

**EAST LOTHIAN HOUSING ASSOCIATION**

A virtual meeting of the **Management Committee** was held on Thursday 26 November 2020 at 6.00pm, using Microsoft Teams

The Chair welcomed Linda Ewart to the meeting, and Eric Stoddart, who would be taking on the role of Executive Support Officer from 14 December 2020.

<b>Present:</b>	Peter Hayman	(2/2)	David Rose	(2/2)
	Jim Curran	(2/2)	Joyce Bolan	(2/2)
	Peter Ewart	(2/2)	Iain Atkinson	(2/2)
	Brian Logan	(2/2)	Alan Forsyth	(2/2)
	Shirley Evans	(1/2)	Eileen Shand	(1/2)

**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)  
Linda Ewart, Business Consultant  
Eric Stoddart, Observer

**1.0 GENERAL**

**1.1 Apologies**

There were no apologies.

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

There were no declarations of interest.

**1.3 Minutes of Meeting 24 September 2020**

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**

There was nothing to report.

**2.2 Management Committee Calendar 2021/22**

The dates for Management Committee meetings were noted. It was confirmed that default for meetings would be that they are held in the office but this would depend on Government guidance in place at that time. In instances where this was not possible, a Microsoft Teams meeting would be held instead.

**2.3 Key Performance Indicators**

Given the impact the pandemic had, particularly in the first quarter, the Chief Executive confirmed that he was pleased with the overall performance, specifically the performance of rent arrears. Tenants had responded well to the current situation and have made rent payment a priority, however staff have engaged with tenants appropriately and he noted the automated e-mails that are now sent to tenants when they meet or exceed their rent due for the month. An example of the Christmas e-mail would be circulated to Management Committee members after the meeting.

It was noted at this point that a Notifiable Event had been made to the Scottish Housing Regulator (SHR). An ELHA contractor (not R3) had accidentally driven a mobile access platform into the wall of a building at Quality Street in North Berwick. There were no injuries, but given the incident happened on a public highway, this was reported to the Health & Safety Executive (HSE). As this incident involved a contractor working for ELHA, and that it was reported to the HSE, this in turn meant ELHA needed to Notify the SHR. Other relevant Notifications (for example where required to Lenders under existing Covenants) were also made at the time.

**3.0 PRIORITY ITEMS****3.1 Review of ELHA Performance**

Linda Ewart went through the report and explained that the Association's performance had much improved compared with previous years, and also in comparison with the Peer Groups. There had also been a slight change in the way some indicators are reported. Linda suggested that it may be useful to look at other Peer Groups in future years.

The Management Committee were encouraged by the performance and wondered why there had been such an increase in performance and if it could be sustained. In reply the Chief Executive explained that a number of figures come from the three yearly Tenant Surveys, and so these figures will be maintained for at least the next two years. In general terms he felt service levels have been improving in recent years with My Home proving popular amongst tenants, and that this may be having an impact too, again hopefully a change that will be sustained. It was noted that a record level of praise had been received during the pandemic against a record low number of complaints, which would not have been captured in this report, which related to 2019/20.

#### 4.0 POLICIES

##### 4.1 Financial Regulations Review

The Management Committee noted the report and that the review was undertaken with the Managers and Internal Auditors. The main changes made in the policy were to reflect the new Governance Structure with a number of responsibilities which had been undertaken by the Finance & Audit Sub-Committee transferred to either Audit & Assurance Committee, Management Committee or R3 Board.

In addition, it was pointed out that in Section 2.7.10, that the Internal Auditor was now directly responsible to the Audit & Assurance Committee.

The Management Committee requested that Section 2.3.2 be removed and added to Section 2.1, and that the numbering to be amended throughout the document so that it can run in order. Also, the word “consolidated in Section 2.10.3 should be replaced by “merge” and that any reference to “he” or “she” be replaced by “they”, “their” or “them”. They also requested that under Section 2.9.2 the content within the brackets be removed.

The Management Committee **approved** the revised Financial Regulations Policy subject to the above changes.

##### 4.2 Special Leave – Volunteer Reserved Forces Policy Review

The Management Committee noted the amendments to the policy.

The Management Committee **approved** the Group’s revised Volunteer Reserves Forces Policy.

##### 4.3 Payroll Policy Review

The Management Committee noted the changes to the policy particularly relating to non EVH allowances in Section 3. It was also confirmed that an example of “other deductions” within Section 5 would be added, such as Salary Sacrifice or Exchange Schemes. Within Section 9 the word “Chairman” would also be replaced by “Chair”.

The Management Committee **approved** the revised Payroll Policy subject to the above amendments

##### 4.4 Disciplinary Policy Review

The Management Committee noted that this had been subject to staff consultation and reviewed by the Joint Consultative Committee (JCC). The Management Committee **approved** the Disciplinary Policy.

##### 4.5 Allocations Policy Review

The Management Committee noted the report and that this was only the first part in the Allocations Policy Review. It was confirmed that further amendments would be required as the final approach to These Homes was confirmed, and this would be presented to the February 2021 Management Committee meeting. However, the proposed changes required approval now to enable the development of These Homes in the interim, although these changes would not take effect until 1 April 2021.

The Management Committee discussed Priority Passes specifically relating to domestic abuse and homelessness. It was noted that, if a property was advertised as Platinum Pass valid, a victim of domestic abuse who has had a priority assessment through a homelessness presentation will share top priority with other statutory homeless households, whereas for properties advertised where a Platinum Priority Pass is not valid, a victim of domestic abuse will receive the highest level of Priority Pass available. This should ensure that a victim of domestic abuse is not disadvantaged whether or not they declare themselves to be homeless.

It was noted that other agencies may offer support in such circumstances, and that they may be best placed to offer the right level of support, but all relevant ELHA staff receive appropriate training in these areas and know how to signpost applicants for appropriate advice where it is needed.

The removal of Cumulative Priority Passes was also discussed. The Director of Housing explained that given there is very low demand for such priority, and the approach taken to keep the development of These Homes simple and streamlined, it had been decided to remove this pass but honour those that had already been awarded.

The Management Committee **approved** the proposed key changes to the Allocations Policy to allow for the further development of These Homes, noting that these changes will not come into effect until 1 April 2021, and that a further Policy Document would be presented to the February 2021 meeting.

**4.6 Dignity at Work Policy Review**

The Management Committee noted the revised policy.

The Management Committee **approved** the Dignity at Work 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**

Thursday 25 February 2021 at ELHA Head Office, Haddington at 7.00pm.

**ADOPTION OF THESE MINUTES APPROVED AT THE MEETING ON  
25 FEBRUARY 2021**

Signed

(Chair)