

EAST LOTHIAN HOUSING ASSOCIATION

The Association publishes Management Committee minutes, once they have been approved by the Management Committee. This approval usually happens at the meeting following the one the minute relates to. As these minutes are publicly available, some information is removed, for example because it contains personal information about an individual or member of staff, or because it contains other confidential or sensitive information. This is a process known as “redacting”, and where this happens, this section of the minute is blocked out as follows: [REDACTED]

Where a Confidential or Private & Confidential item is discussed, no public minute is published.

A meeting of the **Management Committee** was held on Wednesday 26 February 2020 at 7.00pm, Head Office, Haddington

Present:

Peter Hayman (3/3)	David Rose (2/3)
Frank Colston (3/3)	Eileen Shand (3/3)
Peter Ewart (3/3)	Iain Atkinson (3/3)
Alan Forsyth (2/3)	Brian Logan (2/3)
Shirley Evans (1/3)	

In attendance: Paula Oliver, Director of Finance
Martin Pollhammer, Chief Executive
Duncan Mackay, Director of Asset Management
Karen Barry, Director of Housing
Janice Thomson, Executive Support Officer (Minutes)

1.0 GENERAL

The Chair confirmed that Robert McNeill had resigned as a Management Committee Member and thanked him for all his hard work and dedication through the years. The Management Committee asked that a card be sent to him, along with an invitation to the AGM for a presentation.

1.1 Apologies

Jim Curran (1/3), Joyce Bolan (1/3).

1.2 Declarations of Interest by Management Committee Members

There were no declarations of interest.

1.3 Minutes of 30 November 2019

It was noted that the minute should have shown that the meeting was held on Saturday 30 November and not Thursday 30 November 2019.

The minutes were **approved** by the Management Committee subject to the above amendment. They were proposed by Iain Atkinson and seconded by Peter Hayman.

1.4 **Action List**

The Management Committee noted the Action List

1.5 **Matters Arising**

There were no matters arising

2.0 **GOVERNANCE**

2.1 **Secretary's Report**

The Management Committee **Homologated** the use of the Seal for:

Agreement with Level-Up-Consulting Limited for software development and consultancy services.

Deed of Conditions – BDW Trading and East Lothian Housing Association regarding Dovecot Yard, Haddington.

Deed of Conditions – BDW Trading & East Lothian Housing Association regarding Yew Gardens, Ormiston (Limeylands).

E A Renton & S R F Renton, East Lothian Council, The Scottish Minister & East Lothian Housing Association variation of Minute of Agreement relative to 14 The Glebe, East Saltoun, EH34 5HG.

Occupancy Agreement between East Lothian Housing Association and Amy Drivers, 21 Woodbush Place, Dunbar.

2.2 **Key Performance Indicators 2019/20**

The Management Committee noted the report and that the rent arrears position was at its lowest for many years, with it being 20% below the figure when Universal Credit was introduced. The Director of Housing confirmed that she had just attended a meeting of the UK Landlords Advisory Group about Universal Credit, and that the new approach to Managed Payments that is due to be introduced by June 2020 should be a significant step forwards in administering these payments.

2.3 **Internal Audit Strategy and Annual Plan**

The Management Committee noted the plan, and that in 2020/21 five audits would take place; Corporate Governance, Procurement and Purchasing, My New Home, Budgetary Control and R3 Marketing.

Although the Management Committee agreed with these audits, they were concerned that they did not tie in with some of the key risks identified in the report. The Chief Executive explained that he had discussed these proposed audits with the auditor but agreed that more attention should have been taken in terms of the general risk map produced by the auditor, as some of these were risks faced by the sector generally and did not necessarily apply to ELHA.

The Management Committee **approved** the proposed Group Internal Audit Annual Plan and Strategy for 2020/21.

3.0 PRIORITY ITEMS

3.1 Care & Repair Business Plan 2020/21

The Committee noted the report particularly the projected cumulative deficit of £19,530 at the end of 2021/22. The Chief Executive explained that he was concerned about this and would consider this position with the Council in the coming year.

4.0 POLICIES

4.1 Shared Ownership Policy Review

The Director of Housing had received conflicting advice from the solicitors prior to the meeting in relation to ambiguity around section 7.3.1.

The Management Committee **approved** the remainder of the policy, subject to the precise wording of Section 7.3.1 being agreed at the March 2020 Management Committee meeting.

4.2 Governing Body Member Training Policy review

Members of the Management Committee who had attended recent training sessions along with the staff had found these very useful and it was agreed that, where appropriate, joint training sessions between Management Committee members and staff would continue.

The Management Committee **approved** the revised Management Committee / R3 Board Members Training Policy.

4.3 Domestic Abuse Policy Review

The Management Committee noted the proposed changes within the policy. In addition to the report the Director of Housing confirmed that all commitments within the policy had been met and staff had attended training.

The Management Committee **approved** the changes to the Domestic Abuse Policy.

4.4 Domestic Abuse and the Workplace Policy

The Management Committee noted that this was a new policy which provided staff with guidance to enable them to respond appropriately to all incidents of Domestic Abuse.

The Management Committee **approved** the Domestic Abuse and Workplace Policy.

4.5 Treasury Management Policy Review

The Management Committee noted the minor changes to the policy which arose following the Governance Structure Review and the use of the new Flagstone Investment platform.

The Management Committee **approved** the revised Treasury Management Policy.

4.6 Fraud and Theft Policy Review

It was noted that the main amendment to the policy was to assist with the application to register with the Financial Conduct Authority. Other minor amendments were replacing references to the Finance & Audit Sub-Committee with reference to the Audit & Assurance Committee following the Governance Structure Review.

The Management Committee **approved** the revised Fraud and Theft Policy.

5.0 BUSINESS MANAGEMENT

5.1 Financial Inclusion Service (Home Energy Advice)

Fuel Poverty was recognised as a significant issue within the Tenant Satisfaction Survey, and in order to offer better support to tenants, the Management Committee agreed that the provision of a Home Energy Advice Service to tenants was a very positive step. It was noted that the Financial Inclusion Officer would start to provide this service once they had completed a City & Guilds training course.

It was noted that staff training would take place in March 2020 to enable them to identify signs of fuel poverty. It was also confirmed that Care & Repair would also be invited to this training.

6.0 ANY OTHER BUSINESS

6.1 The Tenant Involvement Group were planning a stock tour in the near future. An email would be sent to the Management Committee with proposed dates and times of the tours should any members also wish to attend.

DATE OF NEXT MEETING

Thursday 26 March 2020 at ELHA Head Office, Haddington at 7pm.

**ADOPTION OF THESE MINUTES APPROVED AT THE MEETING ON
28 MAY 2020**

Signed _____ (Chair)