

1.	<b>Sederunt</b>	Name	Position	Action
	Present	Marion Leat (via Zoom) Corrina Brewer (via Zoom) Sarah Lack (via Zoom) Catherine Brown (via Zoom) Wendy Hughes (via Zoom) Margaret Smith (via Zoom) Kirsty Bavidge (via Zoom)	Chairperson Vice Chair Treasurer Committee Member Casual Vacancy Committee Member Casual Vacancy	
	Apologies	Rose O'Malley Fiona Bowman	Secretary Committee Member	
	In Attendance	Roslyn Crawford (via Zoom) Lyndsay Moffat (via Zoom) Lorraine Fisher (via Zoom)	Director Senior Housing Officer Administrative Assistant	

<b>2.</b>	<b>Declaration of Interest and Committee Update</b> The Management Committee noted no declarations of interest.	<b>Committee noted no declarations of interest</b>
<b>3.</b>	<b>Notifiable Event</b> No update. The Regulator does not require any further information at present in relation to the office closure.	<b>Committee noted no update</b>
<b>4.</b>	<b>Freedom of Information Update</b> No update. No new Freedom of Information requests have been received.	<b>Committee noted no new FOI requests</b>
<b>5.</b>	<b>Election of Officer Bearers and Review of Remote AGM</b> The Management Committee agreed to nominate office bearers - Marion Leat, Chairperson, Rose O'Malley, Secretary, Corrina Brewer, Vice Chair and Sarah Lack, Treasurer.  The Management Committee discussed the remote AGM held on 22 September 2020. The Management Committee agreed that the AGM had been successful and discussed that if held remotely again next year, incentives could be given to members for attending, such as family cinema tickets or restaurant vouchers.  The Management Committee discussed representatives for external organisations. Catherine Brown and Corrina Brewer agreed to be representatives for EHRA and EVH.	<b>Committee agreed to nominate office bearers</b>
<b>6.</b>	<b>Minutes of the Meeting held on 3 September 2020</b> The Minutes of the Management Meeting held on 3 September 2020 were circulated prior to the meeting and noted by the Management Committee. The SHO advised Committee that the meeting with Councillor Christie to discuss the percentage of homeless lets suggested by Glasgow City Council will be an unofficial meeting if it takes place by Zoom. The Management Committee agreed that they did not want to	<b>Committee discussed meeting with Councillor Christie and approved minutes of</b>

	lose the slot they had and would rather have the meeting, albeit unofficially and then follow this up with a letter. The minutes were approved by Marion Leat and Sarah Lack.	<b>meeting 3 September 2020</b>
<b>7.</b>	<b>Action Note of Meeting held on 3 September 2020</b> The Action Note of 3 September 2020 was circulated prior to the meeting and noted by the Management Committee. The Action Note was approved by Margaret Smith and Corrina Brewer.	<b>Committee approved the Action Note of 3 September 2020</b>
<b>8.</b>	<b>Director's Report</b>	
<b>8.1</b>	<b>COVID-19 Monthly Return</b> This report was circulated prior to the meeting and noted by the Management Committee. The August report highlights that despite lockdown and increases in Universal Credit claims, Gardeen has improved performance in recovery of rent arrears and is re-letting homes. Performance continues to improve. The Management Committee approved the report.	<b>Committee noted the monthly submissions to SHR and the benchmarking report</b>
<b>8.2</b>	<b>Service Delivery Update</b> This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that it is unlikely that the office will re-open on 5 October 2020 due to increases in coronavirus cases, hospital admissions and deaths. The most recent report to the Parliament on 22 November 2020 advised that working from home should continue. There has been a tightening of restrictions, including a curfew on pubs and restaurants to try to reduce the impact of the virus. A further Scottish Government review takes place on 1 October 2020 and an update will be available at the meeting. The Management Committee approved the report.	<b>Committee noted that the office will remain closed at present with staff continuing to work from home</b>
<b>8.3</b>	<b>Scottish Housing Regulator</b> This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that the SHR has agreed to delay some returns by a month due to COVID – 19. They have also agreed the following priorities: ensure material non-compliance due to Covid-19 is included in Annual Assurance Statement; ensure Business Plan reflects different operating environment due to Covid-19; check assumptions that underline the Business Plan; monthly returns show more properties are becoming empty than are being re-let. The Regulator will be looking at RSLs contribution to homelessness and will be looking at how landlords have adapted their governance arrangements as a result of Covid-19. The Management Committee noted/approved the report.	<b>Committee noted the SHR update</b>
<b>8.4</b>	<b>Self-Assessment</b> This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee agreed that	<b>Committee agreed to hold a Special</b>

		a Special Meeting be held on Thursday 22 October 2020 to discuss and approve the self- assessment submission.	<b>Management Meeting to discuss and approve self-assessment submission on 22 October 2020</b>
	<b>8.5</b>	<b>Quarterly Strategic Risk Review</b> This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed the risks faced by Gardeen including the impact of Covid-19 coronavirus on the community and the Association, and uncertainty about what impact Covid-19 might have on Gardeen in the longer term. Following a comment from a Committee member, it was agreed to include No deal Brexit to the risk register. The Management Committee approved the risk report.	<b>Committee discussed quarterly strategic risk review</b>
	<b>8.6</b>	<b>Training Report to 30 September 2020</b> This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that staff and committee continue to undertake remote training during the Covid-19 pandemic. The Management Committee approved the report.	<b>Committee noted the training undertaken by staff and committee</b>
	<b>8.7</b>	<b>Code of Conduct Review 2020</b> This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted the Model Document produced by the SFHA and approved the Code of Conduct 2020 for circulation and signature to Committee members.	<b>Committee approved the Code of Conduct 2020</b>
	<b>8.8</b>	<b>Compliance</b> This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed the returns that require to be made each year by the Management Committee and the timescales for submission. The Management Committee approved the annual compliance return for 2020.	<b>Committee approved the annual compliance return for 2020</b>
<b>9.</b>		<b>Correspondence</b>	
	<b>9.1</b>	<b>SHR Monthly Comparison</b> This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed the August dashboard and noted that the SHR is focussing on empty properties and RSLs contributions to homelessness and that governance planning should be adapted as a result of the Covid-19 pandemic.	<b>Committee noted SHR monthly comparison</b>
	<b>9.2</b>	<b>Parkhead Housing Association Scottish Housing Regulator</b>	<b>Committee noted SHR engagement</b>

	The Management Committee noted the SHR are engaging with Parkhead Housing Association about its governance and financial management.	<b>plan with Parkhead Housing Association</b>
<b>9.3</b>	<b>Yoker Housing Association Scottish Housing Regulator</b> The Management Committee noted the SHR are engaging with Yoker Housing Association about its governance.	<b>Committee noted SHR engagement plan with Yoker Housing Association</b>
<b>10.</b>	<b>Health &amp; Safety Report</b> The Management Committee noted that a remote Health and Safety audit is scheduled to be carried out in October 2020.	
<b>11.</b>	<b>Newsletter &amp; Social Media</b> The Management Committee noted that the autumn newsletter was delivered at the September weekend. Social media and the website continue to be updated weekly.	
<b>12.</b>	<b>Repairs Draw</b> The repairs draw for October 2020 was made by the maintenance consultant.	
<b>13.</b>	<b>Membership</b> No new membership applications had been received.	
<b>14.</b>	<b>Training Feedback</b> Staff and Committee continue to attend training remotely. There was positive feedback from staff and Committee about online training.	
<b>15.</b>	<b>EHRA Feedback</b> EHRA Senior Officer meetings are continuing remotely every month. EHRA Committee meetings are continuing remotely every month.	
<b>16.</b>	<b>EVH Monthly Report:</b> EVH are restarting to issue monthly reports.	
<b>17.</b>	<b>AOCB</b>  None	

	<b>The meeting closed at 8.45pm</b>	
	<b>Date and Time of Next Meeting:</b> <b>Special Management Meeting: Thursday 22 October 2020 at 7.00pm</b> <b>Management Meeting: Thursday 5 November 2020 at 7.00pm</b>	

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