

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) Fiona Bowman (via Zoom)	Chairperson Secretary Treasurer Committee Member Committee Member Vice Chair Committee Member Committee Member	
	Apologies	Gary Ferguson	Observer	
	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 the observer could not connect to the Zoom meeting this evening.	Committee noted no declarations of interest and noted apologies from the planned observer
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 The Management Committee noted there has been one new Freedom of Information request received. This relates to recruitment and equal opportunities.	Committee noted one new FOI request
5.	Minutes of the Management Meeting on 1 April 2021 The Minutes of the Management Meeting held on 1 April 2021 were circulated prior to the meeting and noted by the Management Committee. The Minutes were approved by Corrina Brewer and Margaret Smith.	Committee approved Minutes of 1 April 2021
6.	Action Note of Meetings to 1 April 2021 The Action Note to 1 April 2021 was circulated prior to the meeting and approved by the Management Committee. The Committee discussed the plan for allotments and noted that this had been put on hold due to COVID-19 but that there were two possible sources of funding once the restrictions are lifted.	Committee approved the Action Note to 1 April 2021

7.	<p>Report on Pendeen Road Site – Springfield Properties The Management Committee welcomed Sandra Lindsay and Marc Meharry from Springfield Properties to the meeting. Sandra Lindsay spoke about Springfield Properties and recent projects that they have been involved in.</p> <p>Marc Meharry delivered a presentation to the Management Committee showing plans on how the site may be developed. The Management Committee noted that the owner of the site has not confirmed that he will sell to Springfield Properties as yet.</p> <p>Sandra Lindsay and Marc Meharry left the meeting at 8.15pm.</p> <p>Kirsty Bavidge also left the meeting at 8.15pm.</p>	<p>Committee noted the possible opportunity to work with Springfield Properties to develop the Pendeen Road site</p>
8.	<p>Management Accounts to 31 March 2021 This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that the main changes to the accounts are due to changes as a result of the pension. The Management Committee noted that there were no areas of concern and approved the Management Accounts to 31 March 2021.</p>	<p>Committee approved the Management Accounts to 31 March 2021</p>
9.	<p>Factoring Report to 31 March 2021 This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that the majority of owners pay outright or have agreed a payment plan. The Management Committee approved the Factoring Report to 31 March 2021.</p>	<p>Committee approved the Factoring Report to 31 March 2021</p>
10.	<p>Property Management Reports to 31 March 2021</p>	
	<p>10.1 Rent Arrears and Welfare Reform Report This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that there are over 60 households with tenants receiving Universal Credit. The Management Committee noted progress with rent arrears. The Management Committee discussed the independent welfare rights service provided by Connect Community Trust. CCT are currently looking at options to expand this service.</p>	<p>Committee noted the Rent Arrears and Welfare Reform Report to 31 March 2021</p>
	<p>10.2 Allocations and Void Report This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that there had been 13 voids over the year. Void times had increased but this was due to social distancing. The Management Committee noted that Wellhouse had left the CHR.</p>	<p>Committee noted the Allocations and Void Report to 31 March 2021</p>

	<p>10.3 Repairs and Maintenance Report This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that Garden is on target to carry out annual gas checks for 100% of our properties. The Management Committee noted that all Gardeen properties meet the new fire safety standard. The Management Committee reviewed the current Procurement Register and noted the changes due to Brexit. The Management Committee noted the new EESSH2 indicators and noted the Scottish Housing Regulator will publish supporting guidance during the summer. The Management Committee noted that the Stock Condition Survey report will be used once available.</p>	<p>Committee noted the Repairs and Maintenance Report to 31 March 2021</p>
	<p>10.4 Estate Management Report This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed fly-tipping and suggested that tenants are lettered to encourage recycling and to advise that the bulk uplift arrangements have not changed. The Management Committee noted that Glasgow City Council has advised that they have suspended their Assisted Garden Maintenance Scheme for 2021/22. The Management Committee discussed the Tenant Satisfaction Survey and noted that many of the questions and response options are set by the SHR and cannot be changed.</p>	<p>Committee noted the Estate Management Report to 31 March 2021</p>
	<p>10.5 Policy Review Report This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed the changes in the final draft which have been updated following changes due to Brexit. The Management Committee approved the final draft of the Procurement Policy.</p>	<p>Committee approved the Procurement Policy</p>
<p>11. Director's Report</p>		
	<p>11.1 Covid-19 Returns This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted the March return and were pleased to note the low level of arrears and ongoing allocations. The benchmarking report was noted and the Committee were pleased to note good performance</p>	<p>Committee noted the March submissions to SHR and the benchmarking report</p>
	<p>11.2 Service Delivery Update This report was circulated prior to the meeting and noted by the Management Committee. The Committee discussed the remote service and agreed to continue to follow Government advice. Staff continue to work from home.</p>	<p>Committee noted the staff continue to work from home in line with SG guidelines</p>
	<p>11.3 Internal Audit This report was circulated prior to the meeting and noted by the Management Committee. The Committee discussed the internal audit on Governance carried out by Alexander Sloan and were pleased to note that there . The Management Committee agreed to work on a joint</p>	<p>Committee noted the Internal Audit Report on Governance</p>

	proposal to procure shared internal audit services to improve the service and reduce costs.	
	<p>11.4 Review of Finance Policies This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee approved the updated changes to the finance policies as a result of home working.</p>	<p>Committee approved the changes to the Financial Regulations, Financial Control procedures and the Factoring Policy.</p>
	<p>11.5 Benchmarking Report from FMD This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that the report highlights that Gardeen has low debts, low arrears and low voids when compared with other associations. The Management Committee were pleased to note the positive performance of Gardeen in relation to financial performance.</p>	<p>Committee noted the finance Benchmarking Report to 31 March 2021</p>
	<p>11.6 Annual Return on the Charter (ARC) 2021 This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee agreed to hold a Special Management Meeting on Thursday 20th May 2021 to discuss and approve the Annual Return against the Charter for 2021.</p>	<p>Committee agreed to convene a special meeting to discuss and approve the ARC Return 2021</p>
12.	Correspondence	
12.1	<p>East Centre Area Partnership The Management Committee noted that Annette Christie had passed on Gardeen's contact details to East Centre Area Partnership as they had hoped that a committee member might fill a vacant space for community representation. Two committee members agreed to attend an initial meeting.</p>	
12.2	<p>Scottish Housing Regulator The Management Committee noted that the SHR has published a risk assessment of social landlords summary.</p>	
12.3	<p>Scottish Housing Regulator The Management Committee noted that the SHR will be focussing on homelessness, tenant and resident safety, financial health or RSLs and governance.</p>	
	At this point in the meeting, the Management Committee agreed to extend the meeting until 9.15pm to allow for completion of the agenda.	

13.		
	<p>Health & Safety Report The Management Committee noted the Administrative Assistant had delivered a toolbox talk on cyber security at the staff meeting.</p>	
14.		
	<p>Newsletter & Social Media The Management Committee noted that social media and the website continue to be updated weekly.</p>	
15.		
	<p>Repairs Draw The repairs draw for April 2021 has been made.</p>	
16.		
	<p>Membership There were no applications for approval.</p>	
17.		
	<p>Training Feedback Staff and Committee continue to attend training remotely. There was positive feedback from staff and Committee about online training.</p>	
18.		
	<p>EHRA Feedback – Hustings The Management Committee noted the EHRA Hustings had taken place.</p>	
19.		
	<p>EVH Monthly Report: EVH monthly report was circulated and noted by the Management Committee. The Management Committee noted that there would be no EVH conference this year due to Covid-19.</p>	
16.		
	<p>AOCB A Committee Member raised the issue of bins being emptied only every 8 days. The SHO advised that there had been no response from Councillor Christie or the police regarding the bins or fly-tipping. The SHO advised that she will send a letter to Councillor Christie and request a separate meeting with committee to discuss these matters.</p>	
	The meeting closed at 9.15pm.	
17.	Date and Time of Next Meeting:	3 June 2021

APPROVED: _____ DATE: _____