

Approved by Management Committee 15/08/19

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 Private & Confidential item is discussed, no public minute is published.

A meeting of the **Management Committee** was held on Thursday 30 May 2019 7.00pm, Conference Room, ELHA Head Office, Haddington.

Present:	David Rose	(5/5)	Peter Hayman	(5/5)
	Frank Colston	(5/5)	Eileen Shand	(3/5)
	Jim Curran	(2/5)	Shirley Evans	(3/5)
	Joyce Bolan	(4/5)	Peter Ewart	(4/5)
	Alan Forsyth	(4/5)	Robert McNeill	(3/5)

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

1.1 Apologies

Brian Logan (4/5)

1.2 Declarations of Interest by Management Committee Members

There were no declarations of interest.

1.3 Minutes of 28 March 2019

Under Section 3.2 on page 5 of the minute, the turnover projected from R3 Direct was incorrect and should be shown as £ [REDACTED]

The minutes were **approved** by the Management Committee subject to the above amendment. These 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.

Approved by Management Committee 15/08/19

2.0 GOVERNANCE

2.1 Secretary's Report

The Management Committee *homologated* the use of the seal for:

- Exclusive Occupancy Agreement between East Lothian Housing Association and [REDACTED]
- Variation of Minute of Agreement between East Lothian Housing Association and East Lothian Council, The Scottish Ministers and [REDACTED]
- Minute of Agreement between East Lothian Housing Association, and [REDACTED]

2.2 Key Performance Indicators 2018/19

The Management Committee noted the report and that the performance was reasonable. The position in relation to R3 performance would be discussed at **Agenda Item 5.6**.

The Chief Executive highlighted the additional Section 5 in the report referring to the Assurance Statement. References to the Assurance Statement would now be included in all future reports, where appropriate.

2.3 Complaints and Praise Monitoring Report

The Management Committee noted the report.

2.4 Complaints and Praise Annual Report

The Management Committee noted the report.

The Management Committee asked about what appeared to be a significantly high percentage of complaints in Bolton. It was clarified that this only referred to one complaint, but as a percentage of the five tenancies in the village, this resulted in a figure of 20% of tenants in that area complaining during the year.

2.5 Tenant Participation Annual Report

The Management Committee noted the report.

2.6 Management Committee Training Needs Assessment

The Chief Executive highlighted the importance of completing and returning the Training Needs Analysis since failure to do so would be a breach of the Code of Conduct for Governing Body Members. Any uncompleted forms were to be returned to the Executive Support Officer as soon as possible.

There were two amendments to the report; the training date for Employment and Human Resources issues should be 12 December 2019 and the date for the Chartered Institute of Housing Festival should be March 2020.

The Management Committee *approved* the Management Committee Training Plan for 2019/20 subject to the above amendments.

Approved by Management Committee 15/08/19

2.7 Five Year Financial Projections Return

The Management Committee **Delegated Authority** to the Finance & Audit Sub-Committee to approve the 2019 Five Year Financial Projections Return to the Scottish Housing Regulator.

2.8 Governance Review

The Management Committee:

- (a) **Confirmed** in principle the new governance structure;
- (b) **Agreed** the provisional meeting timetable, confirming:
 - (i) That future Management Committee meetings will start at 7.00pm on Thursdays;
 - (ii) That Audit & Assurance Committee meeting timings will be agreed by the September 2019 Management Committee meeting;
- (c) **Agreed** that the Management Committee will normally consist of between eight and twelve members, with a quorum of four members; and
- (d) **Agreed** any Management Committee member can attend the Audit & Assurance Committee providing there is a quorum of three members. The Chair of the Management Committee can attend the meeting but cannot Chair it.

3.0 PRIORITY ITEMS

3.1 Annual Return on the Charter and EESSH Return

The Chief Executive confirmed that live reporting was currently in the process of being set up. This reporting mechanism would initially be based on the ARC return and would be updated on elha.com on a monthly basis. This would make future ARC returns easier and less time consuming to complete as the figures would already be available.

It was also noted that a full tenant satisfaction survey would be carried out this year as planned.

The Management Committee requested that with future ARC reports, a comparison is made to a few indicators from the the previous year and included in the report.

The Management Committee **approved** the Annual Return on the Charter and the Energy Efficiency Standards for Social Housing return for submission to The Scottish Housing Regulator.

3.2 Loan Portfolio Return

The Management Committee **Delegated Authority** to the Director of Finance to submit the Loan Portfolio Return at 31 March 2019, to the Scottish Housing Regulator.

3.3 Loan Agreements for [REDACTED]

An updated paper was tabled at the meeting.

The Director of Finance confirmed that on the basis of a lower margin, a more efficient use of properties as securities, the lower net present value of the cash outflows and no requirement for ELHA to fix the interest rate (under the terms of the Treasury Management Policy), [REDACTED] was the preferred lender over [REDACTED].

The Management Committee:

- a) **Agreed** the offer from [REDACTED] for the provision of the £2.28m loan; and
- b) **Authorised** the Director of Finance to progress the development of the loan documentation, instruct the necessary legal and treasury management advice required, and draw down borrowings of up to £[REDACTED].

4.0 POLICIES

There were no policies for review.

5.0 BUSINESS MANAGEMENT

5.1 Chief Executive's Report

From the report the Chief Executive highlighted the following:

GDPR Compliance Group

This was the first report of the Compliance Group and will be used as evidence for the Assurance Statement in relation to Standard 5.

Development

The Scottish Government Reporter has granted an appeal for 36 new homes at Dirleton, of which 10 will be affordable homes. The Management Committee noted that there was strong local objection from some residents, but as the Association generally takes a neutral line on planning applications, would not miss out on the opportunity to develop new homes at this site since the designs were particularly strong and the Association has very little opportunity to develop in this part of East Lothian.

Key Tenant Scheme Promotion

Only a small number of successful applications have been made so far. Further ways to promote this scheme were being investigated, along with further plans under development for alternative promotion approaches in the Autumn.

Approved by Management Committee 15/08/19

Governance Framework

Work was underway in assembling evidence to support the Assurance Statement required under the new Regulatory Framework and Governance Standards. In order that the Management Committee could assure itself that staff were appropriately evidencing compliance with the Standards, it was proposed that a short life Working Group was set up to oversee the work and report to the Management Committee. Joyce Bolan, David Rose and Peter Hayman agreed to meet staff on 10 June 2019 for an initial review, with a further meeting date in August or September 2019 to be agreed at this meeting.

The draft Assurance Statement would be presented to the Management Committee in September 2019.

Further Study Request

The Management Committee were supportive in allowing [REDACTED], to complete a Postgraduate Diploma and Masters in Housing Studies.

The Management Committee:

- (a) **Approved** the formation of a Regulatory Standards Working Group, which would initially meet on 10 June 2019 with a further meeting to be agreed. The Management Committee members attending the initial meeting would be Joyce Bolan, Peter Hayman and David Rose.
- (b) **Approved** [REDACTED] application to enrol on the Postgraduate Diploma (PgDip) and Masters in Housing Studies course at Stirling University

5.2 **Group Business Plan 2018/19 Out-turn Report**

The Management Committee noted the report.

5.3 **Summary of Insurances**

The Management Committee noted the proposed increase in insurance cover. The increase would ensure better cover in three areas: "working cover" which would come into operation if staff were unable to use the offices and need to relocate; legal expenses which would be used in any employment issues; and entity defence which would be used in the event of any public relations crisis management.

The Management Committee **approved**:

- (a) the increased costs of working cover from £1m to £1.5m and from 12 to 18 months for an increased premium of £[REDACTED] plus IPT;
- (b) an increase to the Legal Expenses cover from £250,000 to £500,000 for an additional premium of £[REDACTED] + IPT; and
- (c) the addition of entity defence cover to a limit of £1m for an additional premium of £[REDACTED] + IPT.

At this point, the Chair brought forward Agenda Item 5.6 as Alan Forsyth needed to leave the meeting at 8.45pm.

Approved by Management Committee 15/08/19

5.6 Private & Confidential Item

At this point, Alan Forsyth left the meeting.

5.4 Private & Confidential Item

At this point all staff except the Chief Executive left the meeting.

5.5 Private & Confidential Item

6.0 ANY OTHER BUSINESS

There was no further business for discussion.

7.0 DATE OF NEXT MEETING

Thursday 15 August 2019 at ELHA Head Office, Haddington at 7.00pm

**ADOPTION OF THESE MINUTES APPROVED AT THE MEETING ON
15 AUGUST 2019**

Signed _____ Peter Ewart (Chair)