

**Minutes of the Management Committee Meeting of Trafalgar Housing Association held on Wednesday 27<sup>th</sup> July 2022 at 6.00pm via Microsoft Teams.**

**Present**

Fiona Connolly (Full Member)  
 Willie Croft (Full Member)  
 Liz Grass (Full Member)  
 Nicola Lyden (Secretary)

**In Attendance**

Paul McShane (Director)  
 Sara Pattison (Admin Officer)  
 Chris Chalk (Housing Manager)  
 Trish Knight (RGDP) Items 1, 2, 3 & 6

<b>Item One – Apologies and Declarations of Interest</b>	<b>ACTION</b>
<p>Apologies were received from Bernadette Swindon, Diane Hendry, Janet Stitt, Graham Dunlop and Joshua Campbell.                      There were no declarations of interest.                      In the absence of both the Chair and Vice-Chair it was agreed that Fiona Connolly would chair the meeting.</p>	
<b>Item Two – Minutes of Previous Meeting held on 29/06/22</b>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>It was noted under Item 6.1 (SHAPS Pension Scheme) that it was only a survey that response was required about. It was noted that this wasn't explained clearly enough and committee were advised that full consultation with staff and committee would be undertaken by TC Young and Fitzallan before any decision is made.</p> <p>There were no other comments and the minutes were approved. Proposed by Fiona Connolly and seconded by Willie Croft.</p> <p>The Admin Officer advised that the minutes from the meeting on the 25<sup>th</sup> May should have been brought tonight for approval however were missed; these will be brought to the next meeting for approval.</p>	<p>See Action Plan</p>
<b>Item Three – Progress Action Points for Committee</b>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>Committee went through the action plan. It was requested that a report date be added. Committee were happy with the layout of the Action Plan.</p> <p>It was agreed we would proceed to Item 6 as we had a speaker present.</p>	

<b>Item Six – Equalities Data Collection (Trish Knight from RGDP in Attendance)</b>	
<p>These papers were circulated to committee prior to the meeting.</p> <p><b>Item 6.1 – Equalities Data Collection Information (SFHA)</b>  Trish advised that she works with a number of Housing Associations and she advises them all to collect this data anonymously. She advised that many of the questions come under special category data as they can cause threat or harm and the safest option is not to have it linked with tenants. She talked through many pros and cons of both sides; however one pro for anonymising it is that you would probably get a better return. It was also noted that our current housing software package does not have a facility to securely store this sensitive information and only allow authorised staff to view it.  Trish suggested that committee could put a statement at the bottom of the questionnaire asking tenants to provide us with any information that they think would be of use by email or letter etc, but not on the form itself.  Trish also suggested that we could gather the information anonymously this time and if we get a good return look into linking it the next time.</p> <p><b>Item 6.2 – Draft Equalities Monitoring Form</b>  Following a question Trish advised that a lot of the questions are information we do not need, however they are required by the equalities act as a lawful purpose.</p> <p>Committee agreed to collect the information anonymously and using this form.</p> <p>Trish Knight left the meeting at this point and committee thanked her for her time.</p>	
<b>Item Four – Progress on CAP (Monthly Summary)</b>	
<p>This paper was circulated to committee prior to the meeting.</p> <p>Committee were happy that progress was being made through the CAP.  It was noted that the Asset Management Policy development needs to be looked at.  It was agreed that following the AGM in September, and once the new members had joined and settled, we would get the sub-committee structure in place.</p> <p>There were no other questions or comments.</p>	<p>See Action Plan</p>
<b>Item Five – Committee Training Plan Outline from SHARE</b>	
<p>This paper was circulated to committee prior to the meeting.</p> <p>The Director advised that he and the temporary Admin Officer had met with Julie-Ann Cloherty from SHARE to discuss this.</p>	

<p>The Director advised he felt that the Code of Conduct should be the first session then just to work down the line. Following a question the Director advised that this should assist us in reassuring the SHR that our Committee are committed to training.</p> <p>It was agreed that most would have to take place out with the committee meetings due to the length of the sessions and on a regular basis to ensure we are keeping training up to date.</p> <p>It was suggested that we could try and do an afternoon session at the weekend and try and get 2 or 3 done at the same time.</p> <p>It was requested that the Admin Officer sends out an email to see what suits everyone.</p> <p>There were no other questions or comments.</p>	<p>See Action Plan</p>
<p><b>Item Seven – Data Protection</b></p>	
<p>These papers were circulated to committee prior to the meeting.</p> <p>The Housing Manager advised that is was very minor changes that had taken place on all 4 Policies and they had been highlighted.</p> <p><b>Item 7.1 – Draft Information Security Policy</b> There were no comments or questions and this policy was approved. Proposed by Nicola Lyden and Seconded by Liz Grass.</p> <p><b>Item 7.2 – Draft Website Privacy Notice</b> There were no comments or questions and this policy was approved. Proposed by Nicola Lyden and Seconded by Liz Grass.</p> <p><b>Item 7.3 – Draft Management Committee Privacy Notice</b> There were no comments or questions and this policy was approved. Proposed by Nicola Lyden and Seconded by Liz Grass.</p> <p><b>Item 7.4 – Draft Employee Privacy Notice</b> There were no comments or questions and this policy was approved. Proposed by Nicola Lyden and Seconded by Liz Grass.</p>	
<p><b>Item Eight – Policy Review</b></p>	
<p>These papers were circulated to Committee prior to the meeting.</p> <p>The Housing Manager advised that is was very minor changes that had taken place on all 3 Policies and they had been highlighted.</p> <p><b>Item 8.1 – Draft Arrears Management Policy</b> There were no comments or questions and this policy was approved. Proposed by Willie Croft and Seconded by Fiona Connolly.</p> <p><b>Item 8.2 – Draft Estate Management Policy</b> There were no comments or questions and this policy was approved. Proposed by Willie Croft and Seconded by Fiona Connolly.</p> <p><b>Item 8.3 – Draft Void Management Policy</b></p>	

There were no comments or questions and this policy was approved. Proposed by Willie Croft and Seconded by Fiona Connolly.	
<b>Item Nine – Health and Safety Update</b>	
This paper was circulated to Committee prior to the meeting.	
Committee noted that progress was being made, and were happy with it. There were no other comments or questions.	
<b>Item Ten - AOCB</b>	
<ul style="list-style-type: none"> <li>• The Director advised there would be another meeting with SHR next week or the following. The Director advised the Vice-Chair had indicated that she would like to attend the meeting.</li> <li>• The Director advised the Ph3 Window Repair Programme has started and will hopefully be complete in September. A report will be made to Committee on a monthly basis. A meeting will take place with the contractor, Brown &amp; Wallace, the Director and Property Services Manager once she is back from annual leave.</li> <li>• The Admin Officer shared the Fee Notice from Brown &amp; Wallace. The Director advised this would need authorisation as it is above his approval limit. Fee proposal is £15,695.00 + VAT. This was approved.</li> <li>• The Director advised we had received 4 applications from tenants to join the Management Committee. It was agreed to try and arrange a meeting with them, the Director and Willie Croft on Tuesday afternoon in the office.</li> <li>• The Admin Officer gave an update on the Bike Shelters. She advised that a grant had been approved of £29,288.00 and we were just awaiting receipt of the money.</li> <li>• It was agreed to use the Town Hall again for the AGM. The Director suggested we go back to the old format of including a prize draw and bingo. Committee agreed.</li> </ul>	<p>See Action Plan</p> <p>See Action Plan</p>
<b>Item Twelve – Date of Next Meeting</b>	
It was agreed the next meeting would be held on Wednesday 31 <sup>st</sup> August 2022. The Admin Officer will contact Golden Jubilee to enquire about availability for an in-person meeting.	

Signed:	Date:
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