

1.	Sederunt	Name	Position	Action
	Present	Marion Leat (via Zoom) Corrina Brewer (via Zoom) Sarah Lack (via Zoom) Margaret Smith (via Zoom) Rose O'Malley (via Zoom) Catherine Brown (via Zoom) Kirsty Bavidge (via Zoom) Fiona Bowman (via Zoom)	Chairperson Vice Chair Treasurer Secretary Committee Member Committee Member Committee Member Committee Member	
	Apologies	Wendy Hughes (via Zoom)	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.	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 5 November 2020 The Minutes of the Management Meeting held on 5 November 2020 were circulated prior to the meeting and noted by the Management Committee. The Minutes were approved by Sarah Lack and Margaret Smith.	Committee approved Minutes of 5 November 2020
6.	Action Note of Meetings to 5 November 2020 The Action Note of 5 November 2020 was circulated prior to the meeting and noted by the Management Committee. The Action Note was approved by Margaret Smith and Marion Leat.	Committee approved the Action Note of 5 November 2020
7.	Draft 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 likely increase in costs and services due to Coronavirus and Brexit. The Management Committee discussed the higher costs for stair lighting and bulk uplifts as well as the cost for extra support that Gardeen are providing to tenants. It was noted that a stock condition survey, tenant satisfaction survey, governance review and rent level review would take	Committee discussed and approved the Draft Budget and rent increase consultation 2021-2022

	<p>place in 2021-2022. The Management Committee noted that Gardeen has some of the lowest rent levels in Greater Easterhouse and across Glasgow. The Management Committee discussed the SFHA Affordability Checker and noted that Gardeen rents are showing as affordable. The Management Committee agreed to consult on a rent increase of 1.5% being 1% plus CPI inflation at September 2020. Consultation with tenants will be by letter, newsletter articles, emails and surveys. The Management Committee approved the Draft Budget and Rent Increase for 2021-2022.</p>	
8.	Director Reports	
8.1	<p>COVID-19 Returns This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted from the SHR benchmarking report that rent arrears have reduced for the second month in a row for housing associations, although arrears for local authorities has risen to their highest level. The Management Committee noted that although there has been a rise in the number of tenants claiming Universal Credit, Gardeen has improved performance in recovery of rent arrears. The Management Committee noted from the Benchmarking Report that Gardeen has improved rent collection and increased cash balances. The Management Committee noted the Covid return for October 2020, the SHR dashboard and the Gardeen benchmarking report. .</p>	<p>Committee noted the monthly submissions to SHR and the benchmarking report</p>
8.2	<p>Service Delivery Update This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that The Scottish Government has placed 11 local authorities into Tier 4 restrictions from Friday 20 November 2020 until 11 December 2020. This means that the Association can only provide essential repairs. The Management Committee noted that it is anticipated that all repairs can be instructed again from Monday 14 December 2020. The Management Committee discussed that the office is unlikely to re-open until spring 2021. The Management Committee noted the report and were pleased with service delivery during lockdown. The Management Committee agreed to continue to follow Scottish Government advice.</p>	<p>Committee noted that only essential repairs will be carried out in line with SG guidelines and staff continue to work from home</p>
8.3	<p>Internal Audit This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that it is recommended that the internal audit should focus on governance, as there have been challenges due to COVID-19. This internal audit will scrutinise how the Management Committee have been operating since March 2020 in relation to governance.</p>	<p>Committee agreed to instruct an internal audit on governance</p>

8.4	<p>Health and Safety Remote Audit Report</p> <p>This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that a Health and Safety Audit took place remotely by ACS on 27 October 2020. The audit report indicated high levels of compliance and some areas for improvement. The action plan indicated improvements in legionella and asbestos and the Director confirmed that the action plan would be completed shortly. The next audit will take place in 2022. The report was noted by the Management Committee.</p>	<p>Committee noted the Health & Safety Remote Audit Report</p>
8.5	<p>Risk Assessment – Brexit and COVID-19</p> <p>This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed the likelihood that the office will remain closed until Spring 2021 due to Covid-19. The Management Committee discussed the uncertainty in relation to the impact Brexit may have on the Association. Procurement practices will change, as the Association will no longer tender under European Law. The Management Committee agreed to discuss this in more detail with the Maintenance Consultant present at the Management meeting in February 2020 when the position becomes clearer. The Management Committee noted the report.</p>	<p>Committee discussed Risk Assessment and agreed to discuss further at the Management Meeting in February 2020 2021</p>
8.6	<p>Assurance Statement: Action Plan 2020-2021</p> <p>This report was circulated prior to the meeting and noted by The Management Committee. The Management Committee discussed the tasks that will be completed during 2021 to ensure compliance with the Regulatory Standards. The Management Committee approved the Assurance Statement Action Plan 2020-2021.</p>	<p>Committee approved the Assurance Statement Action Plan 2020-2021</p>
8.7	<p>Donations</p> <p>This report was circulated prior to the meeting and noted by The Management Committee. The Management Committee noted that there will be no Cash for Kids payments made to tenants this year as Cash for Kids had advised that they did not receive their usual amount of funding due to Coronavirus. The Management Committee discussed the positive work that has been done in the community by Connect since lockdown and agreed to donate £750 to them and £250 to City Mission for Homeless.</p>	<p>Committee agreed to donate to Connect and City Mission</p>
8.8	<p>Office Christmas Closing</p> <p>The Management Committee discussed the date for closing the office for Christmas 2020. The Management Committee agreed to close the office at 4.30pm on 22 December 2020 and re-open on 6 January 2021.</p>	<p>Committee agreed to close for Christmas on 22 December 2020</p>
8.9	<p>Special Management Meeting – Policy Reviews</p>	<p>Committee agreed to hold a</p>

		The Management Committee discussed holding a Special Management Meeting for Policy Reviews and agreed for this to be held on 21 January 2021.	Special Management Meeting on 21 January 2021 for Policy Reviews
9.		Correspondence	
	9.1	Scottish Government The Management Committee discussed the guidance from Scottish Government that allocations should be going ahead during the pandemic. The Management Committee noted that the Association has allocated all voids.	Committee noted allocations guidance from SG
	9.2	Scottish Housing Regulator The Management Committee noted the report on GCC and homelessness and hoped that the position improved.	
	9.3	Community Garden Fund The Management Committee noted that the Association's application for funding from the Glasgow Communities Fund for the community garden has been unsuccessful. The Management Committee agreed to request the funding through Connect.	
	9.4	Salary Negotiations The Management Committee noted that EVH are having a wage increase consultation and the Management Committee will be updated in due course.	
	9.5	Scottish Housing Regulator The Management Committee noted that the risks SHR will be focusing on during 2021 are tenant safety, homelessness, financial health and governance.	
	9.6	Scottish Government Proposed changes to non-domestic rates. Noted by the Management Committee	
	9.7	Scottish Housing Regulator Coronavirus- advice for Governing Body Members This was noted by the Management Committee	
	9.8	Westminster Government Letter re preparation for Brexit This was noted by Management Committee	
10.		Health & Safety Report This item had been previously discussed at Agenda Item 8.4	Committee noted the H&S Audit Report

11.		
	Newsletter & Social Media The Management Committee noted that social media and the website continue to be updated weekly.	
12.		
	Repairs Draw The repairs draw for December 2020 had been made.	
13.		
	Membership One new membership application from a Gardeen tenant was approved.	
14.		
	Training Feedback Staff and Committee continue to attend training remotely. There was positive feedback from staff and Committee about online training.	
15.		
	EHRA Feedback EHRA Senior Officer meetings are continuing remotely every month. EHRA Committee meetings are continuing remotely every month.	
16.		
	EVH Monthly Report: EVH monthly report was circulated.	
17.		
	AOCB The Management Committee discussed key-holder payments. The Management Committee agreed to find out what arrangements other Associations had in place and then review.	
	The meeting closed at 8.30pm	
18.	Date and Time of Next Meeting: Special Management Meeting: 21 January 2021 at 7.00pm	

APPROVED: _____ DATE: _____