

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

2.	Declaration of Interest and Committee Update The Management Committee noted no declarations of interest. The Management Committee noted that Wendy Hughes had resigned as a Committee Member due to personal circumstances and had passed on her thanks to the other members for making her feel welcome. The Management Committee noted that there was the possibility of observers joining the Management Meeting in May 2021.	Committee noted no declarations of interest and noted that Wendy Hughes had retired from the Committee. Committee also noted the possibility of observers at the next meeting
3.	Notifiable Event No update. The Regulator does not require any further information at present in relation to the office closure.	Noted by the Management Committee
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 4 March 2021 The Minutes of the Management Meeting held on 4 March 2021 were circulated prior to the meeting and noted by the Management Committee. The Minutes were approved by Margaret Smith and Sarah Lack.	Committee approved Minutes of 4 March 2021
6.	Action Note of Meetings to 4 March 2021 The Action Note to 4 March 2021 was circulated prior to the meeting and approved by the Management Committee.	Committee approved the Action Note to 4 March 2021

7.	<p>7.1 Covid- 19 Monthly Return: February 2021 This report was circulated prior to the meeting. The Management Committee noted the February report and were pleased that Gardeen rent arrears remain low and that the Association continues to reduce rent and allocate homes. The Management Committee noted the benchmarking report and were pleased to note good performance.</p>	<p>Committee noted the February 2021 submissions to SHR and the benchmarking report</p>
	<p>7.2 Service Delivery Report This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that Gardeen staff will continue to work from home until further notice based on Scottish Government guidelines. The Management Committee noted the Association will be able to restart non-emergency repairs from 26 April 2021. The Management Committee noted that there had been no service issues and tenant feedback remains positive.</p>	<p>Committee noted that staff continue to work from home and non-emergency repairs will resume from 26 April 2021</p>
	<p>7.3 Insurance Tender Report 2021-2024 This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that as a result of the tender process carried out by Bruce Stevenson, independent insurance broker, three companies provided a tender cost. Direct Line provided the lowest tender. The renewal document takes into consideration risks such as cybercrime, climate change, BREXIT and COVID.</p>	<p>Committee noted the Insurance Tender Report 2021-2024 and approved Direct Line Group as insurers for the next three years</p>
	<p>7.4 Succession Plan: Staff Confidential This item is confidential.</p>	<p>Committee discussed and approved the staff succession plan and agreed to appraise Director after training</p>
	<p>7.5 EHRA Benchmarking Report 2019-2020 This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that members of EHRA compare performance on an annual basis. The Management Committee was pleased to note that although Gardeen is one of the smaller Associations, it continues to perform well in all areas. EHRA members also perform better than the Scottish average. The Management Committee noted the EHRA Benchmarking Report 2019-2020.</p>	<p>Committee noted the outcome of the EHRA Benchmarking Report 2019-2020</p>

	<p>7.6 Training Report to 31 March 2021 This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that as the office remains closed, training for staff and Committee remains available online. The Management Committee noted that they are encourage to attend online training to improve decision making and to stay up to date with best practice. The Management Committee noted the staff and committee training reports to 31 March 2021.</p>	<p>Committee noted the training report to 31 March 2021</p>
	<p>7.7 Complaints to 31 March 2021 This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that new guidance has been issued by the Scottish Public Sector Ombudsman and that the complaints policy has been updated. The Management Committee noted the Association had received 2 level 1 SPSO complaints and one had been upheld and the other referred to insurance company for progression. The Management Committee noted that Association had received one FOI request and one data subject access request. The Management Committee noted that the Association also received 14 complaints from tenants regarding noise, neighbour disputes, bins and vandalism. The Management Committee noted the Complaints Report to 31 March 2021</p>	<p>Committee noted the complaints report to 31 March 2021</p>
	<p>7.8 Register of Interests to 31 March 2021 This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that there had been seven entries in the register of interest to 31 March 2021 but that they had all been permitted and none required approval. The Management Committee approved the Register of Interests to 31 March 2021.</p>	<p>Committee approved the Register of Interests to 31 March 2021</p>
	<p>7.9 SHR Engagement Plan 2021 This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee were pleased to note that Gardeen meets regulatory requirements, including the Standards of Governance & Financial Management. The Association is compliant and SHR requires no further information at present etc. The Management Committee noted the SHR Engagement Plan 2021.</p>	<p>Committee noted the SHR engagement plan for 2021</p>
8.	Correspondence	
8.1	<p>Scottish Housing Regulator Regulatory Returns 2021-2022 The Management Committee noted the SHR had issued correspondence highlighting that the Annual Return on the Charter should be submitted by 31 May 2021, Loan Portfolio and Five Year Projections should be submitted by 30 June 2021, Annual Accounts by 30 September 2021 and Annual Assurance Statement by 31 October 2021.</p>	<p>Committee noted SHR regulatory return submission dates for 2021-2022</p>

8.2	<p>EVH Salaries Ballot Results 2021 The Management Committee noted that EVH have confirmed the pay deal for April 2021 and April 2022. For April 2021, an increase of 0.80% on all salary points. For April 2022 an increase of October 2021 CPI plus 0.1% on all salary points subject to a minimum award of 1.00%, and ceiling of 2.50%</p>	<p>Committee noted the EVH salaries ballot results 2021</p>
8.3	<p>SFHA Evictions Update The Management Committee noted that SFHA have confirmed that the Scottish Government has extended the ban on all eviction orders. This means that the temporary ban on eviction orders has been extended. The extended ban will apply to all evictions in areas subject to level 3 or 4 restrictions. Exemptions remain in place for criminal or serious anti-social behaviour, including domestic abuse. The enforcement action ban regulations will be reviewed every 21 days.</p>	<p>Committee noted the extension of the ban on eviction orders.</p>
9.		
	<p>Health & Safety Report The Management Committee noted that the annual update from EVH had been received and the Health and Safety manual had been updated. The Administrative Assistant gave a brief summary of the updates.</p>	
10.		
	<p>Newsletter & Social Media The Management Committee noted that social media and the website continue to be updated weekly.</p>	
11.		
	<p>Repairs Draw The repairs draw for March 2021 has been made.</p>	
12.		
	<p>Membership There were no applications for approval.</p>	
13.		
	<p>Training Feedback Staff and Committee continue to attend training remotely. There was positive feedback from staff and Committee about online training. Committee members discussed the recent attendance at EHRA training on Know the Codes on 30 March 2021.</p>	
14.		
	<p>EHRA Feedback The Management Committee noted the action plan for EHRA and discussed attendance of staff and committee at the upcoming Hustings Event.</p>	

15.		
	EVH Monthly Report: EVH monthly report was circulated and noted by the Management Committee	
16.		
	<p>AOCB</p> <p>The Senior Housing Officer provided an update about the repair work required to the cills at 85 – 89 Garlieston Road. The best value quote was received from Lochlie Construction and totalled the sum of £35,213.00 (excluding VAT) but splitting the works and costs over two financial years. The works scope and cost for 2021/22 has been agreed at £20,670.00 (including VAT).</p> <p>The SHO advised that the repair works were required to ensure the properties remained wind and watertight long term. The Management Committee approved the quote and noted that it was anticipated works for 2021/22 would commence at the end of April 2021.</p> <p>The Director provided an update on a confidential item.</p>	<p>Committee approved the quote for cill repairs at 85 – 89 Garlieston Road and noted update on a confidential item</p>
	The meeting closed at 8.30pm.	
17.	Date and Time of Next Meeting:	6 May 2021

APPROVED: _____ DATE: _____