Committee. Committee were pleased with the new grass cutting reminder card as this would be quicker than sending a letter and save on postage costs. Committee members discussed that the Stage 3 adaptations grant funding from Glasgow City Council had been spent in full on two adaptations. Committee noted the funding position and approved property management tenancy sustainment report.	Committee approved the Tenancy Sustainment Report to 30 September 2024.
12.6	Policy Review Report This report was circulated prior to the meeting and the Committee reviewed and discussed the Lift Safety Policy. Members noted that the Association did not have any passenger lifts however were pleased that this policy sets out the Association's responsibilities in relation to hoists and stairlifts. Committee approved the Lift Safety Policy.	Committee approved the Policy Review Report to 30 September 2024.
13.	Directors Report	
13.1	EHRA Benchmarking Report This report was circulated prior to the meeting and noted by the Management Committee. Committee members where pleased to note the strong performance from Gardeen Housing Association across a range of Charter indicators including rent arrears, void loss and percentage of lets to homeless applicants. Committee will continue to monitor the Association's performance.	Committee discussed the EHRA Benchmarking report and noted the strong performance of the Association.
13.2	Budget Planning 2025-2026 This report was circulated prior to the meeting and noted by the Management Committee. Committee noted that Gardeen staff and the finance agent were working on a draft budget which would be presented to Committee at the December meeting. Planned maintenance for 2025-2026 includes kitchens for Phase 1 and front doors for ground floor flats in Phase 2. The rent increase will be based on the assumptions in the Business Plan – CPI inflation +1.5%. There will be a range of options to allow a full consultation exercise with tenants on the proposed rent increase. Committee noted that there is still pressure on costs with more expensive materials. Insurance costs have increased by around 25% for the last three years. The Insurance Broker has advised that some of the insurance costs should level off as new insurance providers enter the market in 2024. The Management Committee noted the challenges of setting a budget in a period of cost pressures and that there could also be additional cost pressures on tenants with the end of the council tax freeze.	Committee noted the challenges of setting a budget for 2025-2026 in a period of cost pressures.

13.3	<p>Code of Conduct for Staff and Committee Members This report was circulated prior to the meeting and noted by the Management Committee. Committee reviewed the changes to the Code of Conduct for Committee members. The document has been updated to reflect best practice and changes in regulatory standards. A revised and updated code of conduct was included in the reports. The Code of Conduct was approved and circulated to members for signature. The guidance for Committee members which includes template letters will be available on the Committee portal.</p>	<p>Committee approve the updated Code of Conduct and copies were circulated for signature.</p>
13.4	<p>Performance Report 2023-2024 This report was circulated prior to the meeting and noted by the Management Committee. Committee discussed and noted that the performance report was available online for tenants, applicants and owners to view. Committee approved the performance report 2023-2024.</p>	<p>The Committee approved the performance report 2023-2024.</p>
14.	<p>Correspondence 14.1 GCC – Acquisitions 14.2 GWSF Charter Report 24</p>	<p>Committee noted the correspondence.</p>
15.	<p>Health and Safety Update: Audit December 2024 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>Committee noted the health and safety update</p>
16.	<p>Newsletter and Social Media Autumn Newsletter was issued in September 2024. Social media monitored and updated.</p>	<p>Noted</p>
17.	<p>Membership Applications No new membership applications were received.</p>	<p>None</p>
18.	<p>Training Feedback Training courses encouraged for all staff and committee. Training for committee will continue to take place at monthly meetings.</p>	<p>Committee noted the ongoing training.</p>
19.	<p>EHRA Update – Draft Agenda Meeting on 11 December 2024 Committee noted the meeting on the 11 December 2024</p>	<p>Noted</p>
20.	<p>EVH Monthly Report – October 2024</p>	<p>Noted</p>
21.	<p>GWSF Monthly Update: September 2024 This report was circulated prior to the meeting.</p>	<p>Committee noted GWSF September 2024 report.</p>
22.	<p>AOCB: Secret Santa Draw</p>	<p>Noted</p>
23.	<p>Review of Meeting Committee members were pleased with the new start time and felt there had been sufficient time to discuss the agenda items.</p>	<p>Committee were satisfied with amount of discussion time</p>

24.	Action Notes to 3 October 2024 The action notes to 3 October 2024 were discussed and noted by the Management Committee.	Noted
	The meeting closed at 8.30pm.	
25.	Date and Time of Next Meeting: Management Meeting Christmas Lunch and Secret Santa	5 December 2024 11 December 2024

APPROVED: _____

DATE: _____