

Gardeen Housing Association Limited: Minutes from Session 2023 -2024: Print 05
Management Committee Meeting Minutes:
Hybrid Meeting held on 7 March 2024 at 6.30pm at 32 Garlieston Road, Barlanark, G33 4UD

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

2.	<p>Declaration of Interest and Committee Update: Nomination of Vice Chair. Committee discussed the nomination of Vice Chair. Kirsty Bavidge accepted the role of Vice Chair. The Director, Senior Housing Officer and Customer Services Assistant declared an interest in item 24. AOCB Salaries Ballot 2024. The Committee noted the increase number of apologies that arose from sickness, work commitments and annual leave.</p>	<p>Committee discussed the Nomination of Vice Chair and agreed to keep this position vacant at present. Gardeen staff members declared an interest in item 24. AOCB Salaries Ballot 2024. Committee also noted he increase in apologies/</p>
3.	<p>Notifiable Event There were no notifiable events.</p>	<p>No notifiable events.</p>
4.	<p>Freedom of Information (FOI) Update There were no Freedom of Information requests.</p>	<p>No FOI requests received.</p>

5.	Minutes of Management Meeting held on 1 February 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 Rose O'Malley and seconded by Catherine Brown.	Committee approved the minutes for the Management Meeting on 1 February 2024.
6.	Notes of Office Bearer Meetings on 28 February 2024 The notes of the Office Bearers meeting on 28 February 2024 were circulated prior to the meeting and noted by the Management Committee. Approval proposed to next committee meeting.	Committee noted the Office Bearers meeting on 28 February 2024.
7.	Action Note of Meeting to 1 February 2024 The action note to 1 February 2024 was circulated prior to the meeting and noted by the Management Committee.	Committee approved the action note to 1 February 2024.
8.	Equalities Training: Senior Housing Officer The Senior Housing Officer provided members with an update on equalities. This outlined the ways Committee can gain assurance that the requirements of the regulatory framework in relation to equalities and human rights are being met. Members discussed the protected characteristics set out in the Equality Act 2010. Members were pleased to note the high number of equalities forms already completed by tenants and that this data was now part of the tenancy sign up process. Members noted that equalities data is also collected for applicants, staff, and committee members.	Committee completed Equalities Training with the Senior Housing Officer
9.	Property Management Reports	
9.1	Write off Reports 2023-2024 This report was circulated prior to the meeting and was discussed by the Management Committee. This report was circulated prior to the meeting and following discussion the Committee approved the write off reports for 2023-2024. Committee agreed that there were no write offs proposed for current tenants. It was agreed to write off but pursue former rent balances of £4173.17, former tenant rechargeable repairs of £3326.04 and former tenant legal expenses of £635.74.	Committee approved the write off reports for 2023-2024
9.2	Target Report 24-25 This report was circulated prior to the meeting noted and discussed by the Management Committee. The Committee discussed in detail the target for rehousing section 5 referrals and also agreed to amend the target for completion of non-essential void works on time to reflect the low number of repairs in this category as most were categorised as essential void works. The Management Committee approved the Property Management Target Report for 2024-2025.	Committee approved the target report for 2024-2025.
10.	Directors Report	
10.1	Finance Policy Reviews This report was circulated prior to the meeting and noted by the Management Committee. Members discussed the Finance Regulations Policy, Financial Control Policy and the Treasury	Management Committee discussed and approved the

	Management Policy. Members noted that these policies had been reviewed by Gardeen staff, the Finance Agent and the Treasurer prior to inclusion in the papers. After discussion, the policies were approved.	review of the finance policies.
10.2	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 2025.	Management Committee agreed the position with the long-term deposit review that would mature in 2025.
10.3	Risk Review – March 2024 Management Committee have agreed to review the risks facing the Association on a quarterly basis. The Management Committee noted and approved the risks facing the Association ahead of the new financial year and approved the revised risk register format for implementation.	Management Committee noted and approved the risks facing Gardeen Housing Association at March 2024.
10.4	Staff Appraisals and Committee Review 2024 The Management Committee discussed staff appraisals and committee review for 2024. In 2022 the Committee reviews were carried out by SHARE and then carried out internally in 2023. Committee approved that the reviews would be carried out internally again during 2024 to provide value for money then externally in 2025. Members noted that staff appraisals would be scheduled for April 2024.	Committee approved the format for Staff Appraisals and Committee Review 2024.
10.5	Review of Business Plan Targets 2024 The Management Committee discussed the targets for the Business Plan in 2024. The current Business Plan ends in March 2024 and will be replaced by the new Business Plan in 2024. Committee noted the targets for the new Business Plan.	Committee agreed the targets for the new Business Plan.
10.6	Maintenance Update - Windows Replacement Programme 2024/25 and Reactive Maintenance Framework The Management Committee discussed the progress with the windows replacement programme 2024/25. Members were pleased to note that the march-in surveys and property inspections were in progress and that a further update regarding costs following these surveys would be provided to members. Committee members discussed some of the challenges with reactive repairs including an increase in the average hourly rate since 2019; the risk that the average job completion times increase as parts are taking longer to obtain and the difficulties around managing tenant	Committee noted progress with the windows replacement programme 2024/25 and approved the reactive maintenance tender report.

	expectations surrounding response times. Members were pleased to note that the Framework contained multiple contractors for each trade lot and local contractors who could attend promptly to try and mitigate these risks. Members approved the recommendations in the tender report written by Atkinson Partnerships in relation to the reactive maintenance framework review.	
10.7	Common Housing Register (CHR) Review Report Committee discussed the review of the Common Housing Register. Following detailed discussion members noted that the CHR would end by mutual agreement between members from May 2024. Members approved that from June 2024 Gardeen would have their own housing application form and review their internal procedures due to the volume of applications, low turnover and housing emergency in Glasgow. Members noted that a further update would be provided in May 2024.	Committee approved the Common Housing Register Review Report.
10.8	Treasurer Quarterly Reports 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.	Committee noted the independent assessment from the Finance Agent and Treasurer.
10.9	Glasgow City Council Budget: Impact on Gardeen Committee discussed Glasgow City Council's Budget for the new financial year and how there would likely be additional cost in areas such as stair lighting charges. Committee noted the impact that Glasgow City Council's budget would have on Gardeen Housing Association.	Committee noted the impact that Glasgow City Council's budget would have on the Association.
10.10	Scottish Housing Regulatory Revised Framework Committee discussed the changes to the Regulatory Framework, effective from 1 April 2024. Members noted that there were changes to the Assurance Statement; a review of the Annual Return on the Charter and a new form by 2026; the importance of listening to tenants was highlighted; more clarity on notifiable events was provided and Significant Performance Failures guidance was updated. Committee noted the changes to the Regulatory Framework.	Committee noted the changes to the Regulatory Framework.
11.	Correspondence	
	11.1 Affiliation Fee GWSF 2024-2025	Noted
	11.2 GWSF Forum Invoice 2024-2025	Noted
	11.3 Letter from Minister for Housing and housing emergency	Noted
	11.4 Scottish Housing Regulator: Regulatory Framework	Noted

	11.5 Springfield Properties Plans Update	Noted
	11.6 Springfield Properties Finance Update	Noted
	11.7 Fair Work Statement	Noted
12.	Health and Safety: Health and Safety Control Manual Update Committee noted annual updates to Manual. Health and safety training for the committee is ongoing.	Committee noted that Health and safety training is ongoing.
13.	Newsletter and social media Committee discussed the associations newsletter as response to the quiz section have dropped since the newsletter was only made available online. Committee suggested that quiz- section should be changed to “Pet of the Season” to try any encourage a better response to the newsletter.	Committee discussed the associations newsletter.
14.	Membership Applications No new Membership applications were received.	Noted
15.	Training Feedback Training courses encouraged for all staff and committee.	Noted
16.	EHRA Update Quarterly meetings established for EHRA Meeting. Wednesday 13 th of March. Senior officers meeting and Chairs meeting quarterly.	Committee noted EHRA update
17.	EVH Monthly Report: February 2024 This report was circulated prior to the meeting.	Committee noted EVH February 2024 report
18.	GWSF Monthly Update: February 2024 This new report was circulated prior to the meeting and discussed by the Management Committee.	Committee noted GWSF monthly report
19.	AOCB – Timing of Meetings _ discussion Committee discussed times of management meetings and agreed to start meetings at 6:30pm.	Committee agreed to start meetings at 6.30pm
20.	Review of Meeting – New Agenda Item The meeting closed at 8.30pm.	
21.	Date and Time of Next Meeting: Management Meeting	Thursday 4 April 2024

APPROVED: _____

DATE: _____