

5. Gardeen Housing Association Limited: Minutes from Session 2024-2025: Print 05  
Management Committee Meeting Minutes:  
Meeting held on 6 March 2025 at 6.30pm at 32 Garlieston Road, Barlanark, G33 4UD

1.	Sederunt	Name	Position	Action
	Present	Corrina Brewer Kirsty Bavidge Sarah Lack Margaret Smith Catherine Brown Rose O'Malley Dawn McMaster Michael McDevitt	Chairperson Vice Chairperson Treasurer Secretary Committee Member Committee Member Committee Member Committee Member	
	Apologies	Fiona Bowman Shona Johnston Marion Leat	Committee Member Committee Member Committee Member	
	In Attendance	Roslyn Crawford Lyndsay Moffat Louise Hosie Tom Atkinson	Director Depute Director/Housing Manager Customer Services Assistant Atkinson Partnerships (part of meeting)	

2.	<b>Declaration of Interest and Committee Update</b> The Director, Depute Director and Customer Services Assistant declared an interest in item 9.7. Employers Ballot – 3 Year Salary Deal.	<b>Gardeen staff members declared an interest in item 9.7. Committee noted the ongoing leave of absence for Ryan Cowan.</b>
3.	<b>Notifiable Event</b> There were no notifiable events.	<b>No notifiable events.</b>
4.	<b>Freedom of Information (FOI) Update.</b> There were no Freedom of Information requests.	<b>No FOI requests received.</b>
5.	<b>Minutes of Management Meeting held on 6 February 2025</b> 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.	<b>Committee approved the minutes for the Management Meeting on 6 February 2025.</b>
6.	<b>Notes of Office Bearers on 26 February 2025</b> The notes of the Office Bearers meeting on 26 February 2025 were circulated prior to the meeting and noted by the Management Committee.	<b>Committee noted the Office Bearers meeting on 26 February 2025.</b>
7.	<b>Committee Training: Procurement</b> Tom Atkinson, Atkinson Partnerships, provided an update on procurement for Gardeen Housing Association. Committee noted that close cleaning had been procured separately from the Environmental Maintenance Contract following Committee feedback and findings from	<b>Committee completed procurement training with Tom Atkinson,</b>

	the dilapidation surveys carried out by D.A. Gilmour. Committee noted the contracts for the Association that would need to be procured over the next two years for kitchen and bathroom replacements, window replacements and gas maintenance. Committee agreed to work in partnership with EHRA colleagues where possible to provide value for money. Tom Atkinson also provided an update about costs and construction inflation and Committee discussed the impact cost increases would have on budget planning. Committee noted the procurement training with Tom Atkinson, Atkinson Partnerships. Tom was thanked for his contribution and left the meeting.	<b>Atkinson Partnerships.</b>
<b>8.</b>	<b>Property Management Reports</b>	
<b>8.1</b>	<b>Write off Report 2024/25</b> This report was circulated prior to the meeting and noted by the Management Committee. Committee approved the write offs for 2024 - 2025. Committee agreed that no write offs were proposed for current tenants. It was agreed to write off but pursue former rent balances of £1410.64 and former tenant rechargeable repairs of £1084.80. No write offs were proposed for former tenant legal expenses; former tenant rent account/rechargeable repair debt credits or former owner factoring balances.	<b>Committee discussed and approved the write off report 2024/25.</b>
<b>8.2</b>	<b>Target Report 2025/26</b> This report was circulated prior to the meeting and noted by the Management Committee. The Committee discussed in detail the targets in relation to allocations. After robust debate, the Committee agreed to keep the target the same but noted that at the end of quarter 3 2024/25 that 100% of void properties had been re-let to Section5 homeless referrals. Committee discussed the challenges of managing applicant expectations on the transfer and general waiting list. Committee noted the change in procedure about gathering repair satisfaction results and agreed that phone calls and emails would provide greater value for money than posting surveys out. The Management Committee approved the Property Management Target Report for 2025 – 2026.	<b>Committee discussed and approved the target report 2025/26.</b>
<b>8.3</b>	<b>Environmental Maintenance Tender Report</b> This report was circulated prior to the meeting and noted by the Management Committee. Tom Atkinson, Maintenance Consultant, presented the Common Close Cleaning tender report. Members approved that Caledonian Maintenance Services Ltd were awarded the Common Close Cleaning contract. Tom Atkinson then presented the Environmental Maintenance Contract Tender Report. Members approved that Clyde Valley Landscapes Ltd were awarded the Environmental Maintenance Contract. Tom was thanked for his contribution and left the meeting.	<b>Committee approved the Common Close Cleaning Environmental Maintenance Tender Reports.</b>
<b>9.</b>	<b>Directors Report</b>	
<b>9.1</b>	<b>Committee and Staff Succession Planning Review</b> This report was circulated prior to the meeting and noted by the Management Committee. The Committee discussed the updated SFHA guidance on Committee Succession planning and noted it had	<b>Committee members approved the Committee and</b>

	been added to the Committee portal. Members reviewed the updated succession plan for Gardeen staff. Following discussion, Committee members approved the committee and staff planning review.	<b>Staff Succession Planning Review.</b>
<b>9.2</b>	<b>Treasury Management Deposit Review</b> 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 2026.	<b>Management Committee agreed the position with the long-term deposit review that would mature in 2026.</b>
<b>9.3</b>	<b>Risk Review – March 2025</b> 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 higher volatile prices and uncertainty regarding trade policy and decided to add economic uncertainty as a risk to the Association. Committee approved the updated risk register.	<b>Management Committee discussed and updated the risks facing Gardeen Housing Association at March 2025.</b>
<b>9.4</b>	<b>Staff Appraisals and Committee Review 2025</b> This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed staff appraisals and committee review for 2025. In 2023 the Committee reviews were carried out internally and again during 2024 to provide value for money. It was agreed that in 2025 these reviews would be carried out externally. Members noted that staff appraisals would be scheduled for April 2025. The Committee requested that the Director update the office bearers with options for a consultant to undertake reviews in 2025.	<b>Committee approved the format for Staff Appraisals and Committee Review 2025.</b>
<b>9.5</b>	<b>Nationwide Bank Mandate</b> This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed the request to review and sign the mandate from the Nationwide Bank. Committee agreed to sign the updated document.	<b>Committee agreed to sign the updated Nationwide Bank Mandate.</b>
<b>9.6</b>	<b>Treasurer Checks Quarterly Update</b> 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.	<b>Committee noted the independent assessment from the Finance Agent and Treasurer.</b>
<b>9.7</b>	<b>Employers Ballot – 3 Year Salary Deal</b> This report was circulated prior to the meeting and noted by the Management Committee. Staff left the meeting and the Treasurer recorded the decision of the meeting. The Treasurer explained that EVH proposed a 3 year pay award. It was noted that in the draft budget for 2025/26 Gardeen had budgeted for an increase of 3.5% and how much the additional 0.5% was. Committee discussed the proposed award and Gardeen's performance and the clear link to the work all the staff do to achieve and maintain a good service to the	<b>Committee agreed to accept the proposed award and respond to the ballot accordingly.</b>

	tenants. Committee agreed to accept the proposed award and respond to the ballot accordingly. Gardeen staff returned to the meeting.	
<b>9.8</b>	<b>Appointment of Internal Auditors</b> This report was circulated prior to the meeting and noted by the Management Committee. Committee noted that Wylie Bisset were appointed as internal auditors in 2021 on a 3-year arrangement which ends in March 2025 - therefore a new Internal Auditor should be appointed. Members discussed the proposal to carry out a joint procurement process with Wellhouse, Blairtummock and Provanhall to save time and money and it is hoped this may attract more internal auditors to work with Gardeen. Committee agreed that a joint procurement exercise would be beneficial for the Association.	<b>Committee approved the joint procurement of appointment of Internal Auditors.</b>
<b>10.</b>	<b>Correspondence</b> 10.1 Glasgow West of Scotland Forum – Affiliation Letter 2025 10.2 Scottish Housing Regulator: Housing Emergency Data 10.3 Scottish Housing Regulator: Join the Board 10.4 EVH Annual Conference 2025 10.5 Springfield Properties Update	<b>Committee agreed to rejoin GWSF</b>  <b>Noted</b>  <b>Noted</b>  <b>Committee decided not to attend</b>  <b>Noted</b>
<b>11.</b>	<b>Health and Safety Update</b> Health and safety training for the Committee is ongoing.	<b>Noted</b>
<b>12.</b>	<b>Newsletter and Social Media</b> Spring Newsletter is being worked on. Social media monitored and updated.	<b>Noted</b>
<b>13.</b>	<b>Membership Applications</b> No new membership applications were received.	<b>None</b>
<b>14.</b>	<b>Training Feedback</b> Training courses encouraged for all staff and committee. Training for Committee will continue to take place at monthly meetings.	<b>Noted</b>
<b>15.</b>	<b>EHRA Update: Quarterly Meeting on 12 March 2025</b> New staff members at Connect Community Trust appointed for one year – digital inclusion and community involvement workers will attend the next EHRA meeting to discuss service provision.	<b>Noted</b>
<b>16.</b>	<b>EVH Monthly Reports: February 2025</b>	<b>Noted.</b>
<b>17.</b>	<b>GWSF Report: January 2025</b>	<b>Noted</b>
<b>18.</b>	<b>AOCB:</b> Barlanark Scouts have requested that a defibrillator can be situated at the front of the Gardeen office. Following discussion, this proposal was approved.	<b>Committee approved the proposal for a defibrillator to be installed at the front of the office for the benefit of the community.</b>

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19.	<b>Review of Meeting</b> Committee members were pleased with the start time and felt there had been sufficient time to discuss the agenda items.	<b>Committee were satisfied with amount of discussion time.</b>
20.	<b>Action Notes to 6 February 2025</b> The meeting closed at 8.30pm.	<b>Noted</b>
21.	<b>Date and Time of Next Meeting:</b> Management Meeting	<b>3 April 2025</b>

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_