

Gardeen Housing Association Limited: Minutes from Session 2023 -2024: Print 01
Management Committee Meeting Minutes:
Hybrid Meeting held on 5 October 2023 at 7.00pm at 32 Garlieston Road, Barlanark, G33 4UD

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

2.	<p>Election of Office Bearers: 2023-2024 Chairperson – Corrina Brewer Vice Chairperson – Vacant (deferred to next meeting) Secretary - Margaret Smith Treasurer – Sarah Lack</p> <p>Members of the Committee were also asked to sign code of conduct forms, register of interest and eligibility forms in line with good governance. These are updated on an annual basis. Committee agreed to defer the appointment of the vice chair until November 2023</p>	<p>Committee elected Office Bearers. The position of Vice Chairperson is vacant. Committee signed code of conduct forms, register of interest and eligibility forms.</p>
3.	<p>Declaration of Interest and Committee Update There were no declarations of interest. The committee update was discussed under agenda item 2.</p>	<p>There were no declarations of interest and the committee update was discussed under agenda item 2.</p>
4.	<p>Notifiable Event There were no notifiable events.</p>	<p>No notifiable events.</p>
5.	<p>Freedom of Information (FOI) Update The Director updated Committee about a freedom of information request in relation to Reinforced Autoclaved Aerated Concrete (RAAC) that had been received from the BBC.</p>	<p>Committee noted the update regarding the FOI request.</p>

6.	Minutes of Management Meeting held on 7 September 2023 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 7 September 2023.
7.	Notes of Office Bearers on 4 October 2023 - rescheduled The notes of the Office Bearers meeting on 4 October 2023 were circulated prior to the meeting and noted by the Management Committee.	Committee noted the Office Bearers meeting on 4 October 2023.
8.	Action Note of Meeting to 7 September 2023 The action note to 7 September 2023 was circulated prior to the meeting and noted by the Management Committee.	Committee approved the action note to 7 September 2023.
9.	Committee Training: Online Health and Safety Committee worked through a module from the Virtual College, led by the Senior Housing Officer. Committee worked through the module on legionella awareness. Committee members discuss a newsletter article about tenant responsibilities in relation to legionella prevention and the checks that were required for the office building. Committee members provided positive feedback about this training format and advised that they thought it was a convenient way of learning. The Management Committee agreed that the health and safety training would be held on a quarterly basis.	Committee completed a module of online training on legionella awareness. Committee agreed to use this format going forward as it was a convenient way of learning.
10.	Internal Audit – Risk Management – Internal Auditor in attendance Scott McCready from Wylie Bisset was in attendance via Zoom to present the risk management report. Committee members discussed the findings of the internal audit report on risk management and were pleased to note the substantial level of assurance detailed in the report. As part of the work the internal auditor has also reviewed the previous audit on health and safety for tenants and confirmed full compliance. The Committee were pleased with progress and gained additional external assurance on health and safety and risk management .	Committee discussed the findings of the internal audit report on risk management and the review of health and safety with the Internal Auditor.
11.	Directors Report	
11.1	Review of AGM 2023 This report was circulated prior to the meeting and noted by the Management Committee. The Committee discussed the AGM and noted that 24 Members and 4 non-members attended with 18 apologies. Feedback received from tenants showed that they would like the Association to prioritise the window replacement programme over the next year to help with rising energy costs. The next AGM has	The Committee noted the success of this year’s AGM and the priority of the windows replacements

	been proposed for September 2024 in the same venue. Committee approved the format for AGM 2024.	for tenants. Next AGM proposed for September 2024.
11.2	EHRA Benchmarking Review 2022-2023 This report was circulated prior to the meeting and noted by the Management Committee. The Committee discussed the performance of Gardeen compared other housing associations that are within the area for Greater Easterhouse. Gardeen's was shown to have a positive review when compared to the other six housing associations. Committee members gained additional assurance on the performance of the Association.	The Committee discussed the EHRA Benchmarking report and noted the positive performance of the Association.
11.3	Compliance Report 2023 This report was circulated prior to the meeting and noted by the Management Committee. The committee noted and approved the Compliance Report 2023.	The Committee approved the Compliance Report 2023.
11.4	Self-Assurance Statement This report was circulated prior to the meeting and discussed by the Management Committee. The Committee agreed to hold a Special Management meeting on Thursday 26 October 2023. This is to discuss and approve the Self-Assurance Statement.	The Committee agreed to hold a Special Management Meeting on Thursday 26 October 2023.
11.5	Quarterly Risk Assessment This report was circulated prior to the meeting and noted by the Management Committee. The Committee discussed the quarterly risk assessment and the level of risk appetite for Gardeen. Committee noted the risks in relation to the current software provider. Committee members agreed to add Reinforced Autoclaved Aerated Concrete (RAAC) as a potential risk while further surveys are carried out. The Management Committee approved the quarterly risk assessment.	The Committee discussed the Quarterly Risk Assessment and noted any changes and risks highlighted.
11.6	Mould and Dampness Policy This report was circulated prior to the meeting and the Committee reviewed and discussed the new mould and dampness policy. The policy details the action the Association will take when a report of mould or dampness is received. Committee approved the new Mould and Dampness Policy.	The Committee discussed and approved the new mould and dampness policy for the Association.
12.	Correspondence	
12.1	Rent Controls The Management Committee noted that there were no rent controls planned for 2024 by the Scottish Government	Committee noted that there would be no rent controls in 2024
12.2	SHR Report on Performance 22-23 Committee noted that there was an increase in rent arrears across housing associations.	Committee noted increase in rent arrears

12.3	Springfield Properties Update Committee noted that Springfield properties was withdrawing from development due to increasing costs. The Director agreed to contact the Development Agent for an update,	Committee agreed to contact development agent for an update
13.	Health and Safety: Fire Safety The Committee noted the update regarding health and safety training.	Committee noted the update regarding Health and Safety Training.
14.	Newsletter and social media Committee members were notified that Autumn newsletter was published on the website and asked if they would like anything posted on social media.	Noted
15.	Membership Applications Membership applications 509 and 510 was approved by the Management Committee.	Committee approved membership applications 509 and 510.
16.	Training Feedback Training courses encouraged for all staff and committee. Committee members agreed to attend health and safety online training available through the virtual college.	Committee approved health and safety training.
17.	EHRA Update EHRA Quiz on 27 October 2023 Quarterly meetings established for EHRA Meeting Next meeting 13 December 2023. Senior officers meeting and chairs meeting quarterly	Committee noted EHRA update
18.	EVH Monthly Report: September 2023 This report was circulated prior to the meeting.	Committee noted EVH September 2023 report
19.	AOCB	
	The meeting closed at 8.30pm.	
20.	Date and Time of Next Meeting: Special Management Meeting – Assurance Statement Management Meeting	26 October 2023 2 November 2023

APPROVED: _____

DATE: _____