

Minutes of the Management Committee Meeting of Trafalgar Housing Association held on Wednesday 25th January 2023 at 6.00pm via Microsoft Teams.

Present

Willie Croft (Chairperson)
 Janet Stitt (Full Member)
 Diane Hendry (Vice Chair)
 Gerard Doherty (Full Member)
 Robert Devine (Full Member)
 Nicola Lyden (Secretary) Items 2 -16
 Bernadette Swindon (Full Member)
 Michael McAllister (Full Member)

In Attendance

Paul McShane (Director) Items 1–5 & 8-16
 Sara Pattison (Corporate Services Officer) Items 1-5 & 8-16
 Chris Chalk (Housing Manager) Items 1-5 & 8-16
 Graeme Bruce (Lethame Business)
 David Archibald (Henderson Loggie)
 Elaine Byrne (Arneil Johnston) Item 5.1
 David Davison (Spence & Partners) Item 6
 Kelda McMichael (SHR)
 Stephen Lalley (SHR)

| Item One – Apologies and Declarations of Interest | ACTION |
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| <p>Apologies were received from Graham Dunlop and Robert Kane. It was noted that Robert Kane has requested to extend his leave of absence until March. Apologies were also received from Emma Tilley from Henderson Loggie.</p> <p>The Director, Housing Manager and Corporate Services Officer declared an interest in Items 6 & 7 and advised they would leave the meeting for these items.</p> | |
| <p><i>Nicola Lyden joined the meeting at this point.</i></p> | |
| Item Two – CAP Update – David Archibald from Henderson Loggie in Attendance | |
| <p>This paper was circulated to Committee prior to the meeting.</p> <p>David Archibald took Committee through the CAP. He advised that since this had been produced and circulated progress had been made on several items following the Strategy Day on Sunday.</p> <p>The Director had also met with Brown and Wallace re the stock condition survey and affordability was on the agenda tonight.</p> <p>David advised that it was clear a lot of work has been done since the first CAP was produced and there were no matters of significant concern outstanding.</p> | |

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| <p>Committee confirmed they would like to continue with the current reporting schedule where HL would continue to offer support to the staff team and report regularly to the management committee.</p> <p>There were no other questions or comments.</p> | |
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| Item Three – Minutes from Previous Meeting held on 30/11/22 | |
| <p>This paper was circulated to Committee prior to the meeting.</p> <p>With regard to Item 12 it was noted that the Director would be working with TC Young to ensure compliance. The Director advised he hoped to report back to Committee by the end of the financial year.</p> <p>There were no other matters raised and the minutes were approved. Proposed by Janet Stitt and seconded by Diane Hendry.</p> | <p>See Action Plan</p> |
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| Item Four – Progress Action Points for Committee | |
| <p>This paper was circulated to committee prior to the meeting.</p> <p>Following a question the Director advised that he still didn't have an update re the bid for sharing services for Welfare Rights Officer and an Energy Advisor. He advised he had also spoken to other local RSL's about future joint bids with Community Links for other areas. He advised he hoped to have an update on this for the next meeting.</p> | <p>See Action Plan</p> |
| <i>Elaine Byrne joined the meeting at this point.</i> | |
| Item Five – Rent Increase 2023/24 | |
| <p>These papers were circulated to committee prior to the meeting.</p> <p>5.1 – Affordability Presentation – Elaine Byrne from Arneil Johnston in Attendance</p> <p>Elaine Byrne took Committee through the presentation. Committee were happy with the findings that rent levels were affordable and Elaine's comments that the rent structure itself was good. The paper was noted.</p> <p><i>Elaine Byrne left the meeting at this point. Committee thanked her for her time.</i></p> <p>5.2 – Consultation Feedback</p> <p>Following a question from the Committee, the Housing Manager advised that he had contacted the one person who objected to the rent increase to explain the implications a rent freeze would have to the Association. Following another question about where other RSL's sit with their increase the Director reminded that Committee had been provided with the GWSF proposed rent increase paper in November 2022. He</p> | <p>See Action Plan</p> |

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| <p>confirmed that we don't know for definite as most will be in consultation at the moment. Committee suggested that when we advise of the rent increase we advise tenants how we came to that decision. It was also suggested that next year staff explore different methods of collecting feedback from tenants. Committee agreed to the 5% rent increase.</p> | |
| <p><i>The Director, Housing Manager and Corporate Services Officer left the meeting at this point. The minute for Item 6 & 7 was produced by Graeme Bruce.</i></p> | |
| <p>Item Six – Report from Spence & Partners – David Davison in Attendance</p> | |
| <p>This paper was circulated to committee prior to the meeting. David Davison carried out a presentation about the proposed pension consultation and Graeme Bruce talked the committee through the paper and answering question relating to the salary exchange.</p> <p>There were no other questions or comments and the paper introduction of salary exchange to employees joining the defined contribution pension scheme and the Employer National Insurance saving being included as part of the employer contribution to the defined contribution pension scheme were approved.</p> | |
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| <p>Item Seven – Salary Update</p> | |
| <p>This paper was circulated to committee prior to the meeting. Graeme Bruce talked committee through the paper. The committee asked for the cost of living increase and the non-consolidated payments to be consulted together rather than separately.</p> | |
| <p><i>The Director, Housing Manager and Corporate Services Officer re-joined the meeting at this point.</i></p> | |
| <p>Item Eight – Draft Budget</p> | |
| <p>This paper was circulated to committee prior to the meeting.</p> <p>Graeme Bruce talked committee through the paper. He advised the two biggest concerns are do we have cash in the bank and are we covenant compliant; Graeme confirmed yes for both. He advised we have assumed a smaller figure for interest received as we don't want to rely on that money coming in. Following a question he confirmed we have budgeted less for planned maintenance in 2023/24, however that is more do with where we are in the component replacement program. It was noted that major repairs should also include a contingency amount of £25,500.00 to cover one off repairs such as boilers or bathrooms etc.</p> <p>Graeme advised he plans to bring the final budget to the March meeting and anticipates there will be an increase in insurance costs this year.</p> | |

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| There were no other questions or comments and the paper was noted. | |
| Item Nine – Quarterly Housing Management Report | |
| <p>This paper was circulated to Committee prior to the meeting.</p> <p>The Housing Manager took committee through the paper. Committee praised the hard work that had been done to reduce arrears and the quick turnaround of void properties this quarter.</p> <p>There were no other questions or comments and the paper was noted.</p> | |
| Item Ten – Quarterly Complaints Report | |
| <p>This paper was circulated to Committee prior to the meeting.</p> <p>The Housing Manager took committee through the paper. He highlighted that there was still a high number of ASB complaints, however he confirmed that these are mainly attributed to one address which committee have previously been advised on as we are seeking a decree.</p> <p>The Housing Manager confirmed that the two complaints upheld were minor; however we will use them for future learning. One committee suggested that going forward it may be useful to have a report if an SPSO complaint is upheld. Once the sub-committees are set up for the new financial year this could be reported to the relevant sub-committee.</p> <p>There were no other questions or comments and the paper was noted.</p> | |
| Item Eleven – Eviction Report | |
| <p>This paper was circulated to Committee prior to the meeting.</p> <p>There were no questions or comments and this paper was noted.</p> | |
| Item Twelve – Equality Impact Assessments | |
| <p>These papers were circulated to Committee prior to the meeting.</p> <p>Item 12.1 – CCTV Policy There were no questions or comments and this paper was noted.</p> <p>Item 12.2 – Tenant Participation Policy Following a question it was advised that we have never had a request for a translation of our paper work or policies etc; however we have the capabilities to carry it out if required.</p> <p>There were no other questions or comments and the paper was noted.</p> | |

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| Item Thirteen – Director Report | |
| This paper was circulated to Committee prior to the meeting. | |
| <u>Staff Recruitment</u> Committee were advised that unfortunately we were not successful in the interviews last week for the Admin Assistant post. We are in the process of getting temporary cover arranged and will re-advertise the permanent job in the coming weeks. | |
| <u>Staff Annual Leave</u> The Corporate Services Officer confirmed that committee agreed in June that staff could carry forward more than 5 days in to 2023/24; however this would be the last year they could do so. It was noted that some staff have annual leave booked in for the coming weeks before the end of this financial year. | |
| There were no other questions or comments and the paper was noted. | |
| Item Fourteen – Health and Safety Update | |
| This paper was circulated to Committee prior to the meeting. | |
| There were no questions or comments and this paper was noted. | |
| Item Fifteen - AOCB | |
| <ul style="list-style-type: none"> • There was nothing to discuss or note under AOCB. | |
| Item Sixteen – Date of Next Meeting | |
| It was agreed the next meeting would be held on 01/03/23 to allow for an update on the pension consultation. | |
| The Corporate Services Manager reminded Committee that we are holding one meeting per quarter in person in the Golden Jubilee. The next meeting on 01/03/23 would be over Teams and the meeting at the end of March would be in person for those that can make it. | |
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