

**Minutes of the Management Committee Meeting of Trafalgar Housing Association held on Wednesday 29<sup>th</sup> September 2021 at 7.00pm via Microsoft Teams.**

**Present**

Bernadette Swindon (Chair)  
 Diane Hendry (Vice-Chair)  
 Janet Stitt (Full Member)  
 Fiona Connolly (Full Member)  
 Joshua Campbell (Full Member) – Items 1-5  
 Graham Dunlop (Full Member)

**In Attendance**

Paul McShane (Director)  
 Amy Sweeney (Temporary Admin Officer)  
 Graeme Bruce (Lethame Business Ltd) – Items 4, 5 & 6

<b>Item One – Apologies and Declarations of Interest</b>	<b>ACTION</b>
Apologies were received from Willie Croft, Liz Grass and Nicola Lyden. Committee were advised that the Director would chair the meeting until Item 3 when the office bearers are elected.	
<b>Item Two – Minutes of Previous Meeting held on 1<sup>st</sup> September 2021</b>	
This paper was circulated to Committee prior to the meeting.  There were no questions or comments and the minutes were proposed by Joshua Campbell and seconded by Janet Stitt.	
<b>Item Three – Election of Office Bearers</b> A discussion took place regarding the election of Office Bearers for the Committee.  The Director advised that over the next few months there will be Succession Planning Training with SHARE. The Director advised that this will help Committee members to gain experience of what is involved when you are an Office Bearer so that members feel more confident about taking up a position in the future.	
<b>3.1 Election of Chairperson</b> Committee agreed that Bernadette Swindon would continue her role as Chairperson.  There were no other nominations and this was proposed by Joshua Campbell and seconded by Graham Dunlop.	
<b>3.2 Election of Vice Chairperson</b> Joshua Campbell advised that he would be standing down from his role as Vice Chairperson.  Joshua Campbell nominated Diane Hendry to take over as Vice Chairperson.	

<p>There were no other nominations and this was proposed by Joshua Campbell and seconded by Bernadette Swindon.</p> <p>Committee thanked Joshua for his dedication during his role as Vice Chairperson.</p>	
<p><b>3.3 Election of Secretary</b> Fiona Connolly nominated Nicola Lyden as Secretary.</p> <p>There were no other nominations and this was proposed by Fiona Connolly and seconded by Graham Dunlop.</p> <p>The Financial Agent joined the Committee meeting at this point.</p>	
<p><b>Item Four – Learning and Development Plan</b></p>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>The Director advised that the Learning and Development Plan was initially developed by SHARE in April 2021. Director advised that since then changes have been made to the plan and any overlap from the Business Plan and Community Engagement Plan have been removed.</p> <p>A discussion took place regarding the Learning and Development Plan and how this would be included in the Consolidated Action Plan.</p> <p>There were no other comments from Committee.</p>	<p>Consolidated Action Plan to be circulated to Committee on 20<sup>th</sup> October 2021</p>
<p><b>Item Five – Update on Consolidated Action Plan</b></p>	
<p>Committee were advised by the Director that the Consolidated Action Plan would be brought to the next Committee meeting on Wednesday 27<sup>th</sup> October 2021. The Director advised that the Committee will be able to request any amendments that they feel are appropriate.</p> <p>Committee were advised that the Consolidated Action Plan would be circulated a week before the next Committee meeting on the 27<sup>th</sup> October 2021.</p> <p>There were no questions or comments from Committee.</p> <p>Joshua Campbell left the meeting at this point and Committee thanked him for his time.</p>	
<p><b>Item Six – Review of Financial Procedures and Treasury Management Policy</b></p>	
<p>The Financial Agent advised the Committee that a report would be prepared along with the amended regulations, procedures and Treasury Management Policy for the next Committee meeting on the 27<sup>th</sup> October 2021.</p>	

<p>The Financial Agent advised that there will be little changes to the Treasury Management Policy however the financial regulations have been updated significantly and changes have also been made to the financial procedures.</p> <p>The Committee were advised that the Assurance Statement would also be an item at the October meeting.</p> <p>The Financial Agent left the meeting at this point and the Committee thanked him for his time.</p>	
<b>Item Seven – Updated Service Delivery Plan</b>	
<p>This paper was tabled at the meeting.</p> <p>The Director provided an update to the Committee on the Draft Service Delivery Plan.</p> <p>The Director advised that staff had revisited the dates on the plan to make sure that they are achievable.</p> <p>A discussion took place regarding staff appraisals.</p> <p>Committee raised whether I would be beneficial for staff appraisals to be carried out by line managers or an external resource instead of the Director to reduce his workload. Committee also highlighted it would be beneficial to have a plan in place to identify how many appraisals will be completed each month.</p> <p>After discussion it was highlighted that the appraisals will be more consistent if they are carried out by one person and the Director advised that he is happy to carry out the appraisals and will draft up a plan.</p> <p>There were no other questions or comments by Committee.</p>	<p>Director to make a draft plan for carrying out staff appraisals.</p>
<b>Item Eight – Maintenance Report</b>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>The Director summarised the Maintenance Report to the Committee.</p> <p>A discussion took place regarding the report.</p> <p>Committee advised that they would find it beneficial to have a narrative included to go along with the figures on the report.</p> <p>Committee also highlighted that it would be beneficial to have historical figures to compare findings with to help them identify trends.</p> <p>A discussion took place regarding Contractors and how they are selected by the Association.</p>	<p>Narrative and historical figures to be included in the next Maintenance Report.</p>

There were no other questions or comments by Committee.	
<b>Item Nine – Draft Adaptations Policy</b>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>Director summarised the Draft Adaptations Policy for the Committee.</p> <p>A discussion took place regarding self-referral.</p> <p>The Committee requested that the following information be included in the policy before it is brought back to Committee:</p> <ol style="list-style-type: none"> <li>1. What adaptations can tenants self-refer for and when would an OT need to be involved?</li> <li>2. KPI information</li> <li>3. How the system of prioritisation is judged</li> </ol> <p>The Committee also recommended that information on self-referral is included in the next newsletter so that tenants are aware of this.</p> <p>There were no other questions or comments by Committee.</p>	<p>Additional information to be included in policy before it is brought back to Committee.</p> <p>Information on self-referral to be included in the next newsletter.</p>
<b>Item Ten – Health and Safety Update</b>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>Committee were advised that the Health and Safety Update provided figures requested from the previous meeting.</p> <p>There were no questions or comments by Committee.</p>	
<b>Item Eleven – Housing Management Report</b>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>The Director briefly summarised the report.</p> <p>Director advised that there seems to be a direct correlation between rent arrears figures and Covid-19.</p> <p>There were no questions on comments by Committee.</p>	
<b>Item Twelve – Estate Maintenance and Stair Cleaning Survey Results</b>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>A discussion took place regarding the survey results.</p> <p>Committee highlighted that it may be beneficial to consider the use of digital surveys in future to see if this impacts response rates.</p> <p>There were no further comments from Committee.</p>	<p>Director and staff to consider the use of digital surveys in future.</p>

<b>Item Thirteen – AOCB</b>	
<ul style="list-style-type: none"> <li>• Director advised that the 3 Office bearers are added as cheque signatories for the Association’s accounts with RBS, Bank of Scotland, Nationwide, Santander and the Co-op. Committee agreed.</li> <li>• Director advised that after recent communication with EVH he has been told that there is an industry shortage of maintenance staff. The Director advised that at the moment the Association will not be advertising for a Maintenance Officer due to being able to cope with the current demand however will advertise if additional resources are needed at any point. Committee advised that they would like to revisit this in a few months.</li> <li>• Director advised that there are plans to have a community engagement budget of £5000. The Director advised that this would be advertised to tenants to give them the opportunity to suggest areas the budget could be spent on. Committee were happy with this and agreed that this would have a positive impact.</li> <li>• Director raised that an invoice from Lethame Business Services Ltd had been received for the amount of £8,346.65. This was noted by Committee.</li> <li>• Director advised Committee that Dalmuir Park HA have received a grant from the Scottish Government of around £60,000 which will be used on a community initiative called ‘Dalmuir Diners’ which will focus on providing food and activities to the community and this will be available to Trafalgar’s tenants.</li> <li>• Director advised that a Temporary Administration Assistant had started employment on a 3 months basis up until December 2021.</li> <li>• Director advised that there are plans to have an equipment budget for the remainder of the year which would be available for Committee members and the residents panel. It is hoped that this will help promote equality, increase engagement and entice new members. Committee agreed to this.</li> </ul>	<p>3 Office Bearers to be added as cheque signatories for RBS, Bank of Scotland, Santander and the Co-op.</p> <p>Community engagement budget to be advertised to tenants.</p>
<b>Item Fourteen – Date of Next Meeting</b>	
The Director advised that the next Committee meeting will take place on Wednesday 27 <sup>th</sup> October 2021 and the SHR will be in attendance.	

Signed:	Date:
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