

Minutes of the Management Committee Meeting of Trafalgar Housing Association held on Wednesday 1st September 2021 at 7.00pm via Microsoft Teams.

Present

Bernadette Swindon (Chair)
 Joshua Campbell (Vice-Chair)
 Janet Stitt (Full Member)
 Nicola Lyden (Full Member)
 Diane Hendry (Full Member)
 Liz Grass (Full Member)
 Chris Daisley (Co-optee)

In Attendance

Paul McShane (Director)
 Amy Sweeney (Temporary Admin Officer)
 David Archibald (Henderson Loggie) – (Consolidated Action Plan/Draft Internal Audit Plan), Items 1 – 8
 Julie-Ann Cloherty (SHARE), Item 9 (Draft Induction Policy)

| Item One – Apologies and Declarations of Interest | ACTION |
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| Apologies were received from Fiona Connolly, Willie Croft and Graham Dunlop. Director advised that Chris Daisley’s Share Application had been approved and that he has joined the Committee as a co-opted member. The Committee welcomed Chris Daisley. | |
| Item Two – Minutes of Previous Meeting held on 28th July 2021 | |
| There were no questions or comments and the minutes were proposed by Nicola Lyden and seconded by Joshua Campbell. | |
| Item Three – Annual Accounts 2020/21 (Separate meeting will be held next week – 1 Item Agenda) | |
| Director advised that Alexander Sloan had not completed the audit yet therefore the Annual Accounts will be discussed in the Committee meeting arranged for next week. | Annual Accounts to be added to the Agenda for the Committee meeting on 6 th September 2021 |
| Item Four – Quarterly Management Accounts | |
| Director summarised the Quarterly Management Accounts to the Committee. | |

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| <p>Director advised that the surplus had risen more than usual due to the COVID-19 lockdown.</p> <p>Director advised that as lockdown has eased the Association's expenditure has now risen and by the end of the year the expenditure budget is likely be met.</p> <p>A discussion took place regarding the Association's finances.</p> <p>Director advised that the Financial Advisor Graeme Bruce will be attending the next Committee meeting to discuss the Annual Accounts.</p> <p>There were no further questions or comments from Committee. Proposed by Diane Hendry and seconded by Bernadette Swindon.</p> | |
| Item Five – Business Plan/Options Appraisal Update | |
| <p>Committee were advised by the Director that the next Options Appraisal Meeting on Monday 6th September 2021 will include figures from Paul McNeill's financial findings.</p> <p>Director outlined options available to Committee.</p> <p>A discussion took place regarding the Options Appraisal meeting with Freya Lees on the 25th August 2021. Committee advised that they enjoyed the meeting and found it beneficial.</p> | |
| Item Six – Consolidated Action Plan/Draft Internal Audit Plan (David Archibald – Henderson Loggie in Attendance) | |
| <p>It was agreed that due to the size of the Consolidated Action Plan it needed further work by Henderson Loggie and the staff to prepare it for consideration by the Management Committee.</p> <p>David Archibald advised the Committee that this year the areas of the Association which Henderson Loggie would focus on is budgetary control and the Assurance Statement.</p> <p>Director advised that he will send the Committee a copy of the Draft Internal Audit Plan via email.</p> | <p>Director to send a copy of the Draft Internal Audit Plan via email to the Committee.</p> |
| Item Seven – Draft Risk Management Framework | |
| <p>Director advised that the staff had populated the Risk Framework supplied by Henderson Loggie and they had identified and scored a range of risks.</p> <p>David Archibald gave a short explanation of the scoring process.</p> <p>Director advised that the Draft Risk Register would be sent on to Henderson Loggie who would advise on any changes that need to be made.</p> | <p>Director to revisit the Draft Risk Register with David Archibald from Henderson Loggie.</p> |

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| <p>Director advised that the Draft Risk Register would be brought back to the Committee with the changes and adjusted scores by the end of September 2021.</p> | |
| <p>Discussion took place regarding the Draft Risk Register and scoring framework.</p> | |
| <p>There were no further questions or comments from Committee.</p> | |
| <p>Item Eight – Draft Service Delivery Plan</p> | |
| <p>Director advised that this information would be sent onto Freya Lees and would be incorporated into the business plan.</p> | |
| <p>A discussion took place regarding the frequency of updates given to the Committee.</p> | |
| <p>Committee requested that updates on the Service Delivery Plan be provided quarterly.</p> | |
| <p>Committee requested that the staff revisit the Service Delivery Plan completion dates and ensure that each point/date is achievable.</p> | |
| <p>Committee requested that an update be provided at the next Committee meeting at the end of the month.</p> | <p>Staff to revisit the Service Delivery Plan and to discuss how to/how often they will provide feedback to the Committee.</p> |
| <p>David Archibald left the meeting at this point and Committee thanked him for his time.</p> | |
| <p>Julie-Ann Cloherty joined the meeting at this point and was welcomed by the Committee.</p> | |
| <p>Item Nine – Draft Induction Policy (Julie-Ann Cloherty from SHARE in Attendance)</p> | |
| <p>Director advised that the Draft Induction Policy would be for new members of the Management Committee.</p> | |
| <p>Director advised Committee that changes need to be made to the Learning and Development Plan therefore it would not be discussed at the meeting tonight.</p> | |
| <p>Julie-Ann Cloherty advised what is included in the Draft Induction Policy. She advised how this will support new Committee members to gain knowledge through ongoing training and other methods of learning.</p> | |
| <p>Committee advised that it would be beneficial for members to be given a tour of the area and shown Trafalgar’s stock. Committee requested that this is organised either virtually or in person and that this is incorporated into the induction plan.</p> | <p>Tour of Trafalgar’s stock to be organised either virtually or in person.</p> |

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| <p>Director advised that he will work with Julie-Ann Cloherty and the Temporary Admin Officer on an induction pack for new Committee members.</p> <p>Committee requested for a list of the training courses that they have previously completed be sent to them via email.</p> <p>There were no further questions or comments and the policy was approved. Proposed by Joshua Campbell and seconded by Bernadette Swindon.</p> <p>Julie-Ann Cloherty left the meeting at this point and Committee thanked her for her time.</p> | <p>Induction Pack to be made up featuring policies and procedures.</p> <p>Committee to be sent a list of training courses that they have each completed.</p> |
| Item Ten – Maintenance Report | |
| <p>Director advised that the Phase 3 Window Contract would be delayed until Spring 2022 following dialogue between the Director, Property Services Manager and Brown and Wallace.</p> <p>Brown and Wallace had advised that they had difficulty locating contractors with the capacity to carry out the work at this particular time as we are approaching the Winter months. Due to this it was thought to be more sensible to delay the contract to Spring by which point a sector wide shortage of materials may not be as serious as it is at present and hopefully there would be a better scenario in terms of the pandemic.</p> <p>A discussion took place about the Window Contract.</p> <p>There were no further questions or comments from Committee.</p> | |
| Item Eleven – Health and Safety Update | |
| <p>Director advised that Mentor would be able to carry out a bespoke Health and Safety consultancy service for £990 (+VAT). Director advised that they will also complete a full audit on return to work for an additional £990 (+VAT). Therefore the total cost would be around £2000 per annum.</p> <p>Committee were happy with this and approved.</p> <p>Committee requested the following information for the next Committee meeting:</p> <ul style="list-style-type: none"> • <u>Gas servicing</u> - % of how many services are completed out of time. • <u>Periodic electrical checks and fire detection upgrades</u> - % of fire detection upgrades completed, how many are still to be completed, number of properties that do not have a current valid electrical check. | <p>Figures to be reported back to Committee at next meeting.</p> |
| Item Twelve – Housing Management Report | |

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| Director summarised the report for the Committee. A discussion took place regarding the report findings. There were no further questions or comments from Committee. | |
| Item Thirteen – AOCB | |
| <ul style="list-style-type: none"> • Committee were advised that the Property Services Manager’s daughter had recently got a job with HiFlow. Committee were advised that because this is a junior position it is thought that there should not be any conflict of interest as she will not affect business decisions at HiFlow. However, the Director undertook advice from our Solicitors. • Committee were advised that there are plans to set up a Twitter page for the Association. • Discussion took place regarding technical issues. Temporary Admin Officer to email the Committee to find out if any members need equipment. • Director advised Committee that the AGM will take place on Tuesday 21st September 2021. | <p>Temporary Admin Officer to email the Committee to find out if any members need equipment.</p> <p>Committee to be sent invites to the AGM on the 21st September 2021.</p> |
| Item Fourteen – Date of Next Meeting | |
| Director advised Committee that another meeting will take place on Monday 6 th September with Freya Lees to discuss the Options Appraisal and Annual Accounts. | |

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| Signed: | Date: |
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