

Minutes of the Management Committee Meeting of Trafalgar Housing Association held on Wednesday 26th October 2022 at 6.00pm via Microsoft Teams.

Present

Bernadette Swindon (Full Member)
 Janet Stitt (Full Member)
 Diane Hendry (Vice Chair)
 Michael McAllister (Full Member)
 Gerard Doherty (Full Member)
 Robert Devine (Full Member)

In Attendance

Paul McShane (Director)
 Sara Pattison (Admin Officer)
 Chris Chalk (Housing Manager)
 Alison Leabody (Property Services Manager) Items 9 – 16
 David Archibald (Henderson Loggie) Items 1, 4 & 5
 John Ross (Wilson Adrain) Item 12 & 13

Item One – Apologies and Declarations of Interest	ACTION
<p>Apologies were received from Fiona Connolly, Nicola Lyden, Robert Kane, Graham Dunlop and Willie Croft. It was agreed that the Vice-Chair would Chair the meeting in the absence of the Chair.</p>	
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Item Four – Progress on CAP (David Archibald in Attendance)	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>David talked committee through the paper and advised that good progress was still being made. He assured Committee that although some actions were not yet due and not being reported on that work was being done on them.</p> <p>One committee member queried some dates on the CAP – David will check and advise at next meeting.</p> <p>There were no other comments and the paper was noted.</p>	<p>See Action Plan</p>
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Item Five – Annual Assurance Statement Review (David Archibald in Attendance)	
<p>This paper was circulated to Committee prior to the meeting; however it was noted that a newer version minus appendix 5.4 had been produced shortly before the meeting and was shared on the screen.</p> <p>David talked committee through the report. He advised this was a review they carried out every year and it was very positive. He paid testament to the work put in by staff.</p>	

It was noted that the findings of this report would form the basis of the Annual Assurance Statement which had to be submitted to SHR by 31/10/22. It was agreed the Director would send the Assurance Statement out to the three office bearers and one other committee member by email for approval.	
<i>David Archibald left the meeting at this point and committee thanked him for his time.</i>	
Item Two – Minutes of Previous Meeting held on 5th October 2022	
<p>This paper was circulated to committee prior to the meeting.</p> <p>One committee member queried about a representative from EVH attending this meeting: it was advised it had been noted on the action plan that someone would hopefully be attending in November.</p> <p>There were no other comments or questions and the minutes were approved. Proposed by Janet Stitt and Seconded by Bernadette Swindon.</p>	
Item Three – Progress Action Points for Committee	
<p>This paper was circulated to committee prior to the meeting.</p> <p>It was agreed that any items on the Action Plan without a date were to be updated at the next meeting.</p> <p>It was noted that TC Young had given confirmation that no new contract was required for PSM and this could be removed from the action plan. It was also noted that equalities training had been carried out and this was also to be removed from the action plan.</p> <p>A discussion took place about the re-introduction of sub-committees now that there are 11 members on the committee. It was advised these would be a Staffing sub-committee and a Housing Management and Maintenance sub-committee. Committee requested a full report be brought to the next meeting outlining what the plan would be and what it would mean for main committee meetings going forward.</p> <p>All other updates noted on the Action Plan.</p>	See Action Plan
Item Six – Annual Report 2021/22	
<p>This item was tabled on the night and the Admin Officer shared her screen so that all present could see the draft Annual Report.</p> <p>Committee were advised the Chairpersons report on the first page still had to be completed. Committee were happy with the format and layout. It was advised the annual report is distributed by mail drop to our tenants and will also be available on our website.</p>	
Item Seven – Management Committee Appraisal Feedback Report from SHARE	
This paper was circulated to committee prior to the meeting.	

<p>The Vice-Chair explained to the new members what this paper was. A discussion took place about the training sessions agreed at the August meeting as only 3 committee members attended the training session on 13/10/22. It was suggested that a second strategy day be arranged for January 2023 to try and incorporate 3 or 4 training sessions in the one day instead of having additional training on top of the regular committee meetings. Committee present were happy with this suggestion.</p> <p>It was also suggested that we ask SHARE about the online training courses available for committee and also if they would allow us to record the training sessions in order that they be shared with the committee members not present.</p> <p>Committee were reminded that another training session was scheduled for 09/11/22 at 7pm. Five committee members advised they were able to attend. Admin Officer to phone round the day of training to remind.</p>	<p>See Plan Action</p> <p>See Plan Action</p>
<p>Item Eight – Housing Management Quarterly Report</p>	
<p>This paper was circulated to committee prior to the meeting.</p> <p>The Housing Manager took committee through the paper. In answer to a question he advised that following the closure of the Independent Resource Centre, staff give welfare advice to the best of their knowledge and we also direct them to the Council. He stressed that we always try our best to help the tenants. Committee were also reminded that we use Home Energy Scotland and several referrals have been made to try and help our tenants. The Director also advised he is in discussions with other local Associations about buying in to welfare services.</p> <p>One committee member advised that the ‘Big Disability Group, on Dumbarton Road will provide welfare advise and services to those with disabilities and their carer’s. Another committee member suggested the HM look for grants and funding to help our tenants.</p> <p>There were no further questions or comments and the paper was noted.</p>	<p>See Plan Action</p>
<p><i>Alison Leabody joined the meeting at this point.</i></p>	
<p>Item Nine – Complaints Quarterly Report</p>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>The Housing Manager took Committee through the paper. He advised that mostly all of the 22 ASB complaints were due to 2 tenants and they were doing all they could with regards to the situation.</p> <p>It was requested that a row be added to the 2 SPSO complaints breakdown tables showing ‘year to date’ figures.</p>	

<p>There were no other questions or comments and the paper was noted.</p>	<p>See Action Plan</p>
<p>Item Ten – Maintenance Quarterly Report</p>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>The Property Services Manager took committee through the paper. It was requested that the budgeted costs be provided on the report so that committee can put in to context the spend against the budget.</p> <p>Committee were advised that everything was being done with regard to the electrical tests. If a tenant requests a repair we are checking that the electrical test has been carried out; if it is still outstanding we are advising it will have to be carried out at the same time as their requested repair.</p> <p>Committee were advised that the Framework cost was in from Brown and Wallace and the cost was higher than anticipated. Report will be brought to committee in November advising of the cost and what is included.</p> <p>The PSM advised that they had been approached by an OT for major work to take place in a property. She and an architect were going to visit the property next week to cost the requested adaptation. She will then have to put in a special request to the Scottish Government for funding. PSM to provide update at the next meeting.</p>	<p>See Action Plan</p> <p>See Action Plan</p> <p>See Action Plan</p>
<p>Item Eleven – 3rd Quarter Satisfaction Results</p>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>Committee were happy with the overall results and felt they were positive. One committee member asked about the drop in the satisfaction of the area of the neighbourhood to which the HM advised it was an area that we are judged on but not fully in control of. A lot of issues are down to the council cutting services. The HM advised he had proactively contacted the tenants who were not satisfied and explained the situation to try and establish any trends and to make improvements.</p> <p>There were no other questions or comments and the paper was noted.</p>	
<p>Item Twelve – Directors Report</p>	
<p>The Director gave a verbal report for this item.</p> <p>He advised that a lot of items have already been covered in the meeting.</p> <p>The Director advised the proposed rent freeze/cap continues to be a source of concern. It is expected that inflation will be at 10% and the</p>	

<p>Financial Consultant will prepare a report for committee showing four scenarios of rent increases at 0%, 3%, 5% and 7%. It was noted this report would not be at the November and most likely be at the meeting after. Committee were advised that we are in a particularly vulnerable position as so many of our tenants pay their own rents. Committee were advised there was going to be a lot of tough decisions and as committee members they have to look at making the best decisions for the Association.</p> <p>It was noted that an article would go in the next Newsletter advising tenants of the current situation and that a rent consultation cannot be done until the 14/01/23.</p> <p>The Director advised that Pat Bradley from Gleaneagles Solutions had prepared a paper regarding a change in staff structure. Due to its confidential nature the Director requested sending this out to four committee members (3 office bearers and one other) to be agreed in principal then a more summarised paper would go to the full committee. Committee agreed.</p>	<p>See Plan Action</p>
<p><i>John Ross joined the meeting mid-way through Item 12.</i></p>	
<p>Item Thirteen – Health and Safety Update (John Ross in Attendance)</p>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>John Ross took committee through his report. He advised he was happy with the progress made and didn't have any concerns at present. He suggested that going forward he would report to committee on a quarterly basis following quarterly health and safety audits. Committee agreed.</p>	<p>See Plan Action</p>
<p><i>John Ross left the meeting at this point and committee thanked him for his time.</i></p> <p><i>It was noted that the meeting had now passed 2 hours. It was agreed to complete the last 3 items.</i></p>	
<p>Item Fourteen – Policy Review</p>	
<p>14.1 – Draft Asset Management Policy</p> <p>This paper was circulated to Committee prior to the meeting.</p> <p>Committee were reminded this policy was approved in majority at the last meeting and it was only the tables in the appendices that still had to be populated and were being brought back tonight for approval.</p> <p>The policy was approved. Proposed by Bernadette Swindon and seconded by Diane Hendry.</p>	
<p>Item Fifteen - AOCB</p>	
<p>Ground Maintenance Contract – The Housing Manager advised committee the current contract was due to expire at the end of the financial year. Following discussions with the Clerk of Works he has been advised to extend for one year at the cost of 6%. He was advised that going to tender could cost 10-15% plus tender costs. It was noted that the option to extend for one year was written in to the</p>	

current contract. Committee agreed to proceed with one year extension. Proposed by Robert Devine and seconded by Michael McAllister.

GWSF Conference – The four committee members attending were reminded about the conference on Friday.

Christmas Card Competition – Committee were advised we had received 5 entries. The Admin Officer shared the entries and the winner was chosen by vote. The winner’s entry will be made into this year’s Christmas Card and will receive a £20 Smyths voucher and the runners up a selection box each.

Christmas Lunch – The Admin Officer advised an email had been sent out giving details of the provisional booking. She requested that anyone wishing to attend let her know asap as the booking is only held until the end of the week. It was agreed that the Association would pay for lunch and 2 drinks.

Item Sixteen – Date of Next Meeting

It was agreed the next meeting would be held on 30/11/22 in person at Golden Jubilee Hotel.

Signed:

Date: