

1.	<b>Sederunt</b>	Name	Position	Action
	Present	Marion Leat (via Webex) Corrina Brewer (via Webex) Sarah Lack (via Webex) Catherine Brown (via Webex) Fiona Bowman (via Webex) Margaret Smith (via Webex) Wendy Hughes (via Webex)	Chairperson Vice Chair Treasurer Committee Member Committee Member Committee Member Casual Vacancy	
	Apologies	Margaret Livingstone (via Webex) Alexis Wales (via Webex) Rose O'Malley (via Webex) Kirsty Bavidge (via Webex)	Committee Member  Committee Member Secretary Casual Vacancy	
	In Attendance	Lyndsay Moffat (via Webex) Lorraine Fisher (via Webex)	Acting Director Administrative Assistant	

<b>2.</b>	<p><b>Declaration of Interest and Committee Update</b></p> <p>The Management Committee noted a declaration of interest from the Acting Director in relation to the staffing update and declarations of interest from the Acting Director and Administrative Assistant in relation to the pensions update.</p> <p>The Management Committee approved a three-month leave of absence for Alexis Wales for personal reasons.</p>	<p><b>The Management Committee noted declarations of interest and approved leave of absence</b></p>
<b>3.</b>	<p><b>Notifiable Event</b></p> <p>There have been no further notifiable events. The Management Committee noted that the Scottish Housing Regulator does not require any further information at present in relation to the temporary senior staffing changes or the office closure.</p>	<p><b>The Management Committee noted update regarding notifiable events</b></p>
<b>4.</b>	<p><b>Freedom of Information Update</b></p> <p>The Management Committee noted that there had been no new Freedom of Information requests.</p>	<p><b>Committee noted there had been no new FOI requests</b></p>
<b>5.</b>	<p><b>Minutes of Management Meeting held on 2 April 2020</b></p> <p>The Minutes of the Management Meeting held on 2 April 2020 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 Margaret Smith.</p>	<p><b>Committee approved minutes of meeting 2 April 2020</b></p>
<b>6.</b>	<p><b>Action Note of Meeting held on 2 April 2020</b></p>	<p><b>Committee approved the</b></p>

	The Action Note of 2 April 2020 was circulated prior to the meeting and noted by the Management Committee. The Action Note was approved by Margaret Smith and Catherine Brown.	<b>Action Note of 2 April 2020</b>
<b>7.</b>	<b>Management Accounts to 31 March 2020</b> The Management Accounts were circulated prior to the meeting and noted by the Management Committee. The Management Committee were pleased to note lower management costs, reactive repairs, estate management, bad debts and lower void losses. The Management Committee noted that the figures would change by the time the annual accounts were finalised. The main reason for this is that the estimated value of the pension liability will not be known until later in the year when The Pensions Trust provide updated figures. This could result in the surplus either increasing or decreasing. Due to the collapse in the financial markets it makes it almost certain that the surplus will decrease as a result of these adjustments. All loan covenants have been achieved for the period to 31 March 2020. The Management Committee approved the Management Accounts to 31 March 2020.	<b>Committee approved the Management Accounts to 31 March 2020</b>
<b>8.</b>	<b>Factoring Report to 31 March 2020</b> This report was circulated prior to the meeting and noted by the Management Committee. The factoring report to 31 March 2020 was approved by the Management Committee.	<b>Committee approved the Factoring Report to 31 March 2020</b>
<b>9.</b>	<b>Property Management Reports to 31 March 2020</b>	
	<b>9.1 Rent Arrears and Welfare Reform to 31 March 2020</b> This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted the update on the two arrears cases over £600. There were new payment plans in place for both cases. The Management Committee noted the low response to the job advertisement for two part-time Money Advisers. It was proposed that Connect would re-advertise the job as a single full-time post. Connect will also recruit an administrative post, which will be 90% grant funded. The Management Committee approved this suggestion and emphasised that they were keen to have an adviser in post as soon as possible. The report was approved by the Management Committee.	<b>Committee approved the rent arrears and welfare reform report to 31 March 2020</b>
	<b>9.2 Allocations and Void Report to 31 March 2020</b> This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed that void times may increase due to the coronavirus (COVID-19) pandemic as contractors will be unable to attend properties at the same time as each other. The Management Committee discussed the option of having housing applications which can be completed and submitted online and agreed to look into the cost of this. The Management Committee discussed Section 5 referrals and agreed that Glasgow City Council appear to be making some positive changes towards resolving the ongoing administrative issues and	<b>Committee members approved the Allocations and Void report to 31 March 2020</b>

		welcomed the proposal from them that Section 5 applicants will be given fewer area choices. The report was approved by the Management Committee.	
9.3	<b>Repairs and Maintenance Report to 31 March 2020</b>	This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed the HSE requirement that annual gas servicing programmes should continue during the coronavirus (COVID-19) pandemic despite difficulties associations will face around asking tenants to allow contractors into their homes during the pandemic. The Management Committee were pleased to note that as Gardeen operates a 10-month servicing cycle, rather than a 12-month cycle, there have been no refusals and no missed dates yet. The Management Committee agreed that if any deadlines are missed, detailed notes should be kept. The Management Committee noted the updated legionella policy following the recent risk assessment. The next stages will be to identify a suitably qualified specialist to assist with identifying and assessing sources of risk and preparing a scheme for preventing and controlling the risk. The Management Committee approved the report.	<b>Committee approved the Repairs and Maintenance Report to 31 March 2020</b>
9.4	<b>Estate Management Report to 31 March 2020</b>	This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted the changes to the grass cutting programme. The Association has provided one-off cuts for the properties who were on the Glasgow City Council Assisted Garden Maintenance Scheme as this has been suspended due to the coronavirus (COVID-19) pandemic. The Management Committee agreed that tenants who do not cut their grass should be pursued to do so unless there are extenuating circumstances. The Management Committee noted the Coronavirus (COVID-19) Act, which came into force on 7 April 2020. The main change that could affect Gardeen is the change in notice periods for raising eviction actions. This has been extended from four weeks to six months for rent arrears. The Management Committee discussed the implications of these changes and agreed that the Association should continue to offer help and support to tenants with referrals to Connect Community Trust and Cash for Kids where appropriate and to consider each case of non-payment of rent on a case by case basis. The Management Committee approved the report.	<b>Committee approved the Estate Management Report to 31 March 2020</b>
9.5	<b>Policy Review Report</b>	This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed the proposed changes to the drafts of the Mutual Exchange Policy, the Void Management Policy, the Decant Policy and the Legionella	<b>Committee approved the Policy Review Report</b>

		Policy. The Management Committee approved the policies for the second round of consultation.	
<b>10.</b>		<b>Director's Report</b>	
	<b>10.1</b>	<b>Standing Orders Policy</b> This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee approved the proposed updates to the Standing Orders Policy to reflect that remote meetings will take place due to the Coronavirus (COVID-19) pandemic.	<b>Committee approved the update to the Standing Orders Policy</b>
	<b>10.2</b>	<b>Service Delivery Update</b> This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that the Acting Director must notify the Scottish Housing Regulator once a date to re-open the office is known and once non-emergency repairs are being carried out again. The Management Committee discussed the alterations to working practices that will be required once the office is re-opened in order to comply with social distancing recommendations. The Management Committee agreed that the office should be deep-cleaned before re-opening, a screen should be installed at the reception desk, cash payments will be discouraged, however, if necessary, they will be accepted with staff using gloves and hand sanitiser. The Management Committee also agreed that visitors to the office will be on an appointment only basis with only one visitor being permitted in the office at any one time. The Management Committee agreed that staff should return to the office initially in pairs on an alternate weekly basis.	<b>Committee discussed changes to working practices when the office re-opens</b>
	<b>10.3</b>	<b>Scottish Housing Regulator</b> This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed the new guidance for governing bodies in relation to the COVID-19 pandemic. The guidance gives information regarding holding remote meetings, delaying the AGM and advice on governing bodies being unable to meet or achieve a quorum. The Management Committee noted that The Social Housing Resilience Group was formed in response to the coronavirus crisis. Members include the Scottish Housing Regulator, the Scottish Government and Scottish Federation of Housing Associations. The SHR now requires RSLs and local authorities to submit a monthly return. The SHR will use the data to provide regular updates on the impact of the COVID-19 pandemic on social landlords. The information requested includes data regarding rent arrears, empty properties, lettings and staff absences. The return does not require to be approved by the Management Committee and will be submitted by the Acting Director.  Fiona Bowman left the meeting at 8.30pm.	<b>Committee discussed the new SHR guidance and noted the new monthly report to be submitted by the Senior Officer</b>

10.4	<p><b>Internal Audit</b></p> <p>This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed the findings of the internal audit on the Association's compliance with Freedom of Information legislation. The Management Committee agreed to implement the recommendation that all staff receive external FOI training, which was identified in the report, and noted that this will be added to the EHRA training timetable.</p>	<p><b>Committee approved the internal audit report and agreed to adding FOI training to EHRA timetable</b></p>
10.5	<p><b>EHRA &amp; Partnership Working</b></p> <p>This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted that EHRA member organisations are working together during the Coronavirus crisis. Senior Officers are meeting remotely every two weeks, instead of monthly, to share emergency planning protocols. EHRA Senior Officers can also step in for another organisation if there is a crisis. The Management Committee also noted that the Association is working in partnership with Connect Community Trust to distribute food parcels to tenants. Connect are also offering support to any tenants who are struggling with social isolation during the Coronavirus crisis. Connect have also secured funding to distribute money to residents of Greater Easterhouse who are struggling to cover the cost of fuel/energy. The Management Committee noted that Cash for Kids has launched an emergency appeal in response to the Coronavirus pandemic. The fund aims to support families with grants to help them cover basic essentials such as food and heating. The Association has currently referred 45 families. The Management Committee agreed that these are excellent partnerships.</p>	<p><b>Committee noted the emergency planning protocols and the work being carried out in the community by the Association and its partners</b></p>
10.6	<p><b>Staffing Update</b></p> <p>The Management Committee noted that the Director remained on sick leave and would begin a phased return in mid-June. The Management Committee were pleased to hear this and agreed that the Director had been missed. The Scottish Housing Regulator will be notified when the Director returns.</p>	<p><b>Committee noted the staffing update</b></p>
10.7	<p><b>Pensions Working Group Update</b></p> <p>The Management Committee noted that the final Pensions Working Group meeting will take place on 20 May 2020. It is expected that an agreement will be reached and will be presented to the Management Committee at the meeting in August.</p>	<p><b>Committee noted the Staff and Committee Pensions Working Group update</b></p>
10.8	<p><b>Development Update</b></p> <p>The Management Committee noted that Glasgow City Council had advised that they will not be able to make a decision regarding funding for development until they have their new budget in</p>	<p><b>Committee noted the Development Update</b></p>

		September. The Management Committee will be updated when Glasgow City Council confirm the position.	
<b>11</b>		<b>Correspondence</b>	
	<b>11.1</b>	<b>Scottish Housing Regulator</b> The Management Committee noted that the Scottish Housing Regulator had written to all social landlords requesting that they complete a monthly return during the coronavirus (COVID-19) pandemic. The Management Committee noted that the report for April had been submitted.	<b>Committee noted that the return for April 2020 had been submitted to SHR</b>
	<b>11.2</b>	<b>Scottish Housing Regulator</b> The Management Committee noted that the Scottish Housing Regulator had written to all social landlords to advise that a number of RSLs had contacted them to advise that their contractors had contacted them to give notice to end their repairs contracts. The Management Committee noted that Gardeen had not received any such correspondence from contractors.	<b>Committee noted the position with contractors</b>
	<b>11.3</b>	<b>Scottish Housing Regulator</b> The Management Committee noted that the Scottish Housing Regulator had written to all social landlords to advise that they had been advised of a recent and ongoing ransomware attack against a Registered Social Landlord. The Scottish Housing Regulator was urging social landlords to review the guidance material available and take steps to protect themselves against this threat as a priority.	<b>Committee noted correspondence from SHR regarding cyber crime</b>
	<b>11.4</b>	<b>Scottish Housing News</b> The Management Committee noted the article published in the Scottish Housing News regarding FOI requests submitted to the Regulator regarding: how many of SHR's senior managers had experience of working in a senior management role in an RSL, demonstrating compliance with SHR's statutory obligations and independent assurance of SHR's work since it was set up in 2012.	
<b>12.</b>		<b>Health &amp; Safety Report</b> The Management Committee noted that staff were working on a risk assessment for the re-opening the office once the guidance permitted.  The Management Committee noted that staff were working on updates to the Health and Safety Control Manual.	
<b>13.</b>		<b>Newsletter &amp; Social Media</b>	

	The Management Committee noted that articles were being collated for the Summer newsletter and that social media and the website were continually being updated.	
<b>14.</b>	<b>Repairs Draw</b> The Management Committee noted that the repairs draw for April 2020 had been postponed due to the Coronavirus (COVID-19) pandemic.	
<b>15.</b>	<b>Membership</b> No membership applications had been received.	
<b>16.</b>	<b>Training Feedback</b> Staff and Committee continue to work through the online SHARE training and attend online webinars.	
<b>17.</b>	<b>EHRA Feedback</b> EHRA meetings are continuing remotely every two weeks.	
<b>18.</b>	<b>EVH Monthly Update</b> There are currently no monthly updates from EVH.	<b>Committee noted no EVH monthly bulletin</b>
<b>19.</b>	<b>A.O.C.B.</b> The Management Committee agreed that the garden competition should go ahead in 2020. This can be done safely taking social distancing into consideration.	
	<b>The meeting closed at 8.45pm</b>	
	<b>Date and Time of Next Meeting: 4 June 2020 at 7pm</b>	

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