

**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 Thursday 26 September 2019 4.30pm, Conference Room, ELHA Head Office, Haddington.

**Present:**

Peter Hayman (1/1)  
Frank Colston (1/1)  
Peter Ewart (1/1)

David Rose (1/1)  
Eileen Shand (1/1)  
Iain Atkinson (1/1)

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

**1.0 GENERAL**

The Chair welcomed Iain Atkinson to the Management Committee.

**1.1 Apologies**

Shirley Evans (0/1), Alan Forsyth (0/1), Brian Logan (0/1),  
Robert McNeill (0/1), Joyce Bolan (0/1), Jim Curran (0/1)

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

There were no declarations of interest.

**1.3 Minutes of 15 August 2019**

The Minutes were approved by the Management Committee.  
The minutes were proposed by Frank Colston 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 Confidential Item

2.2 Election of Office Bearers

At this point, Peter Hayman chaired the meeting.

*Chair:*

Peter Ewart was proposed by Frank Colston and seconded by David Rose 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 Peter Hayman 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.

2.3 Other Management Committee Appointments

The Chief Executive explained that the membership of the Audit & Assurance Committee could have a maximum of ten and a minimum of three members. A quorate membership was approved but the Chair would try and seek other members for this Committee.

It was also noted that a pension consultation with staff would take place which would require a significant amount of work from the Remuneration Working Group. This group currently contained two members and a third was required. Peter Ewart and Alan Forsyth agreed to discuss this with the view to seeking one further member. This decision would be homologated at the next Management Committee meeting.

The Governance Standards Working Group who oversee the work and report to the Management Committee on the Assurance Statement, was likely to be made permanent and meet no more than twice a year.

The following memberships were **approved** by the Management Committee for 2019/20:

- (a) Audit & Assurance Committee: David Rose, Peter Hayman and Iain Atkinson. The Management Committee delegated responsibility for electing a Convenor to the Audit & Assurance Committee.
- (b) The Management Committee **confirmed** the following appointments:  
Health & Safety Committee: David Rose, Joyce Bolan and Peter Hayman.

- (c) The Management Committee **confirmed** the following appointments:  
JCC: David Rose, Joyce Bolan, Peter Hayman.
- (d) The Management Committee **confirmed** the re-appointment of Alan Forsyth, and Eileen Shand to the Remuneration Working Group. A third member will be appointed in due course.
- (e) The Management Committee **confirmed** the following appointments to the Governance Standards Working Group: Joyce Bolan, David Rose and Peter Hayman.
- (f) The Management Committee **confirmed** the re-appointments of the following Management Committee members to the R3 Repairs Limited Board: Peter Ewart and Alan Forsyth. David Rose was confirmed as a new appointment.

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 2019/20 to Eileen Shand.
- (g) The Management Committee **confirmed** the appointment of David Rose as their Representative Member of the SFHA.
- (h) The Management Committee **confirmed** the appointment of David Rose as their Representative Member of EVH.

#### 2.4 **Code of Conduct and Eligibility for Membership**

The Executive Support Officer confirmed that they had received the Code of Conduct, Eligibility for Membership and Declarations of Interest forms from everyone in attendance at the meeting. The Executive Support Officer would remind the remaining Management Committee Members to send these back as soon as possible and confirm to the Chair once received.

#### 2.5 **Secretary's Report**

The Committee noted the following membership cancellations:

██████████ – ██████████ has advised cancellation due to being unable to attend AGM's now.

██████████ – ██████████ has advised she wishes to be removed from mailing list as she is unable to attend meetings and AGM's.

The Management Committee **homologated** the use of the Seal for: Membership Certificate number 379 in name of Mr Iain B Atkinson, ██████████.

#### 2.6 **Finance & Audit Sub-Committee Report**

The Report was noted by the Management Committee.

Members of the Management Committee present at the meeting **approved** the minute of the meeting of 15 August 2019. These were proposed by Peter Hayman and seconded by Peter Ewart on behalf of Joyce Bolan.

**2.7 Housing & Property Sub-Committee Report**

The Report was noted by the Management Committee.

(a) The Management Committee **approved** the Former Tenant Write Offs at Appendix 1; and

(b) Members of the Management Committee present at the meeting **approved** the minute of the meeting of 29 August 2019. These were proposed by Frank Colston and seconded by Peter Hayman.

**2.8 Scottish Housing Regulator Landlord Report**

The Management Committee noted the report. Although Linda Ewart was unable to attend the Management Committee Away Day, she would still prepare an independent review of the Association's performance for the day.

**2.9 Confidential Item**

**3.0 PRIORITY ITEMS**

**3.1 Confidential Item**

**3.2 Confidential Item**

**3.3 Confidential Item**

**4.0 POLICIES**

**4.1 Confidential Item**

**4.2 Settlement Agreement Policy**

The Management Committee noted that a Settlement Agreement Policy was required as part of the Evidence Bank for the Assurance Statement. The proposed Policy was based on an EVH model.

The Management Committee **approved** the Settlement Agreement Policy.

**4.3 Employee Expenses Policy Review**

The Management Committee noted that this policy had been subject to staff consultation and reviewed by the Joint Consultative Committee (JCC) with only one minor change.

The Management Committee **approved** the revised Employee Expenses Policy.

**4.4 Whistleblowing Policy Review**

The Management Committee noted that there were no material changes and only a few minor changes to the policy.

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

**5.0 BUSINESS MANAGEMENT**

**5.1 Confidential Item**

**5.2 Private & Confidential Item**

**5.3 Private & Confidential Item**

**6.0 ANY OTHER BUSINESS**

There was no further business

**7.0 DATE OF NEXT MEETING**

**Meeting:** Saturday 30 November 2019 at 9.30am at Carberry Tower, Musselburgh

**Away Day:** Saturday 30 November 2019 at 11.00am at Carberry Tower, Musselburgh

**ADOPTION OF THESE MINUTES APPROVED AT THE MEETING ON  
30 NOVEMBER 2019**

Signed \_\_\_\_\_ (Chair)