

Minutes of the Management Committee Meeting of Trafalgar Housing Association held on Wednesday 28th July 2021 at 7.00pm via Microsoft Teams.

Present

Bernadette Swindon (Chair)
 Joshua Campbell (Vice-Chair)
 Fiona Connolly (Full Member)
 Nicola Lyden (Full Member)

In Attendance

Paul McShane (Director)
 Amy Sweeney (Temporary Admin Officer)
 Alison Leabody (Acting Property Services Manager)
 David Archibald (Henderson Loggie) Items 3 & 4

Item One – Apologies and Declarations of Interest	ACTION
<p>Apologies were received from Janet Stitt, Diane Hendry and Liz Grass.</p> <p>It was agreed that Joshua would chair the meeting due to Bernadette experiencing technical issues and Bernadette would join the meeting via audio call only.</p>	
Item Two – Minutes of Previous Meeting held on 30th June 2021	
<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 Fiona Connolly and seconded by Joshua Campbell.</p>	
Item Three – Risk Management Framework – David Archibald (Henderson Loggie)	
<p>This paper was circulated to committee prior to the meeting.</p> <p>David presented report to the committee highlighting recommendations.</p> <p>Committee were advised that the Risk Management Framework will align with the work that Freya Lees is doing regarding the business plan and strategic objectives.</p> <p>David advised he will work closely with the Director to develop a suitable Risk Management Policy and framework.</p>	<p>Director to work with David Archibald to develop Risk Management framework.</p>
Item Four – Consolidated Action Plan – David Archibald (Henderson Loggie)	
<p>Paper was not circulated.</p> <p>Director advised that after discussion with David Archibald it was recommended that this item be deferred until the Management Committee Meeting in August.</p>	

<p>Director advised that he will hold a meeting with David Archibald, Graeme Bruce, the Housing Manager and the Property Services Manager. The meeting is being held to ensure that the Consolidated Action Plan meets all regulatory standards and works in line with the Business Plan and Risk Management Framework. David Archibald reinforced the importance of this.</p> <p>There were no further comments from committee.</p> <p>David left the meeting at this point and committee thanked him for his time.</p>	<p>Director to arrange a meeting with staff and Consultants to discuss the Consolidated Action Plan.</p>
<p>Item Five – GDPR Policies</p>	
<p>This paper was circulated to committee prior to the meeting.</p> <p>Committee were advised that the Information Security Policy (Item 5.1) and the Homeworking Policy (5.2) go hand in hand and would therefore cover the Association for Information Security whilst working from home.</p> <p>Committee requested that Cyber Cover be checked along with insurance information.</p>	
<p>5.1 Information Security Policy</p> <p>This paper was circulated to committee prior to the meeting.</p> <p>There were no questions or comments regarding this policy and it was approved. Proposed by Fiona Connolly and seconded by Joshua Campbell.</p>	
<p>5.2 Homeworking Policy</p> <p>This paper was circulated to committee prior to the meeting.</p> <p>A discussion took place regarding whether employees working from home would be covered by insurance if they were subject of theft and their equipment was stolen.</p> <p>Director advised that he would speak to Zurich and Graeme Bruce regarding this matter.</p> <p>The policy was proposed by Fiona Connolly and seconded by Joshua Campbell on the basis that the insurance policy covers staff for theft whilst working from home and that this information is added to the policy once it has been confirmed.</p>	<p>Director to contact Zurich and Graeme Bruce to discuss insurance policy and cyber cover.</p> <p>Director to confirm that the insurance policy covers staff for theft and can be added to the Homeworking Policy.</p>
<p>Item Six – Housing Management Report</p>	
<p>This paper was circulated to committee prior to the meeting.</p> <p>A discussion took place and it was agreed performance would be monitored. The paper circulated was noted.</p>	
<p>Item Seven – Maintenance Report</p>	

<p>Committee were advised that there has been issues sourcing materials to complete maintenance work due to market shortages.</p> <p>Committee were advised that not being able to gain access to properties was included in the figures for late jobs.</p> <p>A discussion took place about the breakdown of expenditures and tenant expectations.</p> <p>Committee were advised that a new process had been put in place to help manage expenses.</p> <p>Committee happy with explanation and there were no other comments.</p>	<p>Effectiveness of process to be reported to Committee.</p>
<p>Item Eight – Health & Safety Report</p>	
<p>This paper was circulated to committee prior to the meeting.</p> <p>Committee were advised that the report providing information on electrical checks and upgrades will be circulated in the next meeting taking place in August 2021.</p> <p>Committee were advised that the contract with Kingdom Gas Services would start on 1st September 2021.</p>	<p>Report on Electrical checks and upgrades to be produced.</p>
<p>Item Nine – Proposed Date for AGM</p>	
<p>Committee were advised that the proposed date for the AGM would be Tuesday 21st September 2021. Committee noted this.</p>	
<p>Item Ten – AOCB</p>	
<ul style="list-style-type: none"> • Director advised a share application had been received from Graeme Dunlop and had been approved by office-bearers. Committee approved him joining the Management Committee as a casual vacancy. • A discussion took place about whether it would be beneficial to introduce a holiday planner for Committee Members. This would be used to notify the Association in advance if they are unable to attend a meeting. 	<p>Holiday planner to be designed for Committee Members.</p>
<p>Item Eleven – Date of Next Meeting</p>	
<p>Committee were advised that the proposed date for the next meeting would be 25th August 2021 however this may need to be moved to the first week in September dependent on audit.</p>	<p>Date of meeting to be confirmed.</p>

Signed:	Date:
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