

1.	Sederunt	Name	Position	Action
	Present	Corrina Brewer Kirsty Bavidge Sarah Lack Margaret Smith Michael McDevitt Marion Leat Shona Johnston Catherine Brown	Chairperson Vice Chairperson Treasurer Secretary Committee Member Committee Member Committee Member Committee Member	
	Apologies	Rose O'Malley Fiona Bowman Dawn McMaster Theodros Teklu	Committee Member Committee Member Committee Member Casual Vacancy	
	In Attendance	Lyndsay Moffat Louise Hosie Andrew Thomson	Director Property Services Officer Wbg (part of meeting) (via Zoom)	

2.	Declaration of Interest and Committee Update Staff declared an interest in Agenda Item 10.4 Additional Public Holiday.	Noted
3.	Notifiable Events There were no notifiable events.	Noted
4.	Freedom of Information There were no Freedom of Information requests received.	Noted
5.	Minutes of Management Meeting on 5 February 2026 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 Corrina Brewer and seconded by Sarah Lack.	Committee approved the minutes for the Management Meeting on 5 February 2026.
6.	Notes of Office Bearers on 25 February 2026 The notes of the Office Bearers meeting on 25 February 2026 were circulated prior to the meeting and noted by the Management Committee.	Committee noted the Office Bearers meeting on 25 February 2026.
7.	Committee Training: Internal Audit: Tenant Safety Andrew Thomson presented the findings of the internal audit on tenant safety: damp and mould. The presentation covered areas such as a mould and damp response framework; timescales and formal targets for attending, assessing, repairing and monitoring reports of mould, dampness or condensation and staff training. It was noted that the Clerk of Works reports were an area of good practice as these provided external assurance and transparency. The auditor noted that the policy and website had already been updated with the recommendations made during the audit. Areas of good practice in relation to gas safety management were identified including the quarterly property services reports. Committee members had an opportunity to ask questions at the end of the presentation.	Committee completed training on Internal Audit: Tenant Safety.

8.	Property Management Reports	
8.1	<p>Write off Reports 2025-2026</p> <p>This report was circulated prior to the meeting and noted by the Management Committee. Committee approved the write offs for 2025 - 2026. Committee agreed that no write offs were proposed for current tenants. It was agreed to write off but pursue former rent balances of £860.71; former tenant rechargeable repairs of £1923.41 and former tenant legal expenses of £290.30. It was agreed to write off £1,037.61 of former tenant rent or rechargeable repair credit balances. These were payments made to debts previously written off. No write offs were proposed for former owner factoring balances.</p>	Committee discussed and approved the write off report 2025/26.
8.2	<p>Target Report 2026-2027</p> <p>This report was circulated prior to the meeting and noted by the Management Committee. The Committee agreed to increase the target void re-let time for a property where the tenant had died to 20 working days (if no succession). After robust debate, Committee members agreed to amend the allocations targets to 10% of lets to transfer applicants, 50% of lets to housing register applicants and 40% of lets to homeless applicants (Section 5 referrals). Committee discussed the challenges of managing demand from a high number of applicants on the housing register, assisting homeless applicants during a housing emergency and a very low turnover of properties. Committee agreed to change the format of the repair satisfaction survey prize draw to a quarterly draw to win supermarket shopping vouchers. Members approved the new targets for managing reports of mould, dampness and condensation. The Management Committee approved the Property Management Target Report for 2026 – 2027.</p>	Committee approved the Property Management Target Report for 2026 – 2027.
9.	Director Reports	
9.1	<p>Internal Audit 2025-2026</p> <p>This report was circulated prior to the meeting and noted by the Management Committee. The report provides substantial assurance to the Management Committee. The report states that there are robust processes in place and several areas of good practice were noted. There were five medium or low-grade recommendations made. As part of the work the internal auditor has also reviewed the previous audits on cyber security and risk management and noted the timescales for completion of the follow-up recommendations. The Management Committee approved the internal audit report 2025-2026.</p>	Committee noted the draft Internal Audit report on tenant safety: damp and mould and gas safety and approved the recommendations
9.2	<p>Recruitment Update</p> <p>This report was circulated prior to the meeting. Committee members were pleased to note that the new Property Services Assistant would be starting on 23 March 2026. The first week would be an induction week. Committee noted the recruitment update report.</p>	Committee noted the Recruitment Update.

9.3	<p>Treasury Management Deposit Review This report was circulated prior to the meeting and noted by the Management Committee. The Committee agreed the position with the long-term deposit and that it would mature in February 2027.</p>	Committee agreed the position with the long-term deposit review that would mature in 2027.
9.4	<p>Treasurer Checks Update Committee noted the independent assessment from the Finance Agent and Treasurer. Committee will continue to monitor the quarterly reports to make sure that Gardeen can deliver affordable housing and meet high standards of governance, financial management and risk control.</p>	Committee noted the independent assessment from the Finance Agent and Treasurer.
9.5	<p>Risk Review – March 2026 This report was circulated prior to the meeting and noted by the Management Committee. Management Committee have agreed to review the risks facing the Association on a quarterly basis. The Management Committee scrutinised the risks facing the Association ahead of the new financial year. Committee members discussed the threat of war and increased financial uncertainty to the Association. It was agreed to increase the inherent and residual risk scores for global instability and increasing costs. Committee approved the updated risk register.</p>	Committee discussed and updated the risks facing Gardeen Housing Association at March 2026.
9.6	<p>Staff Appraisals and Committee Reviews 2026 This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed staff appraisals and committee reviews for 2026. In 2025 committee reviews were carried out by an external consultant. Committee agreed to contact SE Training to carry out the 2026 committee reviews process. Members noted that staff appraisals were scheduled for March and April 2026. It was agreed to discuss the format of the Director’s appraisal at the Office Bearers meeting on 25 March 2026.</p>	Committee approved the format for Staff Appraisals and Committee Reviews 2026
10.	<p>Correspondence</p> <p>10.1 Cabinet Secretary for Housing – Letter to Glasgow RSLs</p> <p>10.2 SFHA Member Briefing Scottish Budget 2026</p> <p>10.3 Gardeen HA Q4 Energy Redress Report</p> <p>10.4 Additional Public Holiday – Feedback to GWSF Feb 2026</p> <p>10.5 Scotland Excel Supply Chain Intelligence Report Jan 2026</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Committee approved discretionary public holiday on 15 June 2026.</p> <p>Noted</p>

	10.6 Glasgow City HSCP – Implementation of the Local Letting Plan (LLP) 2026/27	Noted and discussed under agenda item 8.2
11.	Health and Safety Update: Health and Safety training is ongoing. Staff can access online training via the Virtual College.	Noted
12.	Newsletter and Social Media The Spring Newsletter is being worked on by staff. Social media monitored and updated.	Noted
13.	Membership Applications No new applications.	Noted
14.	Training Feedback Committee discussed the training on the Internal Audit: Tenant Safety and agreed to continue to attend training sessions.	Committee discussed the training.
15.	EHRA Update: Quarterly Meeting on 11 March 2026 and EHRA Hustings arranged for 16 April 2026 at 5.30pm Members noted that Richard Meade, Chief Executive of the Scottish Federation of Housing Associations was attending the meeting on 11 March 2026 and noted the arrangements for the Hustings.	Noted
16.	EVH Monthly Reports: February 2026 This was noted by Committee.	Noted
17.	GWSF Report None.	Noted
18.	AOCB Members agreed to hold the Annual General Meeting on Wednesday 16 September 2026.	Approved
19.	Review of Meeting Committee were satisfied that there was sufficient time to discuss the reports and make decisions.	Committee were satisfied with the discussion time available.
20	Action Notes to 5 February 2026 The meeting closed at 8.20pm.	Noted
21.	Date and Time of Next Meeting: Management Meeting: 2 April 2026	2 April 2026

APPROVED: _____

DATE: _____