

Gardeen Housing Association Limited: Minutes from Session 2022 -2023: Print 3
Management Committee Meeting:
Hybrid Meeting held on 1 December 2022 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 (Zoom) Rose O Malley Ryan Cowan (Zoom) Catherine Brown (Zoom) Fiona Bowman (Zoom) Shona Johnson (Zoom) Kirsty Bavidge	Chairperson Vice Chair Secretary Treasurer Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member	
	Apologies	Fiona Bowman Michael McDevitt	Committee Member Committee Member	
	In Attendance	Roslyn Crawford Lyndsay Moffat Bill Sheldrick	Director Senior Housing Officer Alembic Research	

2.	Declaration of Interest and Committee Update Two Committee Members declared an interest in agenda 10.9 Growing Spaces and 10.2 Donations for Christmas 2022	Two Committee members declared an interest in agenda item 10.9.Growing Spaces and 10.2 Donations for Christmas 2022
3.	Notifiable Event It was noted that the fire damaged flat had been re-let on 23 November 2022 and discussions were ongoing with the insurance company on recovery of costs. It was agreed to update the Scottish Housing Regulator on progress,	Committee were pleased that the fire damaged flat had been relet in November 2022.
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 3 November 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 Margaret Smith and seconded by Sarah Lack	Committee approved the Management Minutes of 3 November 2022
6.	Notes of Office Bearers on 16 November 2022 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 16 November 2022
7.	Action Note of Meeting to 16 November 2022 The action note to 16 November 2022 was circulated prior to the meeting and noted by the Management Committee.	Committee approved the action note to 16 November 2022
8.	Bill Sheldrick, Ambelic Research Bill Sheldrick from Ambelic Research was introduced to the meeting and explained that he had been commissioned by the Association to develop an energy database for each Gardeen property. This allowed all information on a property to be held in one place to monitor property condition. Committee members discussed the presentation and noted that each Gardeen property had a photograph, an up to date energy certificate and data on the components of the home. The Committee discussed the reports that could be generated, including budget control, ARC reports and future EESSH 2 monitoring reports. The Committee discussed energy certificates, EESSH 2 requirements, and property condition reports. It was agreed that the database would be updated on an annual basis.	Committee approved the new energy database for all Gardeen properties and agreed it would be updated on an annual basis.
9.	Draft Budget 23-24 Version 1 This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed in detail the impact of a rent freeze or cap on Gardeen homes and how this would affect Gardeen homes over the long term. Following discussion the Committee agreed the first draft of the budget, including a proposed rent increase of 5% and planned maintenance programme. Savings had been made in staffing and office overheads because of hybrid working. It was agreed to meet in January 2023 to discuss the rent increase and budget 23-24, following a decision by the Scottish Government on rent controls.	Committee discussed the draft version of the budget 23-24 and agreed to review again in January 2023, following a decision by the Scottish Government on rent controls.
10.	Directors Report	
10.1	Housing Systems: SDM and costs This report was circulated prior the meeting and discussed by the Management Committee. The Committee noted the increase in housing software costs and agreed to monitor the position.	Committee noted the increase in housing software costs and agreed to monitor.
10.2	Donations for Christmas 2022 This report was circulated prior to the meeting and noted by the Management Committee. The Chairperson and Secretary declared an interest in the 166 th Scouts Groups and Barlanark Out of School Care and did not take part in the discussion. Following discussion the Management Committee approved donations of £200 to Aberlour Trust, £50 to Daffodil Club, £100 to Barlanark 166 th Scouts, £100 to 166 th Barlanark Out of School Care and £50 to Barlanark Family	Committee agreed to make donations of £500 to local groups and agreed a Christmas lucky draw for 14

	Centre. The Management Committee also agreed to hold a draw to allow 14 single person household to receive £25 each. The draw would be made by an online random generator. This was to replace the annual pensioners draw. The donations and lucky draw were instead of sending Christmas cards.	single person households drawn by an online random generator.
10.3	Health and Safety Audit 2022 Feedback This report was circulated prior to the meeting and noted by the Management Committee. It was noted that a health and safety audit had taken place on 22 November 2022 and the report would be presented to the Committee in February 2023. Feedback included training for Management Committee and assessments for home working.	Committee noted the health and safety audit and agreed to discuss further at the February 2023 meeting.
10.4	Risk Register Review This report was circulated prior to the meeting and noted by the Management Committee. The Committee discussed new risks of property condition and dampness and the rent controls introduced by the Scottish Government. Committee members discussed the increase in energy costs and the impact this could have on the condition of homes. Committee also discussed the rent controls introduced by the Scottish Government and agreed to monitor the position.	Committee agreed to add property condition and dampness and rent controls to the risk register.
10.5	Rent Increase/Freeze This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed the role of the Scottish Government in introducing a rent freeze until 31 March 2022. Committee discussed private sector rent levels. It was agreed to review the position in January 2023 following a further decision from the Scottish Government on rent controls.	Committee discussed the rent freeze introduced by the Scottish Government.
10.6	Review of Hybrid Meetings This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed hybrid meetings and encouraged committee members to attend in person when they could, to improve communication. A new camera and microphone had been purchased to improve the meeting. Following discussion, it was agreed to review the hybrid meetings again in March 2023.	Committee agreed to review hybrid meetings in March 2023
10.7	Scottish Housing Regulator and Regulation This report was circulated prior to the meeting and discussed by the Management Committee. The Committee noted the position at Reidvale Housing Association and the role of governance.	Committee noted the update on regulation.
10.8	Whistleblowing Policy This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee approved the revised whistleblowing policy	Committee approved the reviewed

		whistleblowing policy.
10.9	Growing Spaces This report was circulated prior to the meeting and the Secretary updated on the plans for growing spaces including a sensory garden and memorial garden.	Committee noted the update on Growing Spaces
10.10	Pendeen Road Development Update The Director updated the meeting on a recent meeting with Springfield Properties on Pendeen Road and the plans for 84 homes. There were issues concerning parking and an update had been provided to the Barlanark and Springboig Community Council. Committee discussed the increased costs of development and agreed to discuss further when costs were available.	Committee noted the update on Pendeen Road development plans.
11.	Correspondence	
11.1	Scottish Government Interim Guidance on EESSH Committee noted the update and the delay to guidance on EESSH2	
11.2	Scottish Housing Regulator - National Panel for Tenants and Service Users Noted by the Management Committee	
11.3	Scottish Housing Regulator- Updated Scottish Social Housing Charter effective from 1 November 2022 Noted by the Management Committee	
11.4	Scottish Housing Regulator, Finance Conference, Helen Shaw, Director of Regulation Noted by the Management Committee	
11.5	Aberlour Trust, Donation Request Committee approved a donation to Aberlour Trust	
11.6	EVH Wages Ballot 23 – Approved and Submitted The Treasurer confirmed that the pay ward for 23-24 had been approved by the membership.	
12.	Health and Safety: Health and Safety The audit report would be discussed in full at the meeting in February 2023	Noted
13.	Newsletter and Social Media Updated	Noted
14.	Repairs Draw: November 2022 Repairs draw had been randomly generated.	Noted
15.	Membership Applications There were no applications for membership	Noted
16.	Training Feedback New Committee members were attending SHARE induction training.	Noted
17.	EHRA Update Action plan circulated and noted. The Chairperson updated on the meeting with the Scottish Housing Regulator and a planning day for February 2023	Committee noted EHRA update
18.	EVH Monthly Report:	Noted

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	Committee noted the EVH report for November 2022	
19.	AOCB Committee members discussed arrangements for Christmas lunch on 14 December 2022 in the office.	
	The meeting closed at 9.00pm.	
20.	Date and Time of Next Meeting:	Special Management Meeting on 17 January 2023

APPROVED: _____

DATE: _____