

Gardeen Housing Association Limited: Minutes from Session 2023 -2024: Print 07
Management Committee Meeting Minutes:
Hybrid Meeting held on 2 May 2024 at 6.30pm at 32 Garlieston Road, Barlanark, G33 4UD

1.	Sederunt	Name	Position	Action
	Present	Corrina Brewer Kirsty Bavidge Margaret Smith Sarah Lack Catherine Brown Rose O'Malley Michael McDevitt Fiona Bowman Dawn McMaster	Chairperson Vice Chair Secretary Treasurer (Zoom) Committee Member Committee Member Committee Member Committee Member Casual Vacancy (Zoom)	
	Apologies	Marion Leat Ryan Cowan Catherine Brown	Committee Member Committee Member Committee Member	
	In Attendance	Roslyn Crawford Lyndsay Moffat Louise Hosie	Director Depute Director/Housing Manager Customer Services Assistant	

2.	Declaration of Interest and Committee Update: There was no declaration of interest. Members discussed the importance of confidentiality and noted that this also applied to the Committee Whatsapp group.	There was no declaration of interest and noted the importance of confidentiality.
3.	Notifiable Event There were no notifiable events.	No notifiable events.
4.	Freedom of Information (FOI) Update There were no Freedom of Information requests.	No FOI requests received.
5.	Minutes of Management Meeting held on 4 April 2024 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 Sarah Lack and seconded by Margaret Smith.	Committee approved the minutes for the Management Meeting on 4 April 2024.
6.	Notes of Office Bearer Meetings on 24 April 2024 The notes of the Office Bearers meeting on 24 April 2024 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 Kirsty Bavidge.	Committee noted the Office Bearers meeting on 24 April 2024.
7.	Action Note of Meeting to 4 April 2024 The action note to 4 April 2024 was circulated prior to the meeting and noted by the Management Committee.	Committee approved the action note to 4 April 2024.

8.	<p>Training: Mental Health: Depute Director Committee worked through a module from the Virtual College, led by the Depute Director. Committee worked through the module on workplace wellbeing. Committee noted the importance of mental health awareness and tips for managing stress. Committee were pleased to note that staff members received information via 'toolbox talks' at the monthly staff meetings. Staff and Committee members were reminded about the resources available and who to contact if required.</p>	Committee completed a module of online training on Mental Health.
9.	<p>Management Accounts to 31 March 2024 This report was circulated prior to the meeting and noted by the Management Committee. Committee members noted that the quarter 4 management accounts would mirror the year-end accounts. The Management Committee discussed the areas of underspend and overspend and that repairs costs remained high and there continues to be challenges in accessing materials and contractors. The Management Accounts to 31 March 2024 were approved.</p>	Committee approved the management accounts to 31 March 2024
10.	<p>Factoring Report to 31 March 2024 This report was circulated prior to the meeting and noted by the Management Committee. Staff will continue to pursue any owners with a factoring debt for a mutually agreeable repayment arrangement. The Management Committee approve the Factoring Report to 31 March 2024.</p>	Committee approved the factoring report to 31 March 2024
11.	<p>Property Management Report</p>	
11.1	<p>Rent Account Management Report This report was circulated prior to the meeting and noted by the Management Committee. Committee members noted that the eviction moratorium expired on 31 March 2024. Committee were pleased to note the low level of rent arrears and steady increase in the number of tenants in receipt of Universal Credit. Committee members noted the welfare rights financial gains report for the year. There were 81 new cases totalling £279,836. Committee approved the rent account management report.</p>	Commitment approved the rent account management report to 31 March 2024
11.2	<p>Allocations and Void Report This report was circulated prior to the meeting and noted by the Management Committee. Committee members approved the new housing application form and summary policy for use following the end of the common housing register by mutual agreement. Members thought the layout was easy to read and the summary document explained the points group clearly. Committee members were pleased to note the low level of void loss and Glasgow City Council's proposed data sharing protocols with the Scottish Prison Service. Committee approved the allocations and void report.</p>	Committee approved the allocations and void report to 31 March 2024
11.3	<p>Repairs and Maintenance Report This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee were pleased to note that vandalism costs had reduced by 50% when compared to the previous year. Committee noted that phase 2 window replacements are scheduled to commence in August 2024. Committee</p>	Committee approved the repairs and maintenance report to 31 March 2024

	also reviewed the updated Procurement Register. Members noted that the stock condition survey information was received which enabled the Association's Finance Agent and Gardeen staff to develop the long-term financial projections which will be presented to Committee at a Special Management Meeting in May 2024. Committee approved the repairs and maintenance report.	
11.4	<p>Tenant Safety Report</p> <p>This report was circulated prior to the meeting and noted by the Management Committee. Committee noted the creation of a fire door register and the action plan following the most recent fire risk assessment for the communal closes. Members noted that in-progress asbestos testing will be carried out prior to the windows replacement programme 2024. ACS Asbestos Measurement & Testing have provided feedback on the Association's asbestos register and the recommendations received will be updated by the Association's Maintenance Consultant. Committee members noted the Association received 7 reports in relation to mould, damp, or condensation during 2023/24 which is a reduction of 6 from 2022/23. The cases reported during 2023/24 are either closed or within the 6-month target timescale set for a follow up visit. Committee members were pleased to note that the Maintenance Consultant had carried out a desktop survey which confirm that there was no Reinforced Autoclaved Aerated Concrete (RAAC) present in the Association's properties. Committee approved the tenant safety report.</p>	Committee approved the tenant safety report to 31 March 2024
11.5	<p>Tenancy Sustainment Report</p> <p>This report was circulated prior to the meeting and noted by the Management Committee. Committee noted updates on bulk and bin collections and discussed changing the categories of the annual garden competition to include a prize for best communal close. Members noted the legal action update and that phase two property inspections were carried out in March alongside the window replacement programme march ins. Committee approved the tenancy sustainment report.</p>	Committee noted and approved the tenant sustainment report to 31 March 2024
11.6	<p>Property Management Policy Review</p> <p>This report was circulated prior to the meeting and noted by the Management Committee. Committee approved the changes to the Allocation Policy; Estate Management Policy; Legionella Management Policy; Managing Mould, Dampness and Condensation Policy and Pet Policy. Committee discussed the recent changes made by the Scottish Government in relation to XL Bully Dogs. Committee approved the policy review report.</p>	Committee approved the policy review report
12.	Directors Report	
12.1	<p>Housing Bill</p> <p>This report was circulated prior to the meeting and noted by the Management Committee. Committee noted that the Scottish Government have published a new Housing Bill. Members noted the main changes proposed, including the introduction of rent controls for private sector. The Association will be required to 'ask and act' to</p>	Committee noted the changes proposed in the new Housing Bill

	prevent homelessness and social landlords will be required to have a policy setting out how to support tenants at risk of homelessness due to domestic abuse. Committee members were pleased that the Association already has this policy in place. Committee noted the changes proposed in the new Housing Bill.	
12.2	Scottish Housing Regulator This report was circulated prior to the meeting and noted by the Management Committee. Committee discussed that the Scottish Housing Regulator was engaging with 32 housing associations to find out more about their finances. It was noted that the Association must include information on tenant safety in the Annual Assurance Statement. The Scottish Housing Regulator will also visit 13 landlords in 2024, to find out how they prepare their assurance statement and noted that the Scottish Housing Regulator is recruiting a new board member. Committee members noted the updates about the Scottish Housing Regulator.	Committee noted the updates about the Scottish Housing Regulator
12.3	ARC Validation This report was circulated prior to the meeting and noted by the Management Committee. The Depute Director/Housing Manager worked through the independent ARC validation report from CD Consultancy and detailed the suggestions about each indicator. The Management Committee were pleased to note a high level of compliance and that this process provided additional assurance that the Association is meeting the regulatory standards. Committee members noted the independent report.	Committee noted the independent ARC validation Report 2024
12.4	Business Plan and Long- Term Projections This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee attended a planning day on 10 April 2024 to progress the Business Plan. Committee noted that the long-term projections were being finalised and would be presented at a Special Meeting on 23 May 2024. Committee members noted that this exercise was a key part of the work of the Association to ensure a viable independent future and a key part of the succession planning of the Association. Committee members noted the update here.	Committee attended a Business Planning meeting on 10 April 2024. Committee noted the update on the Business Plan
12.5	Homeless Emergency Updates This report was circulated prior to the meeting and noted by the Management Committee. The Committee discussed the request from Glasgow City Council to provide 67% of lets to homeless applicants. Following lengthy discussion, a target of 40% was agreed. Committee discussed the low turnover of properties and the high number of applicants on the Association's housing list. Committee members discussed the target percentage of lets to homeless households and agreed a target for 2024/25.	Committee agreed a target percentage for lets to homeless households
13.	Correspondence There was no additional correspondence. Some of the correspondence received had been included as part of the Director's reports.	Committee noted that there was no

		additional correspondence
14.	Health and Safety Update Health and safety training for the committee is ongoing.	Committee noted the health and safety update
15.	Newsletter and social media Newsletter issued March 2024. Social media monitored and updated.	Noted
16.	Membership Applications No new Membership applications were received.	Noted
17.	Training Feedback Training courses encouraged for all staff and committee. Committee expressed positive feedback and discussed the mental health training they had received.	Committee noted the ongoing training and gave positive feedback
18.	EHRA Update Meeting with Minister for Housing cancelled due to resignation of First Minister in April 2024.	Committee noted EHRA update
19.	EVH Monthly Report: April 2024 This report was circulated prior to the meeting.	Committee noted EVH April 2024 report
20.	GWSF Monthly Update	Not available
21.	AOCB There were no items for discussion under AOCB.	
22.	Review of Meeting Committee members were pleased with the new start time and felt there had been sufficient time to discuss the agenda items.	
	The meeting closed at 8.30pm.	
23.	Date and Time of Next Meeting: Special Management Meeting: ARC Approval Management Meeting	23 May 2024 6 June 2024

APPROVED: _____

DATE: _____