

**Minutes of the Management Committee Meeting of Trafalgar Housing Association held on Wednesday 24<sup>th</sup> May 2023 at 6.00pm via Microsoft Teams.**

**Present**

Willie Croft (Chairperson)  
 Gerard Doherty (Full Member)  
 Bernadette Swindon (Full Member)  
 Robert Devine (Full Member)

**In Attendance**

Paul McShane (Director)  
 Sara Pattison (Corporate Services Officer)  
 Graeme Bruce (Lethame Business)  
 David Archibald (Henderson Loggie) Items 1,4 & 5

<b>Item One – Apologies and Declarations of Interest</b>	<b>ACTION</b>
Apologies were received from Graham Dunlop, Nicola Lyden, Diane Hendry and Michael McAllister.	
<b>Item Four – ARC Summary Report Based on Comparison Report</b>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>The Director advised committee that he used the results from the Research Resource survey for the ARC; but that he will comment on the ARC that we have satisfaction results from a further 80 tenants and give these results also.</p> <p>He advised that questionnaires had been sent out to our factored owners however none were returned but we will try to get some on the phone before the figures are submitted.</p> <p>It was also noted that the percentage of rent lost through properties being empty should be 0.01%</p> <p>This paper was noted and approved for update on the portal.</p>	
<b>Item Five – Reports from Henderson Loggie ( David Archibald in Attendance)</b>	
<p>These papers were circulated to Committee prior to the meeting.</p> <p><b>Item 5.1 – CAP Summary Report</b>                      Committee were advised that six actions had been completed since the last report and only seven were outstanding with great progress still being made.                      There were no comments and the paper was noted and approved.</p> <p><b>Item 5.2 – Annual Audit Report 2022/23</b>                      David advised that this report was not finalised, but he didn't expect it to change and there were no issues to bring to the attention of the Management Committee.                      There were no comments and the paper was noted ad approved.</p>	

<p><b>Item 5.3 – Draft Internal Audit Plan 2023/24</b> David advised this paper was to ensure that committee were happy with the areas suggested to be covered in the internal audit. Committee confirmed they were happy to proceed with these areas and the paper was noted and approved.</p>	
<p><i>David Archibald left the meeting at this point. Committee thanked him for his time.</i></p>	
<p><b>Item Two – Minutes from Previous Meetings</b></p>	
<p>This paper was circulated to committee prior to the meeting.</p>	
<p><b>Item 2.1 – Management Committee Meeting 29/03/23</b> These minutes could not be approved as there was only one present from the meeting. They will be brought back to the next meeting for approval.</p> <p><b>Item 2.2 – Audit &amp; Risk Sub-Committee Meeting 09/05/23</b> There were no questions or comments and these minutes were approved. Proposed by Bernadette Swindon and seconded by Willie Croft.</p>	
<p><b>Item Three - Progress Action Points for Committee</b></p>	
<p>This paper was circulated to committee prior to the meeting.</p>	
<p>The CSO provided an update on the bike sheds following her meeting earlier that day with WDC Roads Dept and Cllr Lauren Oxley. Approval had now been granted from WDC to locate the bike sheds in the requested locations and the order would now be placed with Grease Monkeys the bike shed supplier.</p> <p>There were no other questions or comments and the paper was noted.</p>	
<p><b>Item Six – Papers from Audit &amp; Risk Sub-Committee Meeting on 09/05/23</b></p>	
<p>This paper was circulated to committee prior to the meeting.</p>	
<p><b>Item 6.1 – Management Accounts to 31/03/23</b> Graeme Bruce gave a brief overview of the paper which had already been recommended for approval at the A&amp;R sub-committee. There were no questions or comments and the paper was noted and approved by committee.</p> <p><b>Item 6.2 – Five Year Financial Projections</b> Graeme Bruce advised committee that this was based on the most recent stock condition survey; the figures were all covenant compliant and the cash was increasing. This paper had been recommended for approval by the A&amp;R sub-committee. There were no questions or comments and the paper was noted and approved by committee.</p> <p><b>Item 6.3 – Loan Portfolio Return</b> Committee were advised of the current loan balances and advised this paper had been recommended for approval by the A&amp;R sub-</p>	

<p>committee. There were no questions or comments and this paper was noted and approved by committee.</p>	
<p><b>Item 6.4 – Draft Staff Performance Management Framework</b></p> <p>The Director advised that this Framework has been supplied by EVH and is part of a much larger document which is commonly used within the sector. There were no questions or comments and the paper was approved by committee.</p>	
<p><b>Item Seven – EVH Report</b></p>	
<p>This paper was circulated to committee prior to the meeting.</p> <p>Graeme Bruce talked committee through the paper and advised that it was his belief that the items on the ‘cons’ list could cost the Association far more than the small additional cost to join as a full member.</p> <p>A discussion took place about whether the lack of continuation of service would put dissuade people from applying for jobs with us, or whether the benefits we offer would outweigh that.</p> <p>Committee agreed not to join EVH as a full member at this point; however they requested that Graeme try and find out the percentage of EVH Members who are associate and percentage that are full members. This information would then be brought back to the next Audit &amp; Risk sub-committee meeting.</p>	
<p><b>Item Eight – External Audit Plan form Alexander Sloan</b></p>	
<p>This paper was tabled at the meeting and the Corporate Services Officer shared it on her screen for all to see.</p> <p>Graeme Bruce talked committee through the paper and highlighted the new auditing standards set out around identifying risk and fraud. He advised there was nothing untoward in the plan and also advised committee of the cost.</p> <p>There were no questions or comments and the paper was noted and approved by committee.</p>	
<p><b>Item Nine – Updated Health and Safety Policy (For Information)</b></p>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>Committee were advised that our Property Services Manager and Health and Safety Consultants Wilson Adrain had reviewed the policy and made any required legislation updates.</p> <p>This paper was noted by committee.</p>	
<p><b>Item Ten – Health and Safety Report</b></p>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>The Director talked though the paper and there were no questions or comments. The paper was noted by committee.</p>	

<b>Item Eleven – Directors Report</b>	
This paper was circulated to Committee prior to the meeting.	
The Director took committee through the results from our in-depth satisfaction survey from Research Resource and advised the results were very positive. There were no other questions or comments about the paper and it was noted by committee.	
<b>Item Twelve - AOCB</b>	
<ul style="list-style-type: none"> <li>• At the meeting held on 29/03/23 committee were advised of a situation where a tenant had requested a rent free period and committee had asked the Director to seek advice. The Director advised he has sought guidance from TC Young who agreed it should come to committee as the tenant was appealing against a decision made by the Director and therefor the next stage was to take to committee. Following another lengthy discussion committee agreed with the Directors initial decision that no rent period should be awarded under these circumstances.</li> <li>• Committee were advised that a decree for repossession of a property had been granted due to anti-social behaviour and we planned to enforce it.</li> <li>• Committee were advised that we would be advertising for a new permanent Housing Manager in the next two weeks.</li> <li>• It was proposed to change the date of the operations sub-committee meeting to Tuesday 20<sup>th</sup> June 2023. This was approved.</li> </ul>	
<b>Item Thirteen – Date of Next Meeting</b>	
It was agreed the next full committee would meet on Wednesday 30 <sup>th</sup> August 2023.	

Signed:	Date:
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