

EAST LOTHIAN HOUSING ASSOCIATION

A virtual meeting of the **Management Committee** was held on Thursday 26 November 2021 at 3.30pm, using Microsoft Teams

Present:

Peter Hayman	(2/2)	David Rose	(2/2)
Eileen Shand	(1/2)	Joyce Bolan	(2/2)
Peter Ewart	(2/2)	Iain Atkinson	(2/2)
Brian Logan	(2/2)	Pamela Macleod	(2/2)
Katrina Hamilton	(2/2)	Shirley Evans	(1/2)

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 (0/2), Jim Curran (1/2).

1.2 Declarations of Interest by Management Committee Members

Pamela Macleod declared an interest the Secretary's Report (Agenda Item 2.1) as she knows one of the people named in the report. It was confirmed that Pamela would only be asked to withdraw from the meeting if there are any discussions at this stage about the content of the paper.

1.3 Minutes of Meeting 30 September 2021

The minutes were **approved** by the Management Committee. They were proposed by Iain Atkinson and seconded by David Rose.

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 approved the Use of Seal for Homologation in respect of:

- Occupancy Agreement – between East Lothian Housing Association and [REDACTED]

Transfer of Title –

- Side letter addendum to Key Commercial Terms letter and agreement between ELHA and CAF Bank dated 15 October 2021
- Amendment Agreement to the LSVT loan and interest rate swap between the Royal Bank of Scotland, Nat West Markets plc and East Lothian Housing Association dated 5 November 2021
- Amendment Agreement to the Prestongrange loan between the Royal Bank of Scotland and East Lothian Housing Association dated 5 November 2021
- Amendment Agreement to the Hardgate loan between the Royal Bank of Scotland and East Lothian Housing Association dated 5 November 2021

2.2 Management Committee Calendar 2022/23

The Chief Executive advised that the new Conference Room should be ready for use for the next Management Committee meeting on 24 February 2021. It was also explained that there is to be a new camera and microphones, and this should enable the majority of members to be accommodated within the room, but allow for those unable to attend the office, to join via Teams.

The Management Committee noted the report.

2.3 Key Performance Indicators 2021/22

The Chief Executive advised that he was generally quite happy with the current position, particularly given the impact of the pandemic and Brexit. It was highlighted that Stock Condition Inspections had been mentioned at the recent Audit & Assurance meeting, and the intention was to return to the 20% annual sample. However, if there is any further delay in restarting inspections, consideration will be given to increasing the size of sample in future years to 25% or 30% until the programme is back on schedule.

The Management Committee noted the report.

3.0 PRIORITY ITEMS**3.1 Independent Review of ELHA Performance 2020/21**

The Management Committee noted the report but agreed to 'roll over' any detailed discussion to the re-arranged Away Day.

4.0 POLICIES**4.1 Information and Advice Policy Review**

The Director of Housing advised that there are a number of changes to Appendix 3 of the Policy, due to the competencies for advisers being updated in 2019 to reflect current legislation. Other changes are minor.

The Management Committee **approved** the revised Information and Advice Policy.

4.2 Use of General Reserves Policy Review

The Director of Finance advised that no changes were proposed to the Policy Document.

The Management Committee **approved** the Use of General Reserves Policy.

4.3 Anti-Bribery and Corruption Policy Review

The Chief Executive advised that no changes were proposed to the Policy Document.

The Management Committee **approved** the Anti-Bribery and Corruption Policy.

4.4 Asbestos Management Policy Review

The Director of Asset Management advised that the review of the existing policy has very much been a tidying at the margins exercise.

The Management Committee **approved** the Asbestos Management Policy.

4.5 Factoring Services Policy – New Policy

The Director of Housing explained that the development of this new policy ensures the Association complies with the revised Property Factor Code of Conduct, and thanked Peter Hayman for his contributions. Shirley Evans asked whether outsourcing the Factoring work would be beneficial. The Director of Housing advised that implementing the Cause for Concern Stock Strategy in relation to Sharing Owners and introducing a paper-free service should reduce workload and avoid any need to out-source the work.

The Management Committee **approved** the Factoring Services Policy.

4.6 Disposal of Assets Policy Review

The Director of Finance provided a brief update, explaining changes since the Policy was approved at the September 2021 Management Committee meeting.

The Management Committee **approved** the revised Disposal of Assets Policy.

5.0 BUSINESS MANAGEMENT

5.1 Care & Repair Funding

The Chief Executive provided some background to this issue, indicating that there is a small shortfall in funding for the 2021/22 financial year, and that it now seems likely that East Lothian Council will not fund this shortfall in 2021/22.

Some discussion took place around this, but there was a general view that ELHA would not continue to fund any deficit.

The Management Committee **approved** that the Care & Repair service can be funded by ELHA to 31 March 2022, with a view to ensuring there is no deficit by the end of 2022/23.

6.0 ANY OTHER BUSINESS

6.1 Addition to the Procurement Policy (Late Paper)

The Chief Executive highlighted that one section of the model Procurement Policy was inadvertently left out of the ELHA policy when it was presented to the Management Committee on 26 August 2021.

The proposed addition would allow Chief Executive discretion to waive the normal Quick Quote process for procurements under £25,000 and reflect that there can be occasions when a Direct Award is more appropriate.

This is reflected in a current scenario around the procurement of insurances, where there is a known consultant (Robin Hobbs, Global Risk Initiatives Limited) who the Association has worked with previously and going out to another consultancy at this stage would involve a considerable amount of work to brief them on the range of insurances required.

It was also confirmed that oversight would continue to be provided by the Management Committee being asked to approve or homologate any such appointments, depending on the circumstances and timescales involved.

The Management Committee **approved**

- (a) The addition to the Procurement Policy; and
- (b) The appointment of Robin Hobbs of Global Risk Initiatives Limited to support the Association in the procurement of Group Insurances.

6.2 Homes for Life Housing Partnership

Eileen Shand mentioned that she had noticed Homes for Life Housing Partnership (HfLHP) had announced a review of strategic options and were seeking a consultant to assist in shaping these. Was this something for the Management Committee to discuss?

David Rose Declared an Interest and excused himself at this point due to his connection with Homes for Life.

The Chief Executive indicated that there is a standard practice for a Housing Association to carry out an Options Appraisal where the Chief Officer leaves, and that HfLHP had recently announced the retirement of their Chief Officer.

The Chief Executive noted that most Management Committee members are familiar with the history of the two organisations but offered to provide some additional background on HfLHP to the two new Management Committee members if they felt this would be helpful. The Chief Executive confirmed that a temporary Business Manager was in place at HfLHP and that relationships between the two organisations were good.

However, the Chief Executive also said that he hoped that the HfLHP Options Appraisal would confirm HfLHP's continued independence as ELHA are not seeking any constitutional partnerships at this time, but if the Options Appraisal confirmed otherwise, clearly ELHA would have to take an interest.

It was agreed that no further discussion was required at this stage, and the Chair thanked Eileen for bringing this to the attention of the Management Committee.

There were no further items to be raised under AOB, so the meeting was closed.

DATE OF NEXT MEETING

Thursday 24 February 2022 at 7.00pm at ELHA Conference Room, Haddington.

**ADOPTION OF THESE MINUTES APPROVED AT THE MEETING ON
24 FEBRUARY 2022**

Signed _____ (Chair)