

Minutes of the Management Committee Meeting of Trafalgar Housing Association held on Wednesday 29th June 2022 at 6.30pm via Microsoft Teams.

Present

Diane Hendry (Vice Chair)
 Fiona Connolly (Full Member)
 Willie Croft (Full Member)
 Joshua Campbell (Full Member)

In Attendance

Paul McShane (Director)
 Sara Pattison (Admin Officer)
 Alison Leabody (Property Services Manager) Items 4, 5 & 7
 Amy Sweeney (Temp Admin Officer)
 Emma Tilley (Henderson Loggie) Items 1, 3 & 6.2
 James Rice (Wilson Adrain Safety Management) Items 4 & 7

Item One – Apologies and Declarations of Interest	ACTION
Apologies were received from Nicola Lyden, Liz Grass, Graham Dunlop and Janet Stitt. There were no declarations of interest.	
Item Three – Update on CAP (Emma Tilley in Attendance)	
<p>This paper were circulated to Committee prior to the meeting.</p> <p>Emma apologised for the late circulation of the paper but advised she had been keen to incorporate the new recommendations from SHR. She advised that steady progress was being made with the previous actions on the CAP; 11 in progress, none of which are a concern, and 42 progressing as ongoing/business as usual activity.</p> <p>She advised that a further 16 actions had been added from the SHR around succession planning for senior management and the management committee, ongoing financial monitoring, community engagement and tenant affordability.</p> <p>Following a question Emma advised that yes, we should expect more to be added. Some items will fall off when complete and others will added and can be useful to keep track of items. Growth on the CAP is not a concern and shows that the tool is being used correctly.</p> <p>There were no other questions or comments and this paper was noted.</p> <p>It was agreed to go to Item 6.2 while Emma Tilley was present.</p>	
Item 6.2 Internal Audit Report and Management Response (Emma Tilley in Attendance)	
This paper was circulated to Committee prior to the meeting.	

<p>Committee were advised that this audit was to review the process for setting budgets and to ensure that the Management Committee have the appropriate information and skills to set the budgets.</p> <p>Emma advised the outcome of the review was satisfactory; the system meets control objectives with some weaknesses present. Emma advised of the 2 objectives where there were weaknesses and a short discussion took place regarding both. These were: Objective 2 - Budgets are controlled in accordance with the Financial Regulations and Procedures – Requires Improvement Objective 6 - Budget holders have the necessary skills to effectively manage the budgets allocated to them – Satisfactory</p> <p>There were no questions and this paper was noted.</p> <p>Emma Tilley left the meeting at this point and committee thanked her for her time.</p>	
Item Two – Minutes from the Previous Meeting	
<p>These papers were circulated to committee prior to the meeting.</p> <p>Committee requested that an action plan be produced showing what actions have been completed and when, and what are still outstanding. This paper would be circulated with the minutes.</p> <p>Item 2.1 – Meeting held on 27/04/22</p> <p>Item 2</p> <ul style="list-style-type: none"> • Director to provide costing and scope of work for potential corporate work sharing. • Bike Shed Update. • Refresher complaints training for staff. • Stock rebuild survey. • Director to contact DPHA re cost for 3 year in depth satisfaction survey. • Update on CCTV. <p>Item 9</p> <ul style="list-style-type: none"> • Director to discuss Allocations training with Housing Manager. • Summary of Allocations Policy to be provided to Residents Panel and tenants at AGM • Quota System to be removed from the Allocations Policy. <p>Item 12</p> <ul style="list-style-type: none"> • Awaiting update on the Procurement Policy from Brown & Wallace. <p>Item 14</p> <ul style="list-style-type: none"> • Action point for equality impact assessments to be included in the action plan. <p>Item 16</p> <ul style="list-style-type: none"> • Paper to be brought re EVH salary increase. 	<p>See Action Plan for all here.</p>

<p>There were no other comments and the minutes were approved. Proposed by Fiona Connolly and Seconded by Willie Croft.</p> <p>Item 2.2 – Meeting held on 25/05/22</p> <p>Item 6</p> <ul style="list-style-type: none"> • Assurance and Improvement Officer role to be advertised subject to a discussion with Gleneagles Solutions. • TC Young to update contract for Property Services Manager position stating 4 days only for temporary 2 year basis. <p>These minutes could not be approved as there were no committee members present from the meeting. These will be brought back to next meeting for approval.</p>	
<p>James Rice and Alison Leabody joined the meeting at this point.</p>	
<p>Item Four – Health & Safety Report (James Rice from Wilson Adrain in Attendance)</p>	
<p>This paper was circulated to committee prior to the meeting.</p> <p>James took committee through the 39 points on the report. He advised this was made up from the Mentor report and some of them were inaccurate. He advised that a full risk assessment was due to be carried out and this would incorporate several of the points. He advised once again that none of the points were high risk. Following a question James advised that this would cover home working, however staff would have to carry out a self-assessment for this.</p> <p>It was advised that the advisor from Wilson Adrain would work in close consultation with the Director and Property Services Manager, and would report back monthly to committee to reassure progress is being made.</p> <p>There were no questions or comments and the paper was noted.</p> <p>It was agreed to go to Item 7 while James Rice was present in case there were any questions.</p>	<p>See Action Plan</p>
<p>Item Seven – Maintenance Policies for Approval</p>	
<p>These papers were circulated to committee prior to the meeting.</p> <p>Item 7.1 – Draft Asbestos Management Policy</p> <p>It was advised that we have had regular asbestos surveys carried out since 2021 on Phases 1, 2 and 3; however Damadan have recommended carrying out surveys of Phases 4, 5 and 6 to be 100% sure. These are being carried out at present. It was advised that surveys aren't required in the Terraces as they are all after 2000.</p> <p>There were no questions or comments and the policy was approved.</p>	

<p>Item 7.2 – Draft Legionella Management Policy There were no questions or comments and this policy was approved.</p> <p>Item 7.3 – Draft Safety Management Policy There were not questions or comments and this policy was approved.</p> <p>James Rice left the meeting at this time. Committee thanked him for his time.</p>	
<p>Item Five – Directors Report</p>	
<p>This paper was circulated to committee prior to the meeting.</p> <p><u>Meeting with SHR</u> It was advised that this had been circulated to show exactly what the SHR is asking for and so all members know what is going on. Following a discussion on how to report to committee it was agreed that a bi-monthly correspondence report would be provided to committee. This would advise what the SHR have requested and what the response has been and the timescale. The Director advised that he intends to share the CAP with the SHR following a meeting with Senior Management to show all points have been added and are in progress.</p> <p><u>Gleneagles Solutions</u> The Director advised he would update the committee when cost and timescale is available.</p> <p><u>Feedback from Strategy Day</u> All Committee gave very positive feedback from the Strategy Day. All had enjoyed the in person meeting and found it beneficial. It was advised a questionnaire would be distributed to all who attended to get formal feedback of the day.</p> <p><u>Kingdom Gas Services/McGill's Group</u> The Director advised of the current situation between Kingdom Gas and McGill's Group and the issues we have previously had. It was agreed that every failure should be documented so we have a record and ensure we advise the contractor of it. It was suggested seeking legal advice to confirm our position as we never took out the contract with McGill's. The Director advised he would speak to TC Young and Brown & Wallace.</p> <p>There were no other questions or comments and the paper was noted.</p> <p>Alison Leabody left the meeting at this point.</p>	<p>See Plan Action</p> <p>See Plan Action</p> <p>See Plan Action</p>
<p>Item Six – Papers from Financial Consultant</p>	
<p>These papers were circulated to Committee prior to the meeting.</p>	
<p>Item 6.1 – Pensions Update</p>	

<p>The Director advised that this was received the day the Financial Consultant was going on holiday so he hasn't prepared anything for it; however we wanted committee to be aware of the cost increase from the next financial year for the DB Scheme and the 2 options available. Committee all agreed they needed to take advice from the pensions consultant. It was agreed that the Director would ask the Financial Consultant to discuss this with Fitzallan and send an email with his advice. It was hoped a quick meeting would then take place before the deadline on 22/07/22.</p> <p>Item 6.3 – Annual leave Report Committee agreed to accept the recommendations made in the paper. Committee requested they receive a quarterly annual leave balance report to ensure that the annual leave is being used.</p> <p>Item 6.4 – Business Plan Covering Report Committee were advised that the business plan was brought to committee and agreed in the March meeting; however the covering report was omitted. Committee were asked to note that was being circulated tonight. Noted.</p>	<p>See Plan Action</p> <p>See Plan Action</p>
<p>Item Eight – Papers from Amy Sweeney</p>	
<p>These papers were circulated to Committee prior to the meeting.</p> <p>Item 8.1 – Communication Targets Committee were all happy with the targets set, and asked for progress against the targets to be reported quarterly. Targets approved.</p> <p>Item 8.2 – Role Descriptions for Governing Body Committee were advised these were based on model documents. Committee were happy and the paper was approved.</p> <p>Item 8.3 – Role Description of the Secretary Committee were advised this was based on model documents. Committee were happy and the paper was approved.</p>	<p>See Plan. Action</p>
<p>Item Nine – Homeless Lets Report</p>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>Committee all agreed that 69% was too high. One committee member was interested in seeing WDC raw data to try and understand their high request.</p> <p>Committee agreed to the recommendation of 60% to homeless lets.</p>	
<p>Item Ten – Tenant Satisfaction Survey</p>	
<p>This paper was circulated to committee prior to the meeting.</p> <p>There were no comments or questions and this paper was noted.</p>	

Item Eleven - AOCB	
<ul style="list-style-type: none"> • Committee were advised that 3 new tenants had come forward expressing an interest at joining the Management Committee. Applications have been sent out and once these have been received a small induction meeting can take place before inviting them to their first meeting. • The Admin Officer to contact the Golden Jubilee to enquire the availability and cost of holding the next committee meeting there. • The Equality Monitoring Form was shared on the screen for committee to view. It was advised that this was prepared by the Housing Manager and our consultant from RGDP and was to go out to all tenants. A long discussion took place about whether or not this information should be kept anonymised or not, who would collect it and how we would use it. Committee requested this be discussed further and a speaker from SFHA come to a meeting to go over the reason for this data collection. <p>Post Meeting Update - Following a discussion with staff it was agreed that our consultant from RDGP would join the next committee meeting to provide advice regarding the equalities questionnaire.</p>	<p>See Action Plan</p> <p>See Action Plan</p>
Item Twelve – Date of Next Meeting	
<p>It was agreed the next meeting would be held on Wednesday 27th July 2022. The Admin Officer will contact Golden Jubilee to enquire about availability for an in-person meeting.</p> <p>Committee were also advised the following meeting would be 31/08/22 and the AGM on 20/09/22.</p>	

Signed:	Date:
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