

EAST LOTHIAN HOUSING ASSOCIATION

A virtual meeting of the **Management Committee** was held on Thursday 30 September 2021 at 3.00pm, using Microsoft Teams

Present:

Peter Hayman	(1/1)	David Rose	(1/1)
Jim Curran	(1/1)	Joyce Bolan	(1/1)
Peter Ewart	(1/1)	Iain Atkinson	(1/1)
Brian Logan	(1/1)	Pamela Macleod	(1/1)
Katrina Hamilton	(1/1)		

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

1.0 GENERAL**1.1 Apologies**

Alan Forsyth (0/1), Shirley Evans (0/1), Eileen Shand (0/1).

The Chair formally welcomed the two new members of the Management Committee, Pamela Macleod, and Katrina Hamilton.

1.2 Declarations of Interest by Management Committee Members

There were no declarations of interest.

1.3 Minutes of Meeting 26 August 2021

The minutes were **approved** by the Management Committee. They were proposed by Iain Atkinson 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 Election of Office Bearers**

At this point, Joyce Bolan chaired the meeting.

Chair:

Peter Ewart was proposed by Peter Hayman and seconded by Jim Curran to be re-appointed as Chair of the Management Committee. There were no other nominations. The Management Committee **approved** this appointment.

From this point Peter Ewart chaired the meeting.

Vice-Chair:

Brian Logan was proposed by Peter Ewart and seconded by David Rose to be re-appointed as Vice-Chair of the Management Committee. There were no other nominations, and the Management Committee **approved** this appointment.

Secretary:

Joyce Bolan was proposed by Peter Ewart and seconded by David Rose to be re-appointed as Secretary of the Management Committee. There were no other nominations and the Management Committee **approved** this appointment.

2.2 Other Management Committee Appointments

The Management Committee discussed the membership of the Audit & Assurance Committee and agreed that not all current Management Committee Members should be members of this Committee. It was noted that a maximum of ten members can sit on the Audit & Assurance Committee, but if less than ten are appointed, the Chief Executive stressed the importance of giving early warning of any apologies, to ensure meetings were quorate.

The Chair will contact by email, those members not being members of the Audit & Assurance Committee, to check if they still want to receive a copy of the papers for meetings or not.

The following memberships were **approved** by the Management Committee for 2020/21:

- (a) Audit & Assurance Committee: Iain Atkinson, Joyce Bolan, Peter Ewart, Katrina Hamilton, Peter Hayman, Brian Logan and David Rose. The election of a Convenor would take place at the first meeting of the Audit & Assurance Committee.
- (b) The Management Committee **confirmed** the membership of the Health & Safety Committee as: Joyce Bolan, Peter Hayman and David Rose.
- (c) The Management Committee **confirmed** the membership of the Joint Consultative Committee as: Joyce Bolan, Peter Hayman and David Rose.
- (d) The Management Committee **confirmed** the membership of the Remuneration Working Group as: Alan Forsyth, Brian Logan and Eileen Shand.
- (e) The Management Committee **confirmed** the membership of the Governance Standards Working Group as: Joyce Bolan, Peter Hayman and David Rose.
- (f) The Management Committee **confirmed** the re-appointments of the following Management Committee members to the R3 Repairs Limited Board: Peter Ewart, Alan Forsyth and David Rose. The Management Committee **confirmed** that Nick Pollard and Fiona Sheldon be re-appointed as independent directors to the R3 Board.

- (g) The Management Committee **confirmed** the re-appointment for reporting to the Management Committee on the work of Care & Repair Local Advisory Committee for 2021/22 to Eileen Shand.
- (h) The Management Committee **confirmed** the appointment of David Rose as their Representative Member of the SFHA.
- (i) The Management Committee **confirmed** the appointment of David Rose as their Representative Member of EVH.

2.3 Code of Conduct and Eligibility for Membership

The Management Committee noted the revised Model Code of Conduct for Management Committee Members. They were also reminded to complete their Code of Conduct Form, Declaration of Interests Form and Eligibility for Membership Form, and return them to the Executive Support Officer by 30 September 2021.

The Management Committee **approved** the Scottish Federation of Housing Associations Revised Model Code of Conduct as the Code of Conduct to be followed by ELHA Management Committee Members.

2.4 Secretary's Report

The Management Committee **approved** the Use of Seal for Homologation in respect of:

Membership Certificate Number 380, Katrina Hamilton, [REDACTED]

Membership Certificate Number 381, Pamela MacLeod, [REDACTED]

- Side Letter Addendum to Key Commercial Term Letter & Agreement between ELHA and CAF Bank Limited dated 1 September 2021.
- Standard Security by ELHA in favour of CAF Bank Limited, re subjects at Bothwell Avenue, Haddington dated 1 September 2021.

3.0 PRIORITY ITEMS

There were no Priority Items.

4.0 POLICIES

4.1 Disposal of Assets Policy

The Director of Finance highlighted that the only material change proposed is to report to the Management Committee the sale of any assets to staff or governing body members. This should improve transparency and demonstrate that the policy has been complied with where such a disposal takes place. The Management Committee **approved** the revised Disposal of Assets Policy

4.2 **Smoke-Free Policy**

The Chief Executive advised that the current version of the Smoke-Free Policy has been checked against the EVH Smoke-Free Model Policy, and this remains up to date, with no changes required at this time. The Policy has been reviewed and agreed with JCC.

The Management Committee **approved** the Smoke-Free Policy.

5.0 **BUSINESS MANAGEMENT**

There were no reports for this section.

6.0 **ANY OTHER BUSINESS**

There was no other business.

DATE OF NEXT MEETING

Friday 26 November 2021 at 3.30pm at Carberry Towers, Musselburgh. The meeting will be followed by the Management Committee Away Day.

**ADOPTION OF THESE MINUTES APPROVED AT THE MEETING ON
26 NOVEMBER 2021**

Signed _____ (Chair)