

Minutes of the Management Committee Meeting of Trafalgar Housing Association held on Wednesday 5th October 2022 at 6.00pm via Microsoft Teams.

Present

Fiona Connolly (Chairperson)
 Bernadette Swindon (Full Member)
 Janet Stitt (Full Member)
 Graham Dunlop (Full Member)
 Diane Hendry (Vice Chair)
 Michael McAllister (Full Member)
 Gerard Doherty (Full Member)
 Willie Croft (Full Member)

In Attendance

Paul McShane (Director)
 Sara Pattison (Admin Officer)
 Chris Chalk (Housing Manager)
 Alison Leabody (Property Services Manager) Items 7, 4 & 11
 Graeme Bruce (Lethame Business) Items 1, 2, 5, 6, 3, 9 & 8
 Emma Tilley (Henderson Loggie) Items 1, 5 & 6
 David Archibald (Henderson Loggie) Items 1, 5 & 6
 Eileen Barr (TC Young) Item 7
 Nicola Brechany (TC Young) Item 7
 Paul McNeil (Housing Regeneration Consultants) Item 9

| Item One – Apologies and Declarations of Interest | ACTION |
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| It was agreed that the Director would chair the meeting until the Office Bearers were agreed in Item 2. Apologies were received from Nicola Lyden, Robert Devine. David Archibald declared an interest in that Henderson Loggie work with Grampain Housing Association that one of our committee members is an employee of. Committee noted this. | |
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| Item Two – Election of Office Bearers | |
| A discussion took place regarding the election of office bearers. Item 2.1 – Election of Chairperson Graham Dunlop nominated Fiona Connolly for Chairperson. There were no other nominations and Fiona Connolly was duly elected. Proposed by Diane Hendry and seconded by Bernadette Swindon. Item 2.2 – Election of Vice-Chairperson Bernadette Swindon nominated Diane Hendry to remain in her post as Vice-Chairperson. There were no other nominations and Diane Hendry was duly elected. | |

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| Proposed by Janet Stitt and seconded Graham Dunlop. | |
| <p>Item 2.3 – Election of Secretary</p> <p>Fiona Connolly nominated Nicola Lyden to remain in her post as Secretary. (Nicola had advised she was happy to remain in this post.)</p> <p>There were no other nominations and Nicola Lyden was duly elected. Proposed by Graham Dunlop and seconded by Michal McAllister.</p> | |
| Item Five – Progress on CAP (Emma Tilley in Attendance) | |
| <p>This paper was circulated to Committee prior to the meeting.</p> <p>It was advised that we having been reporting on the CAP for just over a year now and have made very good progress with it. Emma talked committee through the summary table on Page 2 and advised the 12 not yet due would be reported on in December as they are not within this reporting period.</p> <p>Emma advised that the equalities data collection is one to keep an eye on as it can take a long time to receive feedback. A discussion took place about carrying out face to face collections but still keeping it anonymised as that was what was agreed by Committee. Staff and Emma Tilley to discuss the equalities collection and the action point. There were no other questions or comments.</p> | See Action Plan |
| Item Six – Internal Audit Plan from Henderson Loggie (David Archibald in Attendance) | |
| <p>These papers were circulated to committee prior to the meeting.</p> <p>David Archibald advised that he had met with the Director and Financial Consultant to discuss the key risk areas and talked committee through the plan.</p> <p>Following a question it was agreed it was important the EESSH compliance be included in the scope of work under the SHQS audit. David to agree wording and include in the plan.</p> <p>The internal audit plan was approved.</p> | |
| <i>Emma Tilley and David Archibald left the meeting at this point. Committee thanked them for their time.</i> | |
| Item Three – Minutes of Previous Meetings | |
| <p>These papers were circulated to committee prior to the meeting.</p> <p>Item 3.1 – Minutes of Meeting held on 31st August 2022</p> <p>These minutes were approved and there were no questions or comments.</p> <p>Proposed by Fiona Connolly and seconded by Michael McAllister.</p> <p>Item 3.2 – Minutes of Meeting held on 14th September 2022</p> <p>These minutes were approved and there were no questions or comments.</p> <p>Proposed by Bernadette Swindon and seconded by Janet Stitt.</p> | |
| <i>Paul McNeil joined the meeting at this point.</i> | |

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| Item Nine – Rent Freeze/Business Plan Review (Paul McNeil in Attendance) | |
| <p>Paul McNeil advised the Committee that the Association, along with all others, would have to go back and review their 5 year and 30 year projections following the announcement of the proposed rent freeze, and also the recent mini budget. Continuing on, Paul advised that although some don't think the rent freeze or cap will happen, Associations will still not be able to raise their rents by the full inflation amount. All Associations will have to review their Business Plan and costs as this will have a significant effect on cash flow. Paul advised that Trafalgar are fortunate as we are starting from a good position with good cash reserves, but stressed that these are very challenging times.</p> <p>He emphasised how important it was to keep the lenders happy; however committee were assured from Paul and Graeme Bruce that we have no concerns about any breach of our covenants.</p> <p>Following a question it was advised that the Draft Budget would have to come to committee earlier than the normal January and that work on this will be starting imminently with the first draft being brought at the next meeting.</p> <p>There were no other questions or comments.</p> | <p>See Plan Action</p> |
| <p><i>Paul McNeil left the meeting. Committee thanked him for his time. Paul McShane, Chris Chalk and Sara Pattison left the meeting at this point.</i></p> | |
| Item Eight – Salary Increase | |
| <p>This paper was circulated to committee prior to the meeting.</p> <p>Committee agreed to the proposed 4.1% salary increase to be back dated to 1st April 2022.</p> <p>Proposed by Graham Dunlop and Seconded by Janet Stitt.</p> <p>Committee requested a representative from EVH attend the next meeting.</p> | <p>See Plan Action</p> |
| <p><i>Paul McShane, Chris Chalk and Sara Pattison rejoined the meeting at this point.</i></p> <p><i>Graeme Bruce left the meeting at this point. Committee thanked him for his time.</i></p> <p><i>Eileen Barr and Nicola Brechany from TC Young joined the meeting at this point as did Alison Leabody.</i></p> | |
| Item Seven – McGills Update – TC Young in Attendance | |
| <p>This paper was circulated to committee prior to the meeting.</p> <p>Committee were taken through the report and advised that Trafalgar HA were one of several RSL's affected by McGill's administration.</p> <p>Following a question committee were advised that we could not go back to the procurement carried out in 2021 as some of the companies who submitted tenders were now out of business and the prices would no longer be valid for those companies still in business. Committee agreed to get a temporary contract in place for HiFlow until the end of the financial year to allow Brown and Wallace to complete the framework for the next tender.</p> | |

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| <i>Eileen Barr and Nicola Brechany from TC Young left the meeting at this point. Committee thanked them for their time.</i> | |
| Item Four – Progress Action Points for Committee | |
| <p>This paper was circulated to Committee prior to the meeting.</p> <p>Committee requested that a date be added to the ‘Progress Update’ box.</p> <p>With regard to the Pension action box it was agreed that the Director would ask Pat Bradley from Gleneagles Consultancy to carry out a consultation with staff along with Fitzallan Ltd, the pension specialist.</p> | See Action Plan |
| Item Eleven – Health and Safety Update | |
| <p>This paper was tabled at the meeting. The Admin Officer shared her screen so all could see the paper.</p> <p>The Property Services Manager talked committee through the paper.</p> <p>Gas Servicing Update It was noted there was a typo in the first paragraph and it should read that Hiflow have carried out 22 Gas Services so far. Committee requested that it be noted on the report the number and percentage of any late gas services.</p> <p>Electrical Testing The PSM stated that under the standard BS 7671, as our properties are under 30 years old then as long as the electrical wiring is in good condition and all properties have consumer units, they wouldn’t fail SHQS just because they hadn’t been tested. That being said the PSM is very keen to get them all completed and we only have 23 still outstanding with 10 of them booked in.</p> <p>Health and Safety Training It was noted that there is a lot of staff training taking place this month. John Ross will attend at the next meeting to give an update.</p> | See Action Plan |
| <i>Alison Leabody left the meeting at this point.</i> | |
| Item Ten – Directors Report | |
| <p>This paper was tabled at the meeting. The Admin Officer shared her screen so all could see the paper</p> <p>Staff Annual Leave Balance It was noted that staff are managing to work through their balances which has reduced from 268.5days to 157.5days.</p> <p>Business Planning Review of Assumptions in Light of Rent Freeze or Cap It was noted that this has already been discussed earlier in the meeting with Paul McNeil.</p> <p>Phase 3 Window Re-Installation Contract It was noted that the contractor was now offsite and the contract was almost complete. We are very happy with the work carried out. The PSM has spoken to the contractor about joining our approved list of contractors for window repairs as they are Nordan approved and most of our windows are Nordan. The contractor appeared keen. PSM to update on this.</p> | See Action Plan |

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| <p>Equalities Questionnaire It was noted that this has already been discussed earlier in the meeting under Item 5.</p> <p>CCTV It was noted that work had begun for the installation of the new CCTV system. The Director to discuss with Hoffman Installations about attending a future meeting to provide a demonstration.</p> | <p>See Plan Action</p> |
| <p>Item Twelve – Policy Review</p> | |
| <p>These papers were circulated to Committee prior to the meeting.</p> <p>Item 12.1 – Draft Anti-Social Behaviour Policy It was requested that the Housing Manager check the issues stated under Category C in Item 9.1 do not overlap with issues mentioned in the Estate Management Policy as it was queried that we could be over reporting. The Housing Manager advised he would check and amend if required. The policy was approved pending the HM checking the above. Proposed by Diane Hendry and Seconded by Fiona Connolly.</p> <p>Item 12.2 – Draft Asset Management Policy It was noted that some of the tables in the appendices have to be populated and the 5 year projections will have to be amended following the discussions with Paul McNeil; however it was requested that the main body of this policy be approved so that when the tables are populated and the 5 year projections changed this is all that need to be approved. Committee approved the policy based on the above. Proposed by Diane Hendry and Seconded by Graham Dunlop.</p> | <p>See Plan Action</p> <p>See Plan Action</p> |
| <p><i>It was noted that we had reached 2 hours at this point. Committee agreed to continue as there was only 2 items remaining.</i></p> | |
| <p>Item Thirteen - AOCB</p> | |
| <p>Pending Court Case – The Housing Manager advised committee that we are currently in a position where we have exhausted all avenues with a tenant and done everything we can to help including contacting outside agencies and support workers; however we have had no significant reduction in instances of ASB and we are now going to court next week to seek to repossess the tenancy. Committee agreed to proceed to court.</p> <p>GWSF Conference – Committee were advised this was taking place on 28/10/22 and was a very good conference to attend. The Admin Officer will email all committee with information and committee to advise if they wish to attend.</p> <p>Christmas – It was suggested that committee and staff get together for a Christmas night out. Admin Officer to email all committee for their preferred dates.</p> <p>It was requested that we re-introduce the Christmas Card Competition again this year. Admin Officer to communicate to all tenants asking to submit a drawing.</p> | <p>See Plan Action</p> <p>See Plan Action</p> <p>See Plan Action</p> |

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| <p>Meetings – It was agreed that we have Committee meetings in person once a quarter; however those who wish to, or are only able to, can still attend via Teams.</p> <p>New Members – It was requested that we ensure new members receive an induction. It was noted that SHARE are running a course called ‘Committee Meetings in a Nutshell’ which could be useful for new members. Admin Officer to look into. It was also requested that we hold small meetings with the new members prior to the main meeting if required to go over the Agenda and anything they are unsure of.</p> | <p>See Plan</p> <p>Action</p> |
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| <p>Item Fourteen – Date of Next Meeting</p> | |
| <p>It was agreed the next meeting would be held on 26/10/22 via Microsoft Teams.</p> | |
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| <p>Signed:</p> | <p>Date:</p> |
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