

Gardeen Housing Association Limited: Minutes from Session 2022 -2023: Print 9  
Management Committee Meeting Minutes:  
Hybrid Meeting held on 3 August 2023 at 7.00pm at 32 Garlieston Road, Barlanark, G33 4UD

1.	Sederunt	Name	Position	Action
	Present	Corrina Brewer Margaret Smith Sarah Lack Michael McDevitt Fiona Bowman Kirsty Bavidge Michael McDevitt Catherine Brown	Chairperson Secretary Treasurer Committee Member Committee Member Committee Member Committee Member Committee Member	
	Apologies	Ryan Cowan Shona Johnston Rose O'Malley Marion Leat Lyndsay Moffat	Committee Member Committee Member Committee Member Vice Chairperson Senior Housing Officer	
	In Attendance	Roslyn Crawford John Seggie Jeremy Chittleburgh  All attendees in person	Director Property Services Assistant CT Auditor (part of meeting)	

2.	<b>Declaration of Interest and Committee Update</b> There was a declaration of interest from a Committee member regarding agenda item 12.2 Allocations and Voids Report	<b>A Committee member declared and interest in agenda item 12.2 Allocations and Void Report</b>
3.	<b>Notifiable Event</b> There are no notifiable events	<b>No notifiable events.</b>
4.	<b>Freedom of Information (FOI) Update</b> There was a freedom of information request in relation to evictions that had been received from the BBC.	<b>Committee noted there was one FOI request and a response had been provided.</b>
5.	<b>Presentation of Annual Accounts and Management Letter</b> Jeremy Chittleburgh from CT Auditors was welcomed to the meeting and presented the annual accounts for 2022-2023. A copy of the accounts was shared at the meeting and CT Auditors confirmed that the audit was unqualified, and Gardeen Housing Association remained a going concern. A copy of the audit summary report was discussed, and the auditor confirmed that the audit tests had reviewed the five-year budget assumptions and tested opportunities for fraud. The Auditor also highlighted the impact of higher interest rates and the	<b>Committee approved the annual accounts for 2022-2023 and agreed a response to the audit summary report.</b>

	<p>increase of rent arrears across the housing sector. The auditor also discussed the RSL Landlord Technical Update and the risks facing the Association. Gardeen staff left the meeting to allow the auditor to meet with the Committee and the minutes were taken by the Treasurer, in the absence of staff.</p> <p>The Auditor advised that all information requested was provided quickly and easily and that all staff involved in the audit process were very unhelpful and there were no issues or areas of concern. Committee asked if there is anything that Gardeen could do better and what potential issues are for the future in the housing sector. These were discussed and it was noted that Gardeen is already working on these issues.</p> <p>Staff returned to the meeting and following discussion, the Committee members approved the annual accounts for 2022-2023, discussed and approved the audit summary report and reply and reviewed the letter of representation. The accounts for 2022-23 were signed by the members. The auditor was thanked for attending the meeting and left the meeting.</p>	
6.	<p><b>Minutes of Management Meeting held on 1 June 2023</b></p> <p>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.</p>	<p><b>Committee approved the Management Minutes of 1 June 2023</b></p>
7.	<p><b>Notes of Office Bearers on 21 June 2023 and 5 July 2023</b></p> <p>The notes of the Office Bearers meeting on 21 June 2023 and 5 July 2023 were circulated prior to the meeting and approved by the Management Committee.</p>	<p><b>Committee noted the office bearers meeting on 21 June 2023 and 5 July 2023</b></p>
8.	<p><b>Action Note of Meeting to 1 June 2023</b></p> <p>The action note to 1 June 2023 was circulated prior to the meeting and noted by the Management Committee.</p>	<p><b>Committee approved the action note to 1 June 2023.</b></p>
9.	<p><b>Committee Training: Finance and Housing Associations</b></p> <p>Committee discussed the training from Alexander Sloan and noted the shortage of audit staff, the risk of fraud from Artificial Intelligence (AI) and the likely increase in audit costs. Following discussion, it was agreed to organise training on personal cyber security.</p>	<p><b>Committee discussed the finance training and agreed to undertake training on personal cyber security.</b></p>
10.	<p><b>Management Accounts to 30 June 2023</b></p> <p>The management accounts were circulated prior to the meeting and noted by the Committee. The Committee discussed the areas of overspend and underspend and noted that arrear levels and void loss remained low. Following discussion, the Management Accounts to 30 June 2023 were approved by the Management Committee.</p>	<p><b>The Management Accounts to 30 June 2023 were approved by the Management Committee.</b></p>

<b>11.</b>	<p><b>Factoring Report to 30 June 2023</b></p> <p>The factoring report to June 2023 was circulated prior to the meeting and discussed by the Management Committee. The Committee noted that there was an increase in factoring arrears and the Association would continue to pursue arrears and recover at the point of a sale. The Management Committee approved the factoring report to 30 June 2023.</p>	<p><b>The factoring report to 30 June 2023 was approved by the Management Committee</b></p>
<b>12.</b>	<p><b>Property Management Reports to 30 June 2023</b></p> <p>The property management reports to 30 June 2023 were presented by the Property Services Assistant (PSA).</p>	
<b>12.1</b>	<p><b>Rent Arrears and Welfare Reform Report</b></p> <p>The rent arrears and welfare reform report was circulated prior to the meeting and noted by the Management Committee. The Committee were updated on an arrears case over £600 and noted that the tenant was now unrepresented and would appear in court again on 26 August 2023. The PSA updated the Committee level of arrears (over £2,000) and it was agreed that an update would be provided at the September 2023 Management meeting. Committee were pleased to note that the other arrears case over £600 was maintaining an arrangement to pay. Committee members were pleased with the low levels of rent arrears. The Committee also discussed universal credit and the difference with the Scottish welfare system. There was discussion on the delays to the system and the issues of transition. Following discussion, the rent arrears and welfare reform report to 30 June 2023 was approved.</p>	<p><b>The Management Committee approved the rent arrears and welfare reform report and noted that there was an arrears case at court.</b></p>
<b>12.2</b>	<p><b>Allocations and Voids Report</b></p> <p>The allocations and voids report to 30 June 2023 was circulated prior the meeting and noted by the Management Committee. The Committee were pleased with the performance of the Association in relation to voids. The Management Committee discussed the increase in housing application forms to 45 in the last quarter and agreed to increase the processing time from 7 days to 28 days. This would allow staff to manage the increase in housing application forms. The Management Committee also discussed the section 5 homeless cases and agreed to invite the North East Caseworker to meet with the Committee to discuss the issue of homeless lets. Following discussion, the Management Committee approved the allocations and voids report</p>	<p><b>The Committee agreed to increase the housing application processing period from 7 to 28 days, due to volume of applications. The Management Committee approved the allocations and voids report.</b></p>
<b>12.2.1</b>	<p><b>Allocation of 0/2 110 Penden Road</b></p> <p>This report was circulated prior to the meeting. A Committee member left the meeting to allow the committee to discuss the allocation. Following consideration, the Committee approved the allocation to a relation of the Gardeen Committee member.</p>	<p><b>The Committee approved the allocation to a Committee member in</b></p>

		<b>accordance with the policy.</b>
<b>12.3</b>	<p><b>Repairs and Maintenance Report</b></p> <p>The Repairs and Maintenance Report to 30 June 2023 was circulated prior to the meeting and noted by the Management Committee. The Committee discussed Electronic Periodic Inspections (EPI) and agreed to adopt the procedure produced by SFHA to gain access to carry out this work.</p> <p>Management Committee discussed the window replacement programme, noted the leaflet for tenants and were pleased that the work was commencing to improve energy efficiency in Gardeen homes. Committee noted the work undertaken on fire safety including inspections of fire doors as part of the window contract and fire exit improvements. Committee also noted the updates on asbestos works and dampness and condensations. Following discussion, the Committee approved that City Building would be appointed to deal with out of hours repairs and noted that the level of repairs was low. The Committee noted the stage 3 adaptations funding available for the Association.</p> <p>The repairs and maintenance report was approved by the Management Committee.</p>	<p><b>The Management Committee approved a procedure to allow access for EPIs, noted the start of the window replacement contract and agreed that City Building be appointed to carry out the out of hours repairs service. The Repairs and Maintenance Report was approved.</b></p>
<b>12.4</b>	<p><b>Estate Management Report</b></p> <p>The estate management report was circulated prior to the meeting and noted by the Management Committee. The Committee discussed the report and noted that a tenant would be recharged for fly tipping. The PSA updated on property inspections and Committee noted that the had been carried out in Phase 1 and a programme of inspections had been established. Committee noted that an eviction had taken place on the grounds of failure to occupy and noted the current guidance e on evictions from the Scottish Government.</p> <p>The Committee approved the estate management report.</p>	<p><b>The Committee approved the estate management report.</b></p>
<b>12.5</b>	<p><b>Policy Review Report</b></p> <p>There was no policy update required.</p>	<p><b>Noted</b></p>
<b>13.</b>	<p><b>Directors Report</b></p>	
<b>13.1</b>	<p><b>Scottish Housing Regulator</b></p> <p>This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed the changes to the Assurance statement, agreed a response to the Regulatory Framework, noted the guidance on recording decisions and reviewed the SFHA review on regulation. The Management Committee noted that a revised regulatory framework would be implemented in 2024.</p>	<p><b>The Committee noted the Scottish Regulator update.</b></p>
<b>13.2</b>	<p><b>Internal Audit 2023</b></p> <p>This report was circulated prior to the meeting and noted by the Management Committee. The Committee noted that the internal audit</p>	<p><b>The Committee noted the internal audit on</b></p>

	would consider risk management and that the auditors would attend the meeting in October 2023 to present the findings.	<b>risk management.</b>
<b>13.3</b>	<b>Annual General Meeting 2023</b> This report was circulated prior to the meeting and noted by the Management Committee. The Committee agreed the arrangements for the Annual General Meeting, the Secretary confirmed compliance with rule 68, members noted the 9-year rule and approved the resignation of a third of the Committee members.	<b>The Committee agreed the arrangements for the Annual General Meeting 2023.</b>
<b>13.4</b>	<b>Committee Appraisals 2023</b> This report was circulated prior to the meeting and discussed by the Management Committee. The Committee discussed the appraisal process and were pleased with the process. It was agreed to discuss a training plan in September 2023 and to continue to incorporate training into the monthly management meetings.	<b>The Committee approved the committee appraisals 2023</b>
<b>13.5</b>	<b>Review of Signatories</b> This report was circulated prior to the meeting and noted by the Management Committee. Following discussion, it was agreed to amend the signatories for the Association and notify the banks of the changes.	<b>The Committee approved an update of the signatories for the Association.</b>
<b>13.6</b>	<b>New Housing Bill</b> This report was circulated prior to the meeting and the Committee noted that a new Housing Bill would be introduced later in the year and would consider stronger rights for tenants, greater protection from eviction, domestic abuse and homelessness prevention duty. It was agreed to review the housing bill when implemented by the Scottish Government.	<b>The Committee noted that a new Housing Bill would be implemented later in the year.</b>
<b>13.7</b>	<b>Unacceptable Behaviour Policy</b> This report was circulated prior to the meeting and noted by the Management Committee. The Committee discussed the policy and agreed that the policy would enable staff to improve customer care service to all tenants. The Management Committee approved the unacceptable behaviour policy.	<b>The Committee adopted the unacceptable behaviour policy.</b>
<b>14.</b>	<b>Correspondence</b>	
	14.1 Request for donation to Fireworks at the Fort Committee decided not to make a donation to this event.	<b>Noted</b>
<b>15.</b>	<b>Health and Safety Training</b> Health and Safety Training for Committee was circulated prior to the meeting and Committee discussed their responsibilities.	<b>Noted</b>
<b>16.</b>	<b>Newsletter and social media</b> It was noted that the summer newsletter had been distributed to tenants and all future newsletters would be available online.	<b>Noted</b>
<b>17.</b>	<b>Membership Applications</b>	

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	There were no membership applications.	
18.	<b>Training Feedback</b> Training courses encouraged for all staff and committee and health and safety online training available through Virtual College.	<b>Noted</b>
19.	<b>EHRA Update</b> Quarterly meetings established for all meetings. Next meeting September 2023	<b>Committee noted EHRA update</b>
20.	<b>EVH Monthly Report: June/July 2023</b>	<b>Noted EVH June/July report</b>
21.	<b>AOCB</b>	
	The meeting closed at 9pm	
22.	<b>Date and Time of Next Meeting:</b>	<b>7 September 2023 at 7.00pm</b>  <b>AGM 13 September 2023 at 7.30pm</b>

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

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