

**Minutes of the Management Committee Meeting of Trafalgar Housing Association held on Wednesday 30<sup>th</sup> August 2023 at 6.00pm via Microsoft Teams.**

**Present**

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

**In Attendance**

Paul McShane (Director)  
 Sara Pattison (Corporate Services Officer)  
 Graeme Bruce (Lethame Business)  
 Lorna Shaw (Research Resource) Items 1 & 7  
 David Bookbinder (GWSF) Items 1, 7 & 8)

<b>Item One – Apologies and Declarations of Interest</b>	<b>ACTION</b>
Apologies were received from Graham Dunlop and Jean Martin. It was agreed that we would go to Item 7 as Lorna Shaw was in attendance.	
<b>Item Seven – Full Tenant Satisfaction Survey from Research Resource (Lorna Shaw in Attendance)</b>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>Lorna Shaw shared a presentation on the screen with Committee and advised this gave a brief summary of the key findings and highlighted the charter indicators; but the report which had been distributed provided much more detail.</p> <p>She advised it displayed very positive results and it was encouraging to see a sustained level of satisfaction which mirror our quarterly results.</p> <p>Following a question about replacing windows on Crown Avenue due the slightly higher dissatisfaction level committee were advised that these windows are only 18/19 years old and there are no plans for replacing as we would expect to get a minimum of 30-40 years based on the last stock condition survey carried out by B+W in 2022. Lorna also reminded committee that the small numbers involved can also make results appear worse and that only 14 tenants were surveyed from Crown Avenue and only 3 reported an issue. It was also noted that we have received no recent window repair requests in Crown Avenue.</p> <p>There were no other questions or comments and this paper was noted.</p>	

<i>Lorna Shaw left the meeting at this point. Committee thanked her for her time.</i>	
<b>Item Eight – Discussion with GWSF on EESSH 2 Implications (David Bookbinder in Attendance)</b>	
<p>David Bookbinder shared slides with Committee and talked them through his presentation.</p> <p>He advised he had been a meeting earlier that day regarding EESSH 2 and updated committee accordingly. He advised that social housing is already far more energy efficient than private homes and probably only accounts for around 2.5% of the emissions. He advised the new standard for EESSH2 was that social housing should have a 'minimum EPC rating of B, or be as energy efficient as practically possible within the limits of cost, technology and necessary consent.' He advised however that gas can't be used as an option to improve EPC ratings as that is not part of the carbon zero agenda, and that all other options would be very costly to HAs and would undoubtedly see an increase in rents to facilitate this. David said he hoped that there would be a common sense approach from both the Scottish Government and SHR and that any work done would be done to help our tenants be more comfortable and not make things harder by increasing rents etc to meet these targets.</p> <p>There were no questions or comments.</p>	
<i>David Bookbinder left the meeting at this point. Committee thanked him for his time.</i>	
<b>Item Two – Minutes from Previous Meetings</b>	
<p>These papers were circulated to committee prior to the meeting.</p> <p><b>Item 2.1 – Management Committee Meeting 29/03/23</b> There were no question or comments and these minutes were approved. Proposed by Diane Hendry and seconded by Gerry Doherty.</p> <p><b>Item 2.2 – Minutes of Committee Meeting 24/05/23</b> There were no questions or comments and these minutes were approved. Proposed by Gerry Doherty and seconded by Willie Croft.</p> <p><b>Item 2.3 – Minutes of Operations Sub-Committee Meeting 13/06/23</b> There were no questions or comments and these minutes were approved. Proposed by Robert Devine and seconded by Gerry Doherty.</p> <p><b>Item 2.4 – Minutes of A&amp;R Sub Committee Meeting 22/08/23</b> There were no questions or comments and these minutes were approved. Proposed by Diane Hendry and seconded by Willie Croft.</p>	
<b>Item Three - Progress Action Points for Committee</b>	
<p>This paper was circulated to committee prior to the meeting.</p> <p>Following a question it was advised that the gas contract procurement was carried out in February 2023. HiFlow won the</p>	

<p>contract and started on 1<sup>st</sup> June 2023. This was advised to committee in the meeting on 26<sup>th</sup> May 2023. There were no other questions or comments and the paper was noted.</p>	
<p><b>Item Four – Annual Accounts to 31/03/23 (Graeme Bruce in Attendance)</b></p>	
<p>This paper was circulated to committee prior to the meeting.</p> <p><b>Annual Accounts</b>  Graeme took committee through the main points and advised the accounts were solid figures and there was not much movement with the management accounts presented to committee previously. He advised the most important thing is that we have an unqualified report and are covenant compliant. He also added that to make the covenants work the figures must be good.  There were no questions or comments and the annual accounts were approved. Proposed by Willie Croft and seconded by Robert Devine.</p> <p><b>Letter of Representation</b>  Graeme advised this was often referred to as a Letter of Comfort and gives the auditors a degree of comfort over the figures in the accounts.  There were no questions or comments and this was approved. Proposed by Willie Croft and seconded by Robert Devine.</p> <p><b>Annual Internal Assurance Report</b>  Graeme advised that this is to give a degree of comfort that we are doing what we should be doing; have policies in place, qualified staff, regulatory return etc.  There were no questions or comments and this was approved. Proposed by Willie Croft and seconded by Robert Devine.</p> <p><b>Audited Financial Statements Return</b>  Graeme advised that this was simply taking figures and information directly from the annual accounts and inputting them into the format that the SHR wants. Graeme advised that he was seeking approval for delegated authority for the Director to input these figures by the end of September to the SHR portal.  This was approved. Proposed by Willie Croft and seconded by Graham Dunlop.</p>	
<p><b>Item Five – Reports from A&amp;R Sub-Committee Meeting on 22/08/23 (Graeme Bruce in Attendance)</b></p>	
<p>These papers were circulated to committee prior to the meeting.</p> <p><b>Item 5.1 – Management Accounts to 30/06/23 (recommended for approval by A&amp;R Sub Com)</b>  Graeme briefly took committee through the papers and noted that they had been recommended for approval by the A&amp;R Sub Com. There were no questions or comments and the paper was approved. Proposed by Willie Croft and seconded by Robert Devine.</p>	

<p><b>Item 5.2 - Henderson Loggie Draft 2023/24 Annual Audit Report</b> The Corporate Services Officer advised that the small changes requested by the A&amp;R Sub Com had been made by Henderson Loggie. There were no questions or comments and the paper was approved. Proposed by Willie Croft and Seconded by Robert Devine.</p> <p><b>Item 5.3 – Henderson Loggie Draft SHQS Report</b> The Corporate Services Officer advised that the small changes requested by the A&amp;R Sub Com had been made by Henderson Loggie. There were no questions or comments and this paper was approved. Proposed by Willie Croft and seconded by Robert Devine.</p> <p><b>Item 5.4 – Henderson Loggie Draft Quarterly CAP Progress Report</b> The Corporate Services Officer advised that this paper has been significantly updated to reflect the actions that Emma Tilley advised had been progressed. There were no questions or comments and this paper was approved. Proposed by Willie Croft and seconded by Robert Devine.</p> <p>Committee requested that a box be added at the top of the paper advising if it is for approval or noting. It was agreed that papers for all sub committees would go out to all members and those not on the sub-committee can read them for their interest.</p>	<p>See Plan</p> <p>Action</p>
<p><b>Item Six – Health and Safety Update</b></p>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>There were no questions or comments and the small changes noted in the paper were approved. Proposed by Robert Devine and seconded by Nicola Lyden.</p>	
<p><b>Item Nine – Joint Training Dates and Corrected Committee Dates</b></p>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>The Corporate Services Officer advised committee of the joint training arranged with local RSL's. It was requested that the CSO find out who is taking the training and how long it is expected to last. The CSO will email out this information when she has it and will also ask or an idea of who is planning to attend.</p> <p>Committee agreed to rearranging the operations sub-committee meeting on 12/09/23 as this coincides with the first training date.</p> <p>There were no further questions or comments and the paper was noted.</p>	
<p><b>Item Ten – AOCB</b></p>	
<ul style="list-style-type: none"> <li>• Committee were advised that the CCTV policy had been amended to include a new camera which was installed.</li> <li>• Following a previous request committee were advised that around 60-65% of EVH members are full members.</li> </ul>	

<ul style="list-style-type: none"> <li>• Committee were advised of the cost of the invoice for Grease Monkeys; it was noted this invoice was fully covered by the grant received.</li> <li>• Committee were advised of the process the Association plans to use to allocate the bike sheds.</li> <li>• Committee were asked to approve the addition of John Docherty Plumbing on to our approved contractors list subject to satisfactory references being obtained. This was approved.</li> <li>• The Chairperson advised he wished to have a discussion with committee in private without staff present at the end of the meeting.</li> </ul>	
<b>Item Eleven – Date of Next Meeting</b>	
<p>The CSO advised of the following dates:</p> <p>Tuesday 19<sup>th</sup> September – AGM</p> <p>Wednesday 25<sup>th</sup> October – Full Committee Meeting</p> <p>TBC – Operations Sub-Committee Meeting</p> <p>Tuesday 14<sup>th</sup> November – Audit &amp; Risk Sub Committee Meeting</p>	

Signed:	Date:
---------	-------