

Minutes of the Management Committee Meeting of Trafalgar Housing Association held on Wednesday 6th December 2023 at 6.00pm via Microsoft Teams.

Present

Willie Croft (Chairperson)
 Diane Hendry (Vice-Chair)
 Nicola Lyden (Secretary)
 Gerard Doherty (Full Member)
 Graham Dunlop (Full Member)
 Jean Martin (Full Member)

In Attendance

Paul McShane (Director)
 Sara Pattison (Corporate Services Officer)
 Alison Leabody (property Services Manager)
 Emma Tilley (Henderson Loggie) Items 1-4
 Paul McNeil (HRC) Items 1-7
 Julie-Ann Cloherty (SHARE)

Item One – Apologies and Declarations of Interest	ACTION
Apologies were received from Bernadette Swindon and Michael McAllister. Committee were advised that Robert Devine had stepped down from the committee due to personal reasons. Committee expressed their thanks for his time on the committee. Committee were reminded that Julie-Ann Cloherty from SHARE would be observing the meeting as part of the appraisal process.	
Item Two – Minutes of Previous Meeting held on 26/10/23	
This paper was circulated to committee prior to the meeting. There were no questions or comments and the minutes were approved. Proposed by Graham Dunlop and seconded by Diane Hendry.	
Item Three – Progress Action Points for Committee	
This paper was circulated to committee prior to the meeting. Under H&S the PSM advised that the surveys were carried out on 29 th & 30 th November and they have confirmed that we do not have any RAAC in our buildings. Committee were advised we haven't had the official report yet; however it will be submitted to committee once received. Under the funding section the CSO advised that a letter was going out to all tenants on 08/12/23 asking them to opt in if they wish to be considered for items available. There were no other updates and the paper was noted.	

Item Four – CAP Summary Report – Emma Tilley in Attendance	
<p>This paper was circulated to committee prior to the meeting.</p> <p>Emma advised that the Association was still making progress; however due to staff sickness and shortages some items had not progressed as planned. Emma highlighted that she was pleased to see there was an update at the meeting tonight about the Repairs and Maintenance Audit. She also noted that the absence of the Financial Consultant highlighted the need for succession planning for senior officers.</p> <p>Following a question about the Business Plan (BP) and Service Delivery Plan (SDP) the Director advised that he had been working with Paul McNeil and Freya Lees to update the BP and the SDP would be rolled out from that and ongoing. It was highlighted that the BP should be shaped and developed by the Committee and not just signed off by them. Following a discussion it was agreed that a strategy day would be booked for January to go develop the BP. The CSO advised she would send out an email to request committee availability. Emma advised she would add 2 new actions to the CAP – development of the BP and SDP and also the arranging of the Strategy Day.</p> <p>It was also noted that the Directors appraisal was due this month and a discussion took place about when this would be and who should attend.</p> <p>There were no other questions or comments and the CAP was noted.</p>	<p>See Action Plan</p> <p>See Action Plan</p>
<i>Emma Tilley left the meeting at this point. Committee thanked her for her time.</i>	
Item Five – Management Accounts to 30th September 2023 – Paul McNeil in Attendance	
<p>This Paper was circulated to committee prior to the meeting.</p> <p>Paul advised committee that we are only 6 months into the year so not yet able to get a full picture but we are in a healthy position. He advised it was very unlikely that Trafalgar will ever not meet its covenants. He highlighted that arrears were creeping up but are not yet at a concerning level, but that it should be kept in mind. Committee were concerned about the growth of rent arrears in the past year and requested this be kept a priority.</p> <p>There were no other questions or comments and the accounts were approved. Proposed by Willie Croft and seconded by Graham Dunlop.</p>	<p>See Action Plan</p>
Item Seven – Rent Increase Options	
<p>This paper was circulated to committee prior to the meeting.</p> <p>It was highlighted to committee that our rents are lower than most of our neighbours. Going forward however, our rents will have to increase over what has been projected in our business plan in order to meet the increasing costs of maintenance to our properties which creates a challenge for everyone.</p> <p>The Director advised committee that this paper was written nearly 2 weeks ago, and since then he has received new information about</p>	

<p>the increase in maintenance costs from Paul McNeil. He advised that the paper currently recommends an increase of 6.15% or 6.65%; however had this paper been written tonight he would have been recommending a higher increase. The Director advised that GWSF had distributed a paper this week showing that most other Associations were looking at an increase of between 6.6% and 7.9% and he didn't feel it was unreasonable to suggest a figure around that for Trafalgar HA.</p> <p>Following a discussion committee agreed to consult tenants on an increase of 7.5%. Committee requested that a breakdown of the weekly cost increase be given to tenants as well as a comparison with other local Associations to show that we are still lower.</p>	
<p><i>Paul McNeil left the meeting at this point. Committee thanked him for his time.</i></p>	
<p>Item Six – Progress Update from Repairs & Maintenance Audit</p>	
<p>This paper was circulated to committee prior to the meeting.</p> <p>The Property Services Manager took committee through the updates and advised of the progress already made. She advised that although there were 9 actions highlighted she wasn't overly concerned. Committee approved the minor changes to the maintenance policy as highlighted in the paper.</p>	
<p>Item Eight – Directors Report</p>	
<p>This paper was circulated to committee prior to the meeting.</p> <p>The Director advised that we are currently 2 staff down in the office due to sickness; however the remaining staff are all pulling together to ensure that service levels to our tenants are not affected. He advised we have employed admin support to help out. He will contact EVH to see if they have anyone, and if not we may have to ask a recruitment agency.</p> <p>The Director advised he had re-employed Guardian People Solutions to offer assistance and advice to the CSO to ensure everything is being carried out correctly.</p> <p>The committee agreed to the office closure at 12pm on 22/12/23.</p> <p>The Director advised he was planning to speak to Research Resource to ask them to look at our Equalities policy and also our results to check for any unconscious bias.</p> <p>There were no other questions or comments.</p>	
<p>Item Nine – Committee Member Appraisal Update - Julie-Ann Cloherty in Attendance</p>	
<p>Julie-Ann Cloherty advised that committee appraisals were carried out to try and uncover any skills gaps and highlight any training required.</p> <p>She requested that those who haven't yet filled out the survey or contacted her to have a meeting to please do so as soon as possible. She advised she hoped to have all the 1-2-1's complete before the Christmas break so that the reports can be brought back to committee at the January meeting.</p>	

Item Ten – Health and Safety Update	
Committee were advised there was nothing else to report as RAAC had been covered previously in the meeting.	
Item Eleven – AOCB	
<ul style="list-style-type: none"> It was agreed that due to the small number on the committee at the moment and the staff shortages that we would temporarily pause the sub-committee structure and return to full committee meetings for the time being. It was requested that we look at a platform for sharing papers and that questions can be asked prior to the meeting with all bale to see. The CSO advised she will ask M2 for advice. 	See Action Plan
Item Twelve – Date of Next Meeting	
The date of the next meeting is proposed for 31 st January 2024.	

Signed:	Date:
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