

## MINUTES OF THE MANAGEMENT COMMITTEE MEETING

HELD ON WEDNESDAY 28 AUGUST 2019

AT 7PM IN 6 WESTBURN AVENUE, EDINBURGH



**PRESENT:** Milind Kolhatkar  
Shulah Allan  
Sheila Bunt  
Mo Connolly  
Alan Gee  
Naomi MacKenzie  
Peter Matthews  
Mary MacRaid  
Kaydee Moyo  
Chuks Ododo

**IN ATTENDANCE:** Brendan Fowler, Director  
Lynne Bell, Finance Manager  
Catherine Louch, Housing Manager  
Neil Munro, Property Services Manager  
Julie Thynne, Corporate Services Officer  
Alastair Berwick, ATFS

### 1. WELCOME & APOLOGIES

Milind Kolhatkar welcomed all attendees to the meeting and extended a welcome to Alastair Berwick from ATFS.

Apologies were received from Neeru Bhatnagar. Brendan Fowler advised Neeru Bhatnagar would be stepping down from Committee at the next AGM but was unable to attend a meeting prior to the AGM. Committee members recorded their thanks to Neeru Bhatnagar for her commitment and requested a letter of thanks to be sent on their behalf.

### 2. DECLARATION OF INTEREST

None.

### 3. TREASURY MANAGEMENT PRESENTATION

Lynne Bell advised the presentation contained lots of detail however the topic would be discussed further at the Committee Strategy Day in September to explore options.

Alastair Berwick from ATFS presented information on treasury management and the funding strategy report for Prospect. He provided an overview of current arrangements, future requirements and options available.

A summary of conclusions and recommendations were presented, and a discussion took place. It was noted there would be further discussion at the Strategy Day.

The report recommendations were proposed by Sheila Bunt, seconded by Naomi MacKenzie and approved by all members present. It was agreed a further report would be submitted to Committee in November providing an update on the recommendations taken forward along with information on the number of additional properties that would be encumbered as part of future loan arrangements.

**4. MINUTES OF PREVIOUS MEETING – 26 JUNE 2019**

The Minutes of the meeting held on the above date were proposed by Peter Matthews, seconded by Sheila Bunt and approved by all members present.

**5. MATTERS ARISING REPORT**

The Matters Arising report was noted.

Committee members noted the sad news of the death of a fellow Committee member, Keith Noble, and it was agreed a letter of appreciation for his work on the Committee would be sent to Mrs Noble.

**6. REGISTER OF UNDERTAKINGS**

Committee noted the Register of Undertakings.

**7. POLICY REVIEW**

**7.1 FIN03 Procurement of Private Finance**

Lynne Bell presented the policy and advised changes were proposed as detailed in the covering report.

**7.2 HOU11 Allocations**

Catherine Louch presented the policy and advised changes had been made as detailed in the covering report. A discussion took place and it was noted section 3.4 was not required and should be deleted. Additional items benefiting protected characteristics to be included in the EQIA were - downsizing benefits divorced people and management transfers benefit people entering new relationships.

**7.3 PER28 Settlement Agreements**

Brendan Fowler presented the policy and advised the new policy was required due to SHR regulatory standards.

The Procurement of Private Finance, Allocations and Settlement Agreements policies were proposed by Mo Connolly, seconded by Chuks Ododo and approved by all members present, subject to amendments noted at item 7.2.

**8. MANAGEMENT TEAM REPORT**

The contents of the Management Team Report were noted and the following items were discussed:

**8.1** Brendan Fowler advised there had been one complaint reported to the SPSO. The details had been reviewed and the SPSO advised they would not be upholding the complaint. Brendan Fowler advised the SPSO had provided positive feedback on how Prospect had handled the complaint.

**8.2** Committee members queried the reason for scaffolding in Dumbeg. A query was also raised over communication of the revised start date for electrical testing. Neil Munro advised he would provide an update on both items in the matters arising report for the next meeting

**8.3** A discussion took place regarding the Make a Stand pledge and if support was available for men as well as women. Catherine Louch advised this had been included in our policy and staff were aware of what support is available for men and women who were victims of domestic abuse.

- 8.4 Lynne Bell advised insurance tender information had been submitted by three organisations and a report would be presented to Committee at the end of September.

## 9. **QUARTERLY MANAGEMENT ACCOUNTS TO 30 JUNE 2019**

Lynne Bell presented the report and advised at the end of the first quarter the surplus was £50k more than expected, however this was mainly due to timing issues.

She highlighted all the income for the Tasting Change project had been received and recorded in previous years accounts, however there would be some expenditure this year.

Lynne Bell confirmed all the covenants were well within the permitted limits.

## 10. **QUARTERLY KEY PERFORMANCE INDICATORS TO 30 JUNE 2019**

Brendan Fowler introduced the report and the following items were highlighted:

- At section 2.3 a new ARC indicator had been introduced to monitor the time taken to resolve complaints.
- At section 5.3 over 50% of Prospect's lets went to the homeless priority group.
- The graph at section 6.4 indicated arrears were going up, Catherine Louch advised this was consistent with what had been expected due to the introduction of Universal Credit. She advised staff had good communication with tenants and were supporting them, however there was an impact for all new claimants due to a time delay in receiving initial payments.

## 11. **INTERNAL AUDIT PLAN 2019-2022**

Brendan Fowler advised Quinn Internal Audit Services had been reappointed to carry out internal audit services for a further three years. He advised a meeting had been held with the auditor, Management Team and members of the Committee. The resultant draft internal audit plan for 2019-2022 was presented for approval. It was noted the plan would be reviewed annually and adjusted, where necessary, for the following year.

The Internal Audit plan for 2019-2022 was proposed by Peter Matthews, seconded by Chuks Ododo and approved by all members present.

## 12. **SHR REGULATORY STANDARDS ASSURANCE**

Brendan Fowler presented an update to the document detailing the new regulatory standards and information on how Prospect meets these standards. He advised all amber items identified as areas for improvement had been updated to provide reassurance that Prospect were meeting the standards.

Committee noted the update and no concerns were raised. Brendan Fowler advised the assurance statement would be presented for approval at the next meeting to ensure it was submitted to the regulator by the end of October.

## 13. **ANNUAL REPORT ON COMPLIANCE WITH RULES 62-68**

Brendan Fowler advised the annual report was required as part of the Rules and the compliance check had been carried out by Mo Connolly as Secretary. Committee noted the contents of the report.

**14. DEVELOPMENTS**

Neil Munro provided an update on progress with two developments. Sheila Bunt advised the Council had sent notifications to neighbours as part of the planning application process for the Kingsknowe site.

**15. INFORMATION ONLY ITEMS**

The following reports were circulated for information:

- Annual Report on Equalities
- Quarterly Health & Safety Report to 30 June 2019
- Annual Report on Borrowing and Investment Activities

**16. AOCB**

There were no other items for discussion. Milind Kolhatkar thanked all for their attendance.

**17. DATE AND TIME OF NEXT MEETING**

Wednesday 25 September 2019 at 7pm.

Signed: \_\_\_\_\_



Date: \_\_\_\_\_

25.9.19