

## EAST LOTHIAN HOUSING ASSOCIATION

A virtual meeting of the **Management Committee** was held on Thursday 24 March 2022 at 7.00pm, using Microsoft Teams

<b>Present:</b>	Peter Hayman	(4/4)	Peter Ewart	(4/4)
	Alan Forsyth	(2/4)	Shirley Evans	(3/4)
	Eileen Shand	(3/4)	Katrina Hamilton	(4/4)
	Pamela Macleod	(4/4)		

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

### 1.0 GENERAL

#### 1.1 Apologies

Iain Atkinson (3/4), Brian Logan (3/4), David Rose (3/4), Jim Curran (1/4), Joyce Bolan (2/4).

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

There were no Declarations of Interest.

#### 1.3 Minutes of Meeting 24 February 2022

In relation to the 'Money & Home Energy Advice Service Policy' on Page 4, Eileen Shand queried whether the point she had raised at the last meeting regarding whether we offered services to Sharing Owners, had been clarified. The Director of Housing confirmed that the Association does offer services to Sharing Owners, as this is part of the Property Factors Code of Conduct.

The Minutes were **approved** by the Management Committee. They were proposed by Peter Hayman and seconded by Eileen Shand.

#### 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 Management Committee noted the report.

2.2 **Equality and Diversity Action Plan 2022/23**

The Chief Executive advised that this Plan is reviewed each year, and the Association is comfortable that the plan is compliant with the Scottish Housing Regulator's Equality Data Collection requirements.

The Management Committee **approved** the Equality and Diversity Action Plan for 2022/23.

2.3 **Training Needs Analysis**

The Chair highlighted that as this report had been produced slightly earlier this year, that he would be looking to issue an Addendum, to cover certain other skill sets, and capture the current skill levels for those competencies, across Management Committee.

It was confirmed that training on 'Knowledge of Care & Support Organisations' had been arranged for 29 September 2022. It is also hoped that some other (Face to Face) training can be scheduled as well.

The Management Committee **approved** the Management Committee Training Plan.

3.0 **PRIORITY ITEMS**

3.1 **Charitable Donations 2020/21**

The Chair queried what process would need to be followed in order to make any change to the amount.

The Director of Finance advised that the Association's Sponsorship and Donations policy permits it to expend up to 0.5% of the preceding year's audited accumulated surplus, to a maximum of £1,000. Any change to the policy would require approval of the Members at the AGM. However, it was noted that the maximum donation amount had probably not changed in at least 20 years. The Chair requested that this be noted in the Action List to consider changing.

There was no further discussion on this item, and the Management Committee **approved** the donation of £1,000 to the Care & Repair Charitable Trust during the year ending 31 March 2022.

3.2 **Internal Audit 2021/22 – Group Annual Plan and Strategy**

Martin Ritchie of TIAA advised that following the re-appointment of TIAA as the Group's Internal Auditors at the Audit & Assurance Committee meeting in February 2022, a new programme for the three years commencing April 2022 is proposed.

The overall number of days planned for 2022/23 is 21, which is one more than the tender specification, this is to accommodate a follow-up review of the 2021/22 R3 Stock Control Audit.

Martin Ritchie briefly explained the report and highlighted that Appendix A details the proposed three year plan and takes a risk-based approach to determining audit needs each year. In addition, Appendix B provides more detail for the upcoming year.

Some of the key areas focussed on for the upcoming year includes, R3 Stock Control, Duty of Care (Asbestos Management, Fire Safety, Gas Safety and Legionella), Cyber Security, Payroll, and Factoring.

The Management Committee **approved** the proposed Group Internal Plan and Strategy for 2022/23.

The Chair noted that he was pleased to see TIAA reappointed, and Martin Ritchie then left the meeting.

#### **4.0 POLICIES**

##### **4.1 Authorisations and Standard Charges / Allowances Policy Review**

The Director of Finance highlighted that the wording in Section 8.1 (Second Paragraph) needs amended, and the revised wording should read:

‘We will encourage those tenants with a small credit balance of less than a month’s rent to adjust their rent payments to reduce this. Bronze Key Tenants who have their housing costs / Housing Benefit paid directly to us will be encouraged to have it paid to themselves. Any credit will be treated as a Technical Credit until such time as the tenant is in advance with their rent.’

The Management Committee **approved** the revised Authorisations and Standard Charges / Allowances Policy, including the above changes advised by the Director of Finance at the meeting.

#### **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**

Thursday 26 May 2022 at ELHA Head Office, Haddington at 7.00pm.

**ADOPTION OF THESE MINUTES APPROVED AT THE MEETING ON  
26 MAY 2022**

Signed *Peter Ewart* (Chair)