

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

2.	Declaration of Interest and Committee Update The Management Committee noted no declarations of interest.	Committee noted no declarations of interest
3.	Notifiable Event No update. The Regulator does not require any further information at present in relation to the office closure.	Committee noted no update
4.	Freedom of Information Update No update. No new Freedom of Information requests have been received.	Committee noted no new FOI requests
5.	Minutes of the Management Meeting on 3 December 2020 The Minutes of the Management Meeting held on 3 December 2020 were circulated prior to the meeting and noted by the Management Committee. The Minutes were approved by Corrina Brewer and Sarah Lack.	Committee approved Minutes of 3 December 2020
6.	Minutes of the Special Management Meeting on 21 January 2021 The minutes of the Special Management were circulated prior to the meeting and noted by the Management Committee. The Minutes were approved by Sarah Lack and Kirsty Bavidge.	Committee approved Minutes of Special Management 21 January 2021
7.	Action Note of Meetings to 21 January 2021 The Action Note of 21 January 2021 was circulated prior to the meeting and approved by the Management Committee.	Committee approved the Action Note to 21 January 2021
8.	Tom Atkinson – Maintenance Consultant Tom Atkinson, Maintenance Consultant was welcomed to the meeting and provided an update on Brexit, COVID and procurement. The Committee were pleased that there were no major changes to	The Management Committee noted the update

	<p>procurement process following the withdrawal from the EU. The Association could tender across the EU if required. The Committee discussed the problems that could arise from Brexit including increases in costs and labour costs. Committee noted that there could be more paperwork from July 2021 and that there had been a 28% reduction in EU workers. Committee agreed to monitor the end of furlough, the impact of opening from lockdown and catching up on repairs, shortages of materials and to include higher costs in budget planning. The Maintenance Consultant was thanked for his input and agreed to come back in the summer to update on Brexit, Covid and procurement.</p>	<p>on Brexit, Covid and Procurement.</p>
9.	<p>Final Budget and Rent Increase 2021-2022 This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed the final budget and discussed the rent consultation process. The Committee were pleased that there had been an increase in rent consultation responses from tenants with 15 replies. The Management Committee noted that a salary proposal had been reached and would be included in the final budget. Following discussion, the Management Committee approved the budget for 2021-2022.</p>	<p>Committee discussed and approved the Final Budget, including the rent increase of 1.5% and noted the responses to the and rent increase 2021-2022</p>
10.	<p>Management Accounts to 31 December 2020 The Management Accounts were circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed areas of underspend and overspend due to COVID. It was noted that overall the costs had remained on budget. The Management Committee were pleased that the additional smoke alarm contract was almost complete. The Management Committee approved the Management Accounts to 31 December 2020.</p>	<p>Committee approved the Management Accounts to 31 December 2020</p>
11.	<p>Factoring Report to 31 December 2020 The Management Committee approved the Factoring Report to 31 December 2020</p>	<p>Committee approved the Factoring Report to 31 December 2020</p>
12.	<p>Property Management Reports</p>	
12.1	<p>Rent Arrears and Welfare Reform This report was circulated prior to the meeting and noted by the Committee. The Management Committee noted that Universal Credit claimants had doubled since March 2020 and were pleased that rent arrears remained low. The Senior Housing Officer answered questions on furlough and welfare rights. The Management Committee were pleased to note that there were no rent arrears cases near eviction stage. The Management Committee approved the rent arrears and welfare reform report to 31 December 2020.</p>	<p>Committee approved the Rent Arrears and Welfare Reform Report</p>

	12.2	Allocations and Void Report This report was circulated prior to the meeting. The Management Committee were pleased to note that 5 allocations had taken place in November 2020 with 2 lets to homeless. The Senior Housing Officer provided an update on the development of an on-line housing application form. The Management Committee were pleased to note progress and discussed the prototype form. The Management Committee approved the report.	Committee approved the Allocations and Void Report
	12.3	Repairs and Maintenance The Management Committee discussed the report and noted the reduction in the repairs service due to COVID. It was agreed that the Senior Housing Officer would bring forward a report on ESSH2 requirements to a future meeting. The Management Committee were pleased to note progress with smoke alarms programme and the ongoing work regarding annual gas servicing. The Management Committee approved the report.	The Repairs and maintenance report was approved by the Management Committee
	12.4	Estate Management Report This report was circulated prior to the meeting. The Management Committee discussed the bin uplift system for the access road that had been changed to a 8 day cycle. The bins had also not been collected and there had been a volume of household rubbish in the access road. The Senior Housing Officer was working closely with the Council to receive a timetable and to resolve this problem with the Council. The Management Committee approved the report.	The Estate Management Report was approved by the Management Committee
	12.5	Rent Increase Consultation The Management Committee were pleased to note that there had been an increase in rent consultation replies, with the majority in support of the proposed rent increase.	Committee approved the rent consultation report.
13.	Director Reports		
	13.1	COVID-19 Returns This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee were pleased to note the low level of arrears and lets to homeless during November 2020. The benchmarking report was noted and the Committee were pleased to note performance. The Management Committee noted that there would be no return for December 2020.	Committee noted the monthly submissions to SHR and the benchmarking report
	13.2	Service Delivery Update This report was circulated prior to the meeting and noted by the Management Committee. The Committee discussed the up to date position regarding lockdowns and agreed to continue to follow Government advice. It was noted that the current lockdown would last until mid-February 2021. Tenant feedback remains positive and Committee were requested to provide feedback on any service issues.	Committee noted that only essential repairs will be carried out in line with SG guidelines and staff

			continue to work from home
	13.3	Action Plan 2021 The Management Committee discussed this in detail and after discussion agreed to include a review of 30-year projections. The Management Committee approved the Action Plan for 2021.	Committee approved Action Plan for 2021.
	13.4	Connect Community Trust Update Committee were pleased to continue the partnership with Connect Community Trust and noted the work that had been undertaken to date.	Committee agreed to continue partnership working with Connect
14.		Correspondence	
	14.1	EVH The Management Committee noted the renewal information from EVH. The EVH representative provided an update on the EVH meeting held on 1 February 2021.	Committee noted EVH correspondence
	14.2	Scottish Government- Coronavirus This was noted by the Management Committee	Noted
	14.3	Scottish Government – letter to housing sector This was noted by the Management Committee	Noted
15.			
		Health & Safety Report The update from EVH was awaited and the Health and Safety manual would be updated.	
16.			
		Newsletter & Social Media The Management Committee noted that social media and the website continue to be updated weekly.	
17.			
		Repairs Draw The repairs draw for January 2021 has been made.	
18.			
		Membership One new tenant membership application from a Gardeen tenant was approved by the Management Committee.	
19.			
		Training Feedback Staff and Committee continue to attend training remotely. There was positive feedback from staff and Committee about online training. Committee members were encouraged to attend.	

20.		
	<p>EHRA Feedback The Management Committee noted the action plan for EHRA.</p>	
21.		
	<p>EVH Monthly Report: EVH monthly report was circulated and noted by the Management Committee</p>	
22.		
	<p>AOCB 22.1 Salaries: 2 year deal 2021 -2023 The Treasurer presented the proposal from EVH on the salary deal agreed with EVH and Unite the Union. The Committee discussed the proposal in detail and agreed to vote for the 2-year deal.</p>	
23.	Date and Time of Next Meeting:	4 March 2021

APPROVED: _____ DATE: _____