

Gardeen Housing Association Limited: Minutes from Session 2022 -2023: Print 4
Management Committee Meeting Minutes :
Hybrid Meeting held on 2 February 2023 at 7.00pm at 32 Garlieston Road, Barlanark, G33 4UD

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

2.	Declaration of Interest and Committee Update A Committee member declared an interest in a correspondence item regarding a donation to a local school.	A Committee member declared an interest a donation request.
3.	Notifiable Event There were no notifiable events	No notifiable events.
4.	Freedom of Information (FOI) Update There were no FOI requests received in the month.	Committee noted no FOI requests.
5.	Minutes of Management Meeting held on 1 December 2022 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 Management Minutes of 1 December 2022
6.	Minutes of Special Management Meeting held on 17 January 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 Margaret Smith and Kirsty Bavidge.	Committee approved the Special Management Meeting on 17 January 2023

7.	Notes of Office Bearers on 19 January 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 19 January 2023
8.	Action Note of Meeting to 17 January 2023 The action note to 17 January 2023 was circulated prior to the meeting and noted by the Management Committee.	Committee approved the action note to 17 January 2023
9.	Internal Audit Programme 2023-2025 Scott McCready from Wylie Bisset in attendance Scott McCready from Wylie Bisset was welcomed to the meeting and presented the report that had been circulated prior to the meeting. It was agreed that risk management and risk management would be the area for internal audit, with the work taking place in August and reported to Committee in October 2023.	Committee approved the internal audit priority of risk management for 2023.
10.	Final Budget and Rent Increase 23-24 This report was circulated prior to the meeting and noted by the Management Committee. Following discussion, the Management Committee approve the final budget 23-24 with a rent increase of 5%, reduction in staff numbers and programme of planned maintenance.	Committee approved final budget 23-24
10.1	Rent Increase Consultation Feedback This report was circulated prior to the meeting and discussed by the Management Committee who noted the higher response rate and the concerns surrounding energy and food costs.	Committee reviewed the rent consultation responses.
10.2	EHRA Rent Increase Benchmarking This report was circulated prior to the meeting and the Management Committee noted the rent increase benchmarking report with most EHRA members increasing rents by 5%	Committee noted the EHRA Benchmarking report.
11.	Management Accounts to 31 December 2022 This report was circulated prior to the meeting and noted by the Management Committee. Following discussion on increased repairs costs, voids and low rent arrears and voids, the Management Accounts were approved.	Committee approved the management accounts to 31 December 2022
12.	Factoring Report to 31 December 2022 This report was circulated prior to the meeting and the Management Committee noted an increase in factoring arrears over the last quarter.	Committee approved the factoring report to 31 December 2023
13.	Property Management Reports to 31 December 2022	
13.1	Rent Arrears and Welfare Reform This report was circulated prior to the meeting and discussed by the Management Committee who noted the low level of rent arrears and	Committee approved the rent arrears and

	were updated on a court case that was continued. The Committee noted the gap in the successful recruitment of an energy advisor with Provanhall and Blairtummock continuing to pursue.	Welfare Reform Report to 31 December 2022.
13.2	Allocations and Void Report This report was circulated prior to the meeting and noted by the Management Committee. Committee discussed the low void loss, increase in voids to date, applications for housing from Ukrainians, delay to CHR review and noted changes to Section 5 referral process.	Committee approved the allocations and void report to 31 December 2022.
13.3	Repairs and Maintenance Report This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed the increase in emergency heating repairs within target, 2 dissatisfied repairs surveys that were being investigated by Gardeen staff and the increase in rechargeable debt. Committee agreed to retender the Painterwork in 23/24. Committee noted the quality of bathrooms that had been completed in Phase 3 and 4. Committee noted the progress with Legionella Management and a new working relationship with a new contractor. Committee reviewed the 8 dampness and condensation cases and noted the recording system for such cases. Committee also noted the progress with the new energy standard.	Committee approved the repairs and maintenance report to 31 December 2022 and reviewed the 8 dampness and condensation cases.
13.4	Estate Management Report This report was circulated prior to the meeting and noted by the Management Committee. The Committee discussed the impact of the closure of the local recycling depot until 2025, the review of the grass cutting service and alternative methods of delivering rent increase letters due to the postal strike.	Committee approved the Estate management report to 31 December 2022
13.5	Property Management Policy Review This report was circulated prior to the meeting and noted by the Management Committee. Following discussion, the Management Committee approved the first draft of the Fire Safety Policy, as part of a suite of health and safety policies.	Committee approved the first draft of the fire safety policy
14.	Directors Report	
14.1	Staffing Update This report was circulated prior to the meeting and noted by the Management Committee. Committee noted the recruitment timetable and agreed to delay the staff restructure until March 2023.	Committee approved the staffing report
14.2	Easterhouse Benchmarking Finance Report This report was circulated prior to the meeting and noted by the Management Committee. The Committee were pleased with the performance of the Association and noted that it was controlling the areas that it could control with low rent arrears and low voids.	Committee approved the EHRA Benchmarking Finance Report

14.3	<p>Health and Safety Audit Report This report was circuited prior to the meeting and noted by the Management Committee. The Committee noted that the audit had taken place in November 2022 and that an action plan had been developed to ensure compliance.</p>	Committee noted the outcome of the Health and Safety Audit 2022 and approved the action plan
14.4	<p>Scottish Housing Regulator This report was circulated prior to the meeting and the Management Committee discussed the priorities including health and safety for tenants.</p>	Committee discussed the priorities of the Scottish Housing Regulator
14.5	<p>Action Plan for 2023 This report was circulated prior to the meeting and approved by the Management Committee. It was agreed that key priorities would be the new business plan, valuation, and staff restructure.</p>	Committee approved the Gardeen action plan for 2023
14.6	<p>Pendeen Road Site This report was circulated prior to the meeting. The Committee discussed and noted the comments from Glasgow City Council on the proposals for the scheme.</p>	Committee noted update on Pendeen Road Site
15.	<p>Correspondence</p>	
15.1	<p>Aberlour Trust Thank you letter for Christmas donation</p>	Noted
15.2	<p>Scottish Housing Regulator- Notification of Rent Increase 2023 Noted</p>	Noted
15.3	<p>Auditor Mandate Noted and approved by Management Committee</p>	Noted
15.4	<p>Request for Donation Following careful consideration, the Management Committee decided not to make a donation to Our Lady of Peace for a school trip. A Committee member declared an interest in this agenda item and did not take part in the decision.</p>	Committee decided not to make a donation to a local school
16.	<p>Health and Safety: Health and Safety Ladder inspections and safety inspections were carried out on a monthly basis</p>	Noted
17.	<p>Newsletter and Social Media Updated</p>	Noted

18.	Repairs Draw: December 2022 and January 2023 Repairs draw had been randomly generated.	Noted
19.	Membership Applications There were no applications for membership	Noted
20.	Training Feedback New Committee members were attending SHARE induction training.	Noted
21.	EHRA Update Planning day was organised for 8 February 2023	Committee noted EHRA update
22.	EVH Monthly Report: Committee noted the EVH report for December 2022	Noted
23.	AOCB 23.1 Grants to tenants The Committee discussed the grants totally £34k that had been awarded to Gardeen to assist tenants and agreed distribution plans.	Committee were pleased that grants of £34k had been secured for Gardeen tenants.
	The meeting closed at 9.00pm.	
20.	Date and Time of Next Meeting:	2 March 2023

APPROVED: _____

DATE: _____