

**Minutes of the Management Committee Meeting of Trafalgar Housing Association held on Wednesday 31<sup>st</sup> August 2022 at 6.00pm at the Golden Jubilee Hotel and via Microsoft Teams.**

**Present**

Fiona Connolly (Full Member)  
 Liz Grass (Full Member)  
 Nicola Lyden (Secretary)  
 Bernadette Swindon (Chairperson)  
 Janet Stitt (Full Member)  
 Graham Dunlop (Full Member)  
 Diane Hendry (Vice Chair) Items 8 - 16  
 Michael McAllister (Casual Vacancy)  
 Robert Devine (Casual Vacancy)  
 Robert Kane (Casual Vacancy)

**In Attendance**

Paul McShane (Director)  
 Sara Pattison (Admin Officer)  
 Chris Chalk (Housing Manager)  
 Alison Leabody (Property Services Manager) Items 13 & 14  
 Graeme Bruce (Lethame Business) Items 5, 6, 13, 14, 15, 16, 17 & 18

<b>Item One – Apologies and Declarations of Interest</b>	<b>ACTION</b>
<p>Apologies were received from Willie Croft and Joshua Campbell. The Director, Housing Manager and Admin Officer declared an interest in Item 6 and advised they would leave the meeting for that item.</p> <p>It was advised we had received 2 share applications from Robert Kane and Robert Devine. These were approved. Proposed by Fiona Connolly and seconded by Liz Grass.</p> <p>It was advised we had received applications from 4 tenants to join the Management Committee. All were approved. Proposed by Fiona Connolly and seconded by Nicola Lyden.</p> <p>Robert Connolly, Michael McAllister and Robert Kane were welcomed to the committee as Casual Vacancies, and Gerry Doherty, who had submitted apologies was joined as a Co-optee.</p>	
<b>Item Two – Minutes of Previous Meetings</b>	
<p>These papers were circulated to Committee prior to the meeting.</p> <p><b>Item 2.1 Minutes from Meeting held on 25/05/22</b>                      There were no questions or comments and the minutes were approved.                      Proposed by Janet Stitt and seconded by Bernadette Swindon.</p> <p><b>Item 2.2 Minutes from Meeting held on 27/07/22</b>                      There were no questions or comments and the minutes were approved.                      Proposed by Fiona Connolly and seconded Liz Grass.</p>	

<b>Item Three – Progress Action Points for Committee</b>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>The Director went through the points on the paper. It was noted that one point on the paper was duplicated and should be removed. Other updates were made that are added to the Action Plan.</p> <p>Committee were happy with the report and it was noted.</p>	See Action Plan
<b>Item Four – Progress on CAP (Monthly Summary)</b>	
<p>These papers were circulated to committee prior to the meeting.</p> <p>The Director highlighted the graph on page 1 which demonstrates the progress and hard work being put in. Committee were once again pleased with the progress being made.</p> <p>The Director advised that the second paper titled CAP Updates includes points picked out that are very important and that we are currently focussing on. Committee were advised this report had been shared with the SHR and they too were pleased with the progress being made.</p> <p>There were no questions and this paper was noted.</p> <p>At this point a brief outline of the CAP and SHR was given for the benefit of the new members.</p>	
<b>Item Seven – Directors Report</b>	
<p>This paper was circulated to committee prior to the meeting.</p> <p>Committee were advised that the Director and Vice Chair were due to meet with the SHR in mid-October.</p> <p>It was advised that the Business Plan would need to be revised soon due to inflation having risen from 1% to 10%.</p> <p>Committee were advised that they would need to think about Office Bearers before the next meeting. Committee agreed to meet 10 minutes before the start of the next meeting to discuss this.</p> <p>Committee were advised that the CCTV cameras in the Terraces were not currently situated in the best place and we were looking into re-siting them. Committee approved the Hoffman Security quote for CCTV.</p> <p>All other points in the paper were noted.</p>	
<i>Diane Hendry joined the meeting at this point.</i>	
<b>Item Eight – Committee Training Schedule 2022/23</b>	
<p>This paper was circulated to committee prior to the meeting.</p> <p>Committee were happy with the training schedule and liked that it lets everyone know in advance of what is happening when. It was</p>	

advised individual training sessions may be recommended following the appraisal feedbacks. Training dates approved.	
<b>Item Nine – Equalities and Human Rights Action Plan Update</b>	
These papers were circulated to committee prior to the meeting.  It was advised that an impact assessment is carried out by the person producing the paper. It was requested that there is an update on equality assessment training for staff so that these can be carried out accurately.  This paper was noted by committee.	See Action Plan
<b>Item Ten – Allocations Training Session</b>	
The slides were shared on the screen and distributed at the meeting.  The Housing Manager and the Director talked through the slides and answered any questions. A discussion took place about exchanges, allocations and the chances of a current tenant getting an internal transfer. It was also advised that our tenants all have access to Homeswapper which can give tenants the option to swap with properties all over Scotland.  Committee were happy with our current allocations; however all agreed that they would not want to increase the percentage going to Homeless lets.	
<b>Item Eleven – Housing Management Report (Quarterly)</b>	
This paper was circulated to Committee prior to the meeting.  The Housing Manager went through the paper. He highlighted the increase in former tenant rent arrears and advised this was due to 2 abandoned properties who had large arrears balances.  There were no questions and committee noted the paper and praised the hard work which has gone in to reducing the arrears balance.	
<b>Item Twelve – Complaints Report</b>	
This paper was circulated to Committee prior to the meeting.  The Housing Manager went through the report. Following a question he advised that both contractor complaints were for different contractors. Following another question he clarified the different categories. CAT A – Major CAT B – Repeat Offenders CAT C – Minor; noise nuisance etc.  There were no other questions or comments and the paper was noted.	

<i>Alison Leabody and Graeme Bruce joined the meeting</i>	
<b>Item Thirteen – Maintenance Report (Quarterly)</b>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>The Property Services Manager talked through the paper. Committee were advised that the late emergency call outs were all McGill's; however these were due to the fact that during her last visit Christine Duggan advised that no heating and hot water during the day - which was previously classed as urgent - should be an emergency and have a response time of 2 hours. All these jobs were responded to within the same working day but were out with the 2 hours.</p> <p>Committee were advised that as of Monday McGill's had officially gone in to liquidation. The PSM was currently awaiting a response from TC Young, and was looking to appoint HiFlow in the interim as they have picked up the gas services that have been due and are doing a great job.</p> <p>It was noted that everything was still going well with the window contract at Ph3 and the PSM and Director are having 2 weekly meetings to discuss progress.</p> <p>It was advised that there are still 33 electrical tests outstanding in Trafalgar Street. Seven of those have appointments. Fourteen remain outstanding in the Terraces area, however 12 of those will get done with the kitchen replacements. The PSM advised the next batch of letters has gone out asking tenants to contact on receipt to make an appointment. If they haven't done so by 09/09/22 then the PSM proposed sending out letters advising of forced access to those properties as this is an important Health and Safety issue. Committee all agreed to this course of action.</p>	See Plan.      Action
<b>Item Fourteen – Health and Safety Update</b>	
<p>This paper was circulated to Committee prior to the meeting.</p> <p>Committee were happy with the level of progress being made in Health and Safety. It was requested that anything outstanding be highlighted for the next meeting so it is clear what is still outstanding before signing off the Assurance Statement.</p> <p>One committee member advised they were unsure if we can force access for the electrical checks and thinks it would have to go down as an abeyance. The PSM advised she will check with David Bookbinder from SFHA.</p> <p>There were no other questions or comments and the paper was noted.</p>	See Plan      Action  See Plan      Action
<i>Alison Leabody left the meeting at this point.</i>	
<b>Item Five – Quarter 1 Management Accounts to 30/06/22</b>	
This paper was circulated to Committee prior to the meeting.	

<p>Graeme Bruce talked through the main points of the accounts and advised these were a strong set of figures and a typical set of figures for the first quarter. He advised a mid-year review of the budget would be carried out to assess the maintenance spend.</p> <p>There were no questions or comments and the accounts were approved.</p>	
<p><i>Paul McShane, Chris Chalk and Sara Pattison left the meeting at this point.</i></p>	
<p><b>Item Six – Salary Increase Report</b></p>	
<p>Minute for this item provided by Graeme Bruce.</p> <p>Graeme Bruce talked through the contents of the report.</p> <p>The Management Committee approved consulting with the staff on a salary increase of 4.1% for 2022/23. A Committee Member asked for a comparison of the EVH’s full membership and its Associate membership.</p>	
<p><i>Paul McShane, Chris Chalk and Sara Pattison re-joined the meeting. It was advised that the meeting had now reached 2 hours. Committee agreed to a short break before completing the meeting.</i></p>	
<p><b>Item Fifteen – Policy Review</b></p>	
<p>These papers were circulated to the Committee prior to the meeting.</p> <p><b>Item 15.1 – Allocations Policy</b> It was suggested that under section 16.4.1 it should state that we will seek permission from the person receiving care before any information about them is provided to support the application. It was also advised that Personal Independence Payment had been changed to Scottish Disability Payment. Under section 16.7 it was suggested for clarification around property repairs standard. This Policy was approved pending the above changes being made.</p> <p><b>Item 15.2 – Environmental Information Regulations Policy</b> There were no questions or comments and this policy was approved.</p> <p><b>Item 15.3 – Freedom of Information Policy</b> It was advised that under section 3 the DPO should be amended to Chris Chalk. It was noted that the DPO has to be named on this policy. This policy was approved pending the above change being made.</p> <p><b>Item 15.4 – Homeworking Policy</b> It was advised that Trafalgar HA had to be inserted on page 2 and 4 of the policy. This policy was approved pending the above change being made.</p> <p><b>Item 15.5 – Entitlements, Payments and Benefits Policy</b> There were no questions or comments and this policy was approved.</p> <p><b>Item 15.6 – Membership Policy</b></p>	

Following a discussion about the new point added it was agreed that the Director would seek advice about the 2 applications we have received and come back at the next meeting. There were no other questions or comments and this policy was approved.	See Plan	Action
<i>Diane Hendry left the meeting at this point.</i>		
<b>Item Sixteen – Arrangements for the AGM</b>		
It was advised the AGM would be held in person at Clydebank Town Hall again this year. We would revert back to our old format of formal business, followed by the prize draw, gardening competition, buffet and then the bingo. Robert Devine agreed to be the bingo caller on the night.		
<b>Item Seventeen - AOCB</b>		
<ul style="list-style-type: none"> <li>• Committee were advised the annual Zurich invoice had been received for £28,768.48. This was approved.</li> <li>• Committee were advised that a special single item meeting would need to be held next week to approve the accounts. Graeme Bruce and someone from Alexander Sloan would be present and should only take 15-30mins. It was agreed to be held on Wednesday 7<sup>th</sup> September at 7pm. Nicola Lyden, Fiona Connolly, Janet Stitt, Bernadette Swindon and Michael McAllister advised they would attend.</li> </ul>		
<b>Item Eighteen – Date of Next Meeting</b>		
It was agreed the next meeting would be held on 05/10/22.		

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