

Minutes of the Management Committee Meeting of Trafalgar Housing Association held on Wednesday 27th October 2021 at 7.00pm via Microsoft Teams.

Present

Bernadette Swindon (Chair)
 Diane Hendry (Vice-Chair)
 Nicola Lyden (Secretary) – Items 1-9
 Janet Stitt (Full Member)
 Joshua Campbell (Full Member) – Items 3-9
 Chris Diasley (Full Member) – Items 3-12
 Graham Dunlop (Full Member)
 Willie Croft (Full Member)

In Attendance

Paul McShane (Director) – Items 1-11
 Sara Pattison (Admin Officer) – Items 1-11
 Graeme Bruce (Lethame Business Ltd) – Items 1-11
 Kelda McMichael (SHR)
 Stephen Lalley (SHR)
 Daniel Gordon (Henderson Loggie) – Items 1-3

Item One – Apologies and Declarations of Interest	ACTION
Apologies were received from Liz Grass and Fiona Connolly. There were no declarations of interest.	
Item Two – Minutes of Previous Meeting held on 29th September 2021	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>Following questions the Committee were advised the following.</p> <p>Item 5 – The Consolidated Action Plan would be shared with Committee and the SHR in the next few days giving plenty of time for it to be read before the next meeting as a lengthy document.</p> <p>Item 6 – The Finance Agent will bring this to the November meeting.</p> <p>Item 7 – The Director advised that Staff appraisals to be carried out by the year end.</p> <p>Item 12 – The Director advised that an SDM package had been purchased with regard to the digital surveys.</p> <p>There were no further questions and the minutes were proposed by Diane Hendry and seconded by Graham Dunlop.</p>	<p>CAP to be circulated to Com and SHR.</p> <p>Staff appraisals to be carried out by year end.</p>
Item Three – Annual Assurance Statement Review 2021 (Daniel Gordon from Henderson Loggie in Attendance)	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>Daniel briefly talked Committee through the paper and they were advised that THA had improved in 11 of the 14 issues identified in the 2020 report and that only 3 were still outstanding.</p>	

<p>Following a discussion it was agreed that Chapter 3 of the Regulatory Standards would be included in the report as an appendix.</p> <p>With regard to the Annual Assurance Statement, Daniel advised that he felt it should be more transparent including full details of the 3 areas not met and dates of when they should be resolved. Committee agreed, and the Chairperson was given delegated authority by the committee to approve the letter once the changes were made.</p> <p>Daniel Gordon left the meeting at this point and Committee thanked him for his time.</p>	<p>Ch3 to be included as appendix.</p> <p>Letter to be amended to include more details of areas not met.</p>
<p>Item Four – Tenant Satisfaction Results</p>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>The committee suggested adding text messages as a way of communicating with tenants as they all felt this would be adventitious. It was advised that the report which compares us against other Landlords comes out in a different cycle. Committee were happy with the results and the paper was noted.</p>	<p>Add text messaging as a way of communicating with tenants.</p>
<p>Item Five – Directors Report</p>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>The Director took Committee through the paper. With regard to the staff structure proposals the Director advised that once the job descriptions were complete he would ask EVH to confirm grading. Committee requested the grading of the new roles and current roles to be brought to the next meeting along with the costing for the two new posts.</p> <p>With regard to LIBOR, Committee requested that Paul McNeil come to the next meeting to explain in more detail. It was advised the report would have to come to the meeting on 10/11/21 due to timescales.</p> <p>There were no other questions or comments.</p>	<p>Director to provide grading of new and current roles and provide costing of new roles.</p> <p>Paul McNeil to attend next meeting.</p>
<p>Item Six – Adaptations Policy Review and Supplementary Paper from Property Services Manager</p>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>Committee still had queries regarding the proposed changes to the Adaptations Policy. A lengthy discussion took place about the process undertaken for adaptations to a property and wanting to ensure we got it right for the tenant. Following this it was agreed that this policy can not be approved until clarification is sought from an OT as to what staff can and can not authorise.</p> <p>This paper will be brought back to Committee once staff have the information requested.</p>	<p>Staff to seek clarification from OT on what can and can not be authorised by staff.</p>

Item Seven – Review of Membership Policy	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>Committee were advised that this policy would stand alongside the current Standing Orders and Rules.</p> <p>A discussion took place regarding point 3.7 of the policy and how the Association collects equality data. Kelda McMichael shared the document 'New Guide to Support Social Landlords with Equality Data Collection' for Committee and Staff information.</p> <p>There were no other questions and comments and this policy was approved. Proposed by Nicola Lyden and Seconded by Willie Croft.</p>	
Item Eight – GWSF Update – Meeting with Ministers	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>The director advised this paper was for committee information and the paper was noted.</p>	
Item Nine – Housing Management Report	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>The Director advised Committee that the Non-technical Arrears figure for September was showing on the table but not on the graph. A short discussion took place about the potential risk to the Association if the arrears figure continues to rise. The Finance Agent is to confirm the rent arrears assumption in the budget for next meeting.</p> <p>Following a discussion it was agreed that the Complaints should be a separate Agenda Item on their own brought to Committee quarterly with a short narrative on what the complaints were and how they were resolved to help identify any trends.</p> <p>There were no other questions or comments.</p> <p>Joshua Campbell and Nicola Lyden left the meeting at this point.</p>	<p>Finance Agent to confirm rent arrears assumption in the budget.</p> <p>Complaints to be a separate Agenda item with a short narrative.</p>
Item Ten – Health and Safety Update	
<p>There were no updates.</p>	
Item Eleven – AOCB	
<ul style="list-style-type: none"> Staff requested a change to the Christmas holidays. Staff requested to finish up a day early and have Friday 24th December off and return to work a day early on Wednesday 5th January instead of Thursday 6th January 2022. This was approved by Committee. 	
Item Twelve – Date of Next Meeting	
<p>The next meeting will take place on Wednesday 24th November 2021.</p>	

The Director, Admin Officer and Finance Agent left the meeting at this point as the Committee had confidential matters to discuss.	

Signed:	Date:
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