

**Report:** Team Progress Report

**To:** ETF EC

**Date:** 10<sup>th</sup> July 2020

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### **Covid 19 - Business Continuity**

The staff team is working to ensure the successful operation of ETF and to ensure the key priorities of the Service Level Agreement (SLA) and workplan are delivered. Now safely established working from home the team continue to:

- Have weekly team meetings via Zoom to forward plan its work and to support colleagues during this challenging time.
- Visit the office to collect correspondence and deal with finances when required.
- Support the EC to access virtual meetings and these are working well.
- Take advice from Scottish Government, Law at Work and Norton Park on future operation of the ETF office and Complex overall.
- Investigate potential improvements for ETF's successful operation. Mary is in discussion with SCVO regarding improving office IT systems.

### **Financial Planning**

The City of Edinburgh Council has committed funding to ETF over 2020-21 and 2021-22.

The Council are in the process of finalising the SLA to be signed by the EC.

Mary continues to make progress on the end of year audit, which has been more challenging this year due to lockdown restrictions.

The draft budget has been developed and agreed by the Budget Sub Group.

The team has had an initial discussion on how ETF may consider requirements for updating finance recording system as SAGE is becoming out of date. The team will investigate the options available and report findings to the EC in due course.

### **Communication**

The team continues to ensure that ETF offers a range of communication methods to keep in touch with tenants and member groups.

The July editions of *Federation Matters* and the E-Newsletter were circulated at the beginning of the month. Mark wrote a blog about how he has adapted to working from home and his lockdown coping mechanisms. You can view the blog at <http://www.edinburgh tenants.org.uk/category/guest-bloggers/>.

The Federation's Facebook page, Twitter account and website continue to be updated on a regular basis, with ETF's Facebook page now having 600 likes.

ETF received a £547 grant from Port of Leith Housing Association (POLHA) to buy digital equipment to help tenants and tenants' organisations in Leith and North Edinburgh.

Additional equipment has been sourced to enable all EC members to participate in on-line meetings and maintain a good flow of communication.

Mark passed his online Digital Participation course, which has been hugely beneficial for Mark and his work with ETF.

### **ETF Progress Report (April-June 2020)**

The ETF Progress Report for April to June has been produced and is included with the paperwork for discussion at the July EC meeting.

### **Senior Managers' Meeting**

ETF representatives met with Sam and Jennifer via zoom, where City of Edinburgh Council (CEC) and ETF provided updates on current and future workloads.

### **Meeting with Councillors**

ETF representatives met with Councillor Kate Campbell, Convenor, Housing, Homelessness and Fair Work Committee and Mandy Watt, Vice Convenor. The main discussion focussed on ensuring tenants feel supported in terms of accessing digital information and tenants struggling to pay their rent have support measures in place. These will be key themes moving forward.

### **ETF Work Plan**

The ETF Work Plan agreed at the last EC Meeting was finalised and sent to CEC.

### **Governance Review**

The team has drafted a work plan to take forward the ETF Governance Review priorities.

Initial tasks have been agreed by Betty and Maud, with staff progressing work on this over the summer period.

### **AGM**

The timing of the AGM has been impacted by Covid-19. As agreed at the last EC meeting, this has been rescheduled until November 2020. The format, location and style of meeting will continue to be discussed by the EC taking account of national guidance.

### **Business planning meetings**

These meetings continue via zoom and are operating very well. The next meeting will be held in August, date to be confirmed.

### **Outreach**

The team is in the process of further developing contact with groups and interested tenants and will facilitate and host a zoom meeting with MMMRA members and Council officers on 13<sup>th</sup> July to agree tenant priorities and local investment consultation processes.

### **Keeping in touch**

Staff have continued to keep in regular touch with different ETF member groups and individuals. People really appreciate the staff contacting them and it's good to catch up with them too.

### **Conclusion**

The staff team would like to thank the EC for their continued support and for embracing the new virtual meetings.

Sharon Donohoe