

**EAST LOTHIAN HOUSING ASSOCIATION**

A virtual meeting of the **Management Committee** was held on Thursday 26 August 2021 at 7.00pm, using Microsoft Teams

**Present:**

Peter Hayman	(6/6)	David Rose	(6/6)
Joyce Bolan	(6/6)	Peter Ewart	(6/6)
Brian Logan	(6/6)	Alan Forsyth	(6/6)
Iain Atkinson	(5/6)	Eileen Shand	(5/6)

**In attendance:** Paula Oliver, Director of Finance  
Martin Pollhammer, Chief Executive  
Duncan Mackay, Director of Asset Management  
Eric Stoddart, Executive Support Officer (Minutes)  
Philip Morrice, Partner, Alexander Sloan

**Observers:** Pamela Macleod and Katrina Hamilton

**1.0 GENERAL**

**1.1 Apologies**

Apologies were received from Jim Curran (4/6), Shirley Evans (4/6) and Karen Barry, Director of Housing.

**1.2 Declarations of Interest by Management Committee Members**

There were no Declarations of Interest.

**1.3 Minutes of Meeting 27 May 2021**

On a review of the Minutes from 27 May, David Rose highlighted that under section 2.3, the EVH annual conference stated as being held in November 2021, is actually taking place in November 2022.

Subject to this alteration, the Minutes were **approved** by the Management Committee. They were proposed by David Rose and seconded by Peter Hayman.

**1.4 Action List**

The Management Committee noted the report.

**1.5 Matters Arising**

There were no matters arising.

**2.0 GOVERNANCE**

**2.1 Secretary's Report**

The Chief Executive highlighted that two new applications for membership had been received, in respect of Katrina Hamilton, and Pamela MacLeod, both of whom were in attendance this evening, as observers.

The Management Committee confirmed that they had no need to discuss the Membership Applications and therefore the meeting proceeded.

It was also noted that the Management Committee were asked to approve the use of the Seal for Homologation, in respect of three properties.

The Management Committee **approved**:

- (a) The Applications for Membership; and
- (b) Homologated the use of the Seal.

## 2.2 **Key Performance Indicators 2020/21**

The Chief Executive indicated he was reasonably happy with performance and briefly touched on some of the Key Performance Indicators (KPI's) for the first quarter of 2021/22.

Reference to Gold Key Tenants had been made earlier this week, at the Audit & Assurance Committee meeting. In general, Gold Key Tenants remain under target at the end of the first quarter, and this is because emphasis has been placed on contacting those tenants who are not paper-free to ensure they qualify for the new Bronze Key Tenant status.

This would primarily be undertaken through the first Healthy Happy Home checks, but these had been delayed until non-essential home visits could resume. This led on to the Chief Executive highlighting that a HIVE survey has been issued to staff, and part of this was to gauge how comfortable staff felt with Face-to-Face meetings. The results of the HIVE Survey will be discussed at the next JCC meeting.

The Management Committee noted the report for Information.

## 2.3 **Annual General Meeting: Management Committee Membership**

The Chair advised that under Rule 37.6, the Management Committee must satisfy itself that any Management Committee member seeking re-election after a period of continuous service of nine or more years can demonstrate their continued effectiveness. Rule 37.6 applies to both Brian Logan and the Chair (Peter Ewart). Brian has indicated his willingness to serve for a further term, but if either Brian or Peter are to serve a further term, their nominations need to be endorsed by the Management Committee.

The Management Committee **approved**:

- (a) The endorsement of the nomination for Brian Logan for re-election to the Management Committee at the 2021 AGM, having been satisfied that his contribution continues to be effective and valuable.

Brian Logan then took the Chair and asked the Management Committee whether any private discussion was required in relation to the endorsement of Peter Ewart's nomination. No private discussion was required, and the Management Committee **approved**:

- (b) The endorsement of the nomination for Peter Ewart for re-election to the Management Committee at the 2021 AGM, having been satisfied that his contribution continues to be effective and valuable to stand again for election to the Management Committee at the AGM.

### 3.0 PRIORITY ITEMS

#### 3.1 Staff Code of Conduct

The Chief Executive highlighted that the Scottish Federation of Housing Associations (SFHA) produced model Codes of Conduct for both Staff and Management Committee members. Revised model documents were published by the SFHA in April 2021, and therefore the Association needs to update the ELHA Code of Conduct documents to the latest versions.

It was noted that Staff normally only sign the Code of Conduct when they first join, but when there have been changes, the updated version also needs signing.

Once approved by the Management Committee, all staff will be asked to sign the Code of Conduct. However, an item has been added to the September 2021 JCC meeting to allow for any discussion ahead of staff being asked to sign the document. It is a requirement that staff must agree to abide by the Code of Conduct, in order to work for the Association.

The Management Committee **approved** the revised Staff Code of Conduct.

It was noted that a revised Code of Conduct for Management Committee members would be presented to the next Management Committee meeting in September 2021. This Code of Conduct needs to be signed annually by Management Committee members.

### 4.0 POLICIES

#### 4.1 Management Committee Membership Policy Review

The changes initially proposed to the Policy, and presented to the Management Committee in May 2021, have been accepted. The final changes proposed have been agreed by the Vice-Chair following the recent recruitment exercise, and to reflect the emphasis on the skills and expertise sought by the Management Committee.

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

#### 4.2 Recruitment Policy Review

The Chief Executive highlighted that the most significant change was where it was previously referred to as vacancies being posted on 'our website' which has been amended to read 'elha.com'. Other changes are of a minor nature.

It was noted that under Section 2.5, there is reference that those Management Committee Members and staff involved in recruitment and selection having attended initial or refresher training on the application of the Equality Act 2010 to the recruitment and selection process within the last two years.

The Chief Executive acknowledged that this policy statement needs to be considered further in practice. The new Equalities Guidance issued by the SFHA will be considered by the Governance Standards Working Group and will result in a review of the Equalities and Diversity Policy in the next few months, which could also take this into account. This would be considered further and noted in the Action List.

Subject to the above point, the Management Committee **approved** the revised Recruitment Policy.

#### 4.3 **Personal Relationships at Work Policy Review**

The Chief Executive indicated that changes here are of a minor nature.

A question was raised about what would happen if the Association was looking to recruit someone who was already in a relationship with someone at ELHA. It was noted that there is a need to declare relationships as part of the recruitment process. The Policy is based on an EVH model document, so the Chief Executive offered to check with EVH on any guidance available and bring this back to the next meeting.

Subject to further investigation of the above point, the Management Committee **approved** the revised Personal Relationships at Work Policy.

#### 4.4 **Fixed Asset Depreciation Policy Review**

The Fixed Asset Depreciation Policy is due for review. The Director of Finance advised that the depreciation rates of components have been reviewed with the Director of Asset Management and it was agreed that the depreciation rates used for these items remain appropriate. Other than dates and responsibility for approval, no changes are proposed to the document.

The Management Committee **approved** the revised Fixed Asset Depreciation Policy.

#### 4.5 **Procurement Policy and Procedure**

The revised Procurement Policy was presented to the last meeting of the Management Committee in May 2021, when the majority of changes to the existing Policy were approved. However, the Management Committee asked for a number of changes and corrections to be made. It was also noted that a Procurement Procedure would be prepared and presented alongside the finalised Policy.

A Procurement Strategy is required where, in any one financial year, the Association expects to procure more than £5m in goods, works or services. Further investigation is required to clarify what level of procurement is likely to be undertaken in the current financial year. The outcome of this review will be reported to the next Management Committee meeting in September 2021.

The Management Committee **approved** the Procurement Policy and Procurement Procedure.

**4.6 These Homes (Allocations) Policy Review**

The These Homes (Allocations) Policy was submitted to the Management Committee for approval in May 2021 when it was agreed that it would be passed to the Association's solicitors for a final review to ensure that it is legally compliant.

This review (by Jim Bauld, TC Young) has now been completed and some further changes have been recommended to Section 1.4.9, Local Connection, and to Section 1.4.10, Home Ownership.

TC Young also suggested a number of other minor changes to make the process easier for applicants to understand. These changes will be considered when the first annual review is carried out in May 2022.

The Management Committee **approved** the changes to the These Homes (Allocations) Policy.

**5.0 BUSINESS MANAGEMENT**

There were no items to raise under Business Management.

**6.0 ANY OTHER BUSINESS**

There was no other business.

**DATE OF NEXT MEETING**

**AGM: Thursday 30 September 2021** at Hardgate Office, Haddington, at 2.30pm.

**Meeting: Thursday 30 September 2021** at Hardgate Office, Haddington, at 3.00pm.

**ADOPTION OF THESE MINUTES APPROVED AT THE MEETING ON  
30 SEPTEMBER 2021**

Signed *Signature* (Chair)