

Gardeen Housing Association Limited: Minutes from Session 2022 -2023: Print 6
Management Committee Meeting Minutes:
Hybrid Meeting held on 6 April 2023 at 7.00pm at 32 Garlieston Road, Barlanark, G33 4UD

1.	Sederunt	Name	Position	Action
	Present	Marion Leat (Zoom) Margaret Smith Sarah Lack Catherine Brown Shona Johnson (Zoom) Rose O Malley Kirsty Bavidge	Vice Chair Secretary Treasurer Committee Member Committee Member Committee Member Committee Member	
	Apologies	Fiona Bowman Corrina Brewer Michael McDevitt Ryan Cowan	Committee Member Chairperson Committee Member Committee Member	
	In Attendance	Roslyn Crawford Lyndsay Moffat Louise Hosie	Director Senior Housing Officer Customer Services Assistant	

2.	Declaration of Interest and Committee Update There was no declaration of interest and no committee update.	There were no declarations 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	Committee noted there were no FOI requests
5.	Minutes of Management Meeting held on 2 March 2023 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.	Committee approved the Management Minutes of 2 March 2023
6.	Notes of Office Bearers on 23 March 2023 The notes of the Office Bearers meeting were circulated prior to the meeting and approved by the Management Committee.	Committee noted the office bearers meeting on 23 March 2023
7.	Action Note of Meeting to 2 March 2023 The action note to 2 March 2023 was circulated prior to the meeting and noted by the Management Committee.	Committee approved the action note to 2 March 2023 and agreed to amend the October reference to

		Tom Atkinson to include that training that was provided.
8.	Training: Health and Safety For Tenants Committee discussed the issues surrounding health and safety for the tenants, the increase in dampness and condensation repairs, the revised reporting and monitoring procedure and the increased costs. Committee members discussed annual house inspections and the potential impact of insurance claims from tenants. The Senior Housing Officer updated the Committee on the programme of home visits and planned maintenance works. Tenants would be encouraged to continue to report repairs and housing staff would carry out house inspections to minimise risk.	Committee gained assurance on the use of house inspections to manage the risk of dampness and condensations repairs.
9.	Directors Report	
9.1	Insurance Report 2023 This report was circulated prior to the meeting and noted by the Management Committee. The Committee discussed the impact of increased insurance costs because of a withdrawal of insurance companies from the market. The Committee were disappointed at the increase in costs of 60% and agreed to retain communication with the insurance broker to monitor costs implications for the next year. It was agreed that the insurance broker be invited to provide an update in six months on likely costs and providers.	Committee were concerned at the increased cost of insurance and the loss of providers and agreed to monitor the situation with the insurance broker.
9.2	Staff Succession Planning This report was circulated prior to the meeting and noted by the Management Committee. The Committee agreed to work with EVH to develop a refreshed staff structure to manage the retiral of two long service staff members and meet the future needs of tenants	Committee approved partnership working with EVH to develop a refreshed staff structure.
9.3	SHR Engagement Plan This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee were pleased to note that Gardeen Housing Association was compliant and met regulatory requirements, including the standards of governance and financial management.	Committee were assured that the Association was compliant with regulatory requirements.
9.4	Training Report to 31 March 2023 This report was circulated prior to the meeting and noted by the Management Committee. The Committee noted the training that has been undertaken to date and agreed to include a training element to each Management Committee meeting to improve knowledge and understanding for Committee Members	Committee approved the Training report to 31 March 2023 and agreed to increase training opportunities for

		committee members.
9.5	Complaints to 31 March 2023 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 Senior Housing Officer. Committee members were pleased to note the reduction in complaints to 31 March 2023 from previous years. Committee members discussed complaints resulting from poor performance by contractors and discussed recent dissatisfaction regarding an existing contractor. There had been concerns raised about quality control and despite a meeting with senior staff, the position had not improved. It was noted that work to the contractor had been suspended (although they continued to provide an out of hours service) and a full report would be discussed at the next Management Meeting.	Committee approved the complaints report to 31 March 2023 and discussed a poorly performing contractor and the action to be taken.
9.6	Register of Interests to 31 March 2023 This report was circulated prior to the meeting and noted by the Management Committee. The Committee noted the register of interests to 31 March 2023.	Committee approved the Register of Interests to 31 March 2023
9.7	Strategy and Development Funding Plan This report was circulated prior to the meeting and noted by the Management Committee. Following discussion, it was agreed that the Association should submit a strategy and development funding plan to express an interest in building new homes at Pendeen Road site.	Committee agreed to submit a Strategy and Development Funding bid for new homes in Pendeen Road with Springfield properties
9.8	Risk of Increased Costs This report was circulated prior to the meeting. The Committee discussed the continuing pressure on costs including insurance, repairs, council services, suppliers, contractor and energy costs. It was agreed to contact Councillor Christie to discuss increases in council charges including stair lighting. It was also agreed to seek clarification from Councillor Christie on the introduction of a charge for tenants for use of a brown bin for garden waste.	Committee discussed the risk of increased costs and the impact on services to tenants.
9.9	Committee Communication This report was circulated prior to the meeting and noted by the Management Committee. Committee members agreed to contact the Customer Services Assistant to ensure that all Committee members were using an official Gardeen tablet and a secure Gardeen email address.	Committee agreed to use a Committee tablet for official communication.
9.10	Asset Management Guidance This report was circulated prior to the meeting and noted by the Management Committee. The Committee discussed this revised	Committee discussed the revised asset

	guidance and received a copy of the document. It was agreed that training and a review of the data and plans for managing older homes would be discussed at Property Management meetings.	guidance and the challenges and risks of managing older homes.
9.11	Pendeen Road Site As there was no update from Springfield Properties on their decision to delay development, the Management Committee agreed to remove this agenda item until further notice.	Committee noted the decision of Springfield to delay development due to market conditions.
10.	Correspondence	
10.1	Glasgow City Health and Social Care Partnership (GCHSCP) Committee discussed the request from GCHSCP for 60% of allocations for homeless applications. It was agreed to respond formally to offer broad assistance to homeless applications.	Committee discussed the request for 60% homeless applicants and agreed to offer assistance.
11.	Health and Safety Office inspections ongoing. Fire safety works ongoing to closes for tenants.	Committee noted work carried out to closes to meet health and safety changes.
12.	Newsletter and social media Newsletter issued April 2023. Social media monitored and updated.	Noted
13.	Membership Applications There were no applications for membership.	Noted
14.	Training Feedback Training courses encouraged for all staff.	Noted
15.	EHRA Update Quarterly meetings established for all meetings.	Committee noted EHRA update
16.	EVH Monthly Report: Update noted	Noted
17.	AOCB Contractor Request for storage area for lawnmowers A request for storage area for lawnmowers was discussed and approved by the Management Committee.	Committee approved a new storage area for lawnmowers for the landscaping contractor
	The meeting closed at 9pm	

18.	Date and Time of Next Meeting:	4 May 2023 at 7.00pm
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APPROVED: _____

DATE: _____