

**Minutes of the Management Committee Meeting of Trafalgar Housing Association held on Wednesday 30<sup>th</sup> June 2021 at 6.00pm via Microsoft Teams.**

**Present**

Janet Stitt (Full Member)  
 Fiona Connolly (Full Member)  
 Diane Hendry (Full Member)  
 Joshua Campbell (Vice-Chair)  
 Willie Croft (Full Member)  
 Liz Grass (Full Member)

**In Attendance**

Paul McShane (Director)  
 Sara Pattison (Admin Officer)  
 Alison Leabody (Acting Property Services Manager)  
 Graeme Bruce (Lethame Business) Items 1, 2, 3, 4 & 5  
 Freya Lees (Northstar Consultancy) Items 1, 2 & 3  
 Lorraine McLaren (McLaren Consultancy) Items 1, 2, 3 & 4  
 Amy Sweeney (Observer)

| <b>Item One – Apologies and Declarations of Interest</b>   | <b>ACTION</b> |
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| <p>Apologies were received from Eleanor Shannon, Nicola Lyden and Bernadette Swindon. It was agreed that Joshua would chair in Bernadette’s absence.</p> <p>The Director advised that Eleanor Shannon had requested a 3 month leave of absence incorporating July, August and September. This was approved. It will be clarified if she wishes to stand for re-election at the AGM.</p> <p>It was agreed that after an hour there would be a 5 minute break.</p> <p>The Director welcomed Amy Sweeney to the meeting. It was advised that she would be taking over the Admin Officer role for 3 months and felt it would be useful if she sat in and observed a meeting.</p> |               |
| <b>Item Two – Minutes of Previous Meeting held on 26<sup>th</sup> May 2021</b>   |               |
| <p>This paper was circulated to committee prior to the meeting.</p> <p>There were no questions or comments and the minutes were proposed by Joshua Campbell and seconded by Fiona Connolly.</p>  |               |
| <b>Item Three – Business Plan Review – Freya Lees (North Star)</b>   |               |
| <p>This paper was circulated to committee prior to the meeting.</p> <p>Freya advised this was based on discussions taken place at the last committee meeting and the strategy session.</p>   |               |

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| <p>Committee were advised they would need to decide on the values for the Association and they asked the Director to re-send out the email for members to respond to.</p> <p>Freya advised she would have a meeting with staff to discuss their service delivery plan, and then another meeting with committee to discuss the options appraisal.</p> <p>Freya left the meeting at this point and committee thanked her for her time.</p>  | <p>Director to email committee about values.</p> <p>Dates to be confirmed for meetings.</p> |
| <p><b>Item Four – Community Engagement Report (McLaren Consultancy)</b></p>   |   |
| <p>This paper was circulated to committee prior to the meeting.</p> <p>Lorraine presented a slide show to committee highlighting the recommendations made in the report.</p> <p>Following a discussion it was suggested that committee and staff meet to discuss and prioritise the recommendations and to make a plan of what can be done when.</p> <p>All committee present were very happy with the report and agreed to it being produced as our final report.</p> <p>Lorraine left the meeting at this point and committee thanked her for her time.</p> | <p>Staff and committee to arrange a meeting to discuss the report.</p>                      |
| <p><b>Item Five – Finance Agents Reports (Graeme Bruce Present)</b></p>   |   |
| <p><b>5.1 – Updated 30 Year Projections</b></p>   |   |
| <p>This paper was circulated to committee prior to the meeting.</p> <p>Graeme discussed the projections with committee and there were no questions or comments.</p> <p>This paper was noted.</p>  |   |
| <p><b>5.2 – 5 Year Projections (Return to SHR)</b></p>  |   |
| <p>This paper was circulated to committee prior to the meeting.</p> <p>Graeme advised the information on this paper had been lifted from the 30 year projections and entered into the SHR format. There were no questions or comments and committee approved the Director to submit the 5 year projections to the SHR following the meeting.</p> <p>Graeme left the meeting at this point and committee thanked him for his time.</p>   | <p>Director to submit 5yr projections to SHR following meeting.</p>                         |
| <p><b>Item Six – RC Comparison Report</b></p>   |   |
| <p>This paper was circulated to committee prior to the meeting.</p>   |   |

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| <p>The Admin Officer advised of 2 errors on the report. The percentage of anti-social behaviour cases resolved within locally agreed targets should be 94%, and percentage of new tenancies sustained for more than 1 year should be 71%.</p> <p>Following a discussion it was agreed that this summary was suffice, and there was no need for the whole ARC to be distributed unless there was a large difference from the previous year.</p> <p>This paper was noted by committee.</p>      |  |
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| <p><b>Item Seven – Improvement Plan Update</b></p>  |  |
| <p>This paper was circulated to committee prior to the meeting.</p> <p>Committee were advised that once this paper had been updated to reflect the approval of the engagement plan as per Item 4, and a timetable agreed for signing off the business plan, that this paper would be shared with the SHR.</p> <p>Following a discussion it was agreed the Director would contact SHARE for an update on the committee training plan and also the induction training pack for new members.</p> | <p>Director to contact SHARE re committee training and induction pack.</p> |
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| <p><b>Item Eight – Maintenance Report</b></p>   |  |
| <p>This paper was circulated to committee prior to the meeting.</p> <p>It was noted that since we have started using our own contractors for emergency call outs there has been a big improvement on our response time and no late responses reported.</p> <p>Committee were advised that Kingdom Gas contract will start on 1<sup>st</sup> September and HiFlow will continue with the services up until that point.</p> <p>There were no other comments and this paper was noted.</p>       |  |
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| <p><b>Item Nine – Housing Management Report</b></p>   |  |
| <p>This paper was circulated to committee prior to the meeting.</p> <p>There were no questions or comments regarding this paper and it was noted.</p>   |  |
| <p><b>9.1 WDC Rapid Rehousing Transition Plan</b></p>   |  |
| <p>This paper was circulated to committee prior to the meeting.</p> <p>Following a short discussion this paper was approved. Proposed by Joshua Campbell and seconded by Willie Croft.</p>  |  |
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| <p><b>Item Ten – Covid Related Issues</b></p>   |  |
| <p>These papers were circulated to committee prior to the meeting.</p> <p>The 2 papers circulated were noted.</p>   |  |

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| <p>It was agreed this is to be a standing agenda item until staff return to the office. Committee were advised that at present some staff were going in to the office occasionally but not at the same time. It was preferred to keep it this way for the time being.</p>  |   |
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| <p><b>Item Eleven – Committee Recruitment Update</b></p>   |   |
| <p>Committee were advised we had 3 potential new members. One advocate, one with a housing back ground and one tenant. The director hoped to have a meeting with them and either the Chair or Vice-Chair with a view to inviting them on to the Board in the next few weeks.</p>   | <p>Director to arrange meetings with potential new members.</p>   |
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| <p><b>Item Twelve – Health and Safety Issues</b></p>   |   |
| <p>This paper was circulated to committee prior to the meeting.</p> <p>A discussion took place about the smoke alarm upgrades which have to be completed by the end of February 2022 and the best way for the contractors to get access which had been proving difficult.</p> <p>Committee were updated about the Gateway alarms that had been trialled in a few properties. Following a discussion committee agreed this could be a useful service especially in the properties of vulnerable tenants. It was agreed that the Property Services Manager would look into costings and report back to committee.</p> <p>Committee requested that electrical check updates be included on the report along with gas servicing.</p> <p>A discussion took place about reminding contractors and tenants of the protocol when carrying out repairs in tenant’s homes and the importance of following guidelines.</p>  | <p>PSM to look into costings for Gateway alarms.</p> <p>PSM to include electrical checks on report.</p>   |
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| <p><b>Item Thirteen - AOCB</b></p>   |   |
| <ul style="list-style-type: none"> <li>• A discussion took place about the pension scheme that would be offered to current staff members who applied for promotional positions in the Association. Committee agreed in principal that those already in the association could remain in their current plan (which is closed to new members) should they be successful, however if an outside candidate was to be successful they would be offered the current available plan, however the Director will seek clarification from Solicitors before proceeding.</li> <li>• A discussion took place about pensions. Committee requested the report produced by the pensions consultant be re-circulated, and the Director to speak to the financial consultant about producing a pensions report.</li> <li>• The Director advised he was speaking to SHR in the morning, and then he, the Chair and Vice-Chair would be speaking with them again on 14<sup>th</sup> July.</li> </ul> | <p>Director to speak to Solicitors about pensions schemes that can be offered.</p> <p>Pensions report to be re-circulated and financial consultant to produce a report.</p> |

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| <ul style="list-style-type: none"> <li>• Committee were advised that following the introduction of the 'Unacceptable Actions' policy two households had been requested to only communicate with the office via email.</li> <li>• Committee were advised that a joint bid with DPHA had been submitted for funding for digital devices for households that are digitally excluded. Committee to be advised of its progress.</li> <li>• Zurich invoice was approved by committee due to its value. The prepayment of a Nordan invoice was approved to allow the release of an order.</li> <li>• Committee were advised that a property had been allocated to the son of a committee member. Committee noted this.</li> </ul> | <p>Committee to be advised of progress of bid.</p> |
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| <b>Item Fourteen – Date of Next Meeting</b>  |  |
| It was agreed the next meeting would take place on Wednesday 28 <sup>th</sup> July 2021 at 7pm.  |  |
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| Signed: | Date: |
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