

MINUTES OF THE MANAGEMENT COMMITTEE MEETING

HELD ON WEDNESDAY 25 SEPTEMBER 2019

AT 7PM IN 6 WESTBURN AVENUE, EDINBURGH



PRESENT: Milind Kolhatkar
Sheila Bunt
Alan Gee
Naomi MacKenzie
Mary MacRaid
Peter Matthews
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
Isaac Adejumo, Prospect Scrutiny Group (Item 6 only)
Sylwia Bogusz, Prospect Scrutiny Group (Item 6 only)
Cheryl Mabon, Prospect Scrutiny Group (Item 6 only)
Eunice Main, Prospect Scrutiny Group (Item 6 only)

1. WELCOME & APOLOGIES

Brendan Fowler welcomed all attendees to the meeting and advised he would chair the first part of the meeting until the Chairperson had been elected.

Apologies were received from Shulah Allan, Mo Connolly and Kaydee Moyo.

2. DECLARATION OF INTEREST

There were no declarations of interest.

3. ELECTION OF OFFICE BEARERS

Brendan Fowler advised there had been one nomination received for all office bearer positions and there would be no requirement for an election process.

3.1 Election of Chairperson

One nomination had been received from Milind Kolhatkar.

The nomination was proposed by Naomi MacKenzie, seconded by Mary MacRaid and approved by all members present. Milind Kolhatkar was duly elected as Chairperson.

Milind Kolhatkar took over the chairing of the meeting.

3.2 Election of Vice-Chairperson

One nomination had been received from Sheila Bunt.

The nomination was proposed by Peter Matthews, seconded by Naomi MacKenzie and approved by all members present. Sheila Bunt was duly elected as Vice-Chairperson.

3.3 Election of Secretary

One nomination had been received from Mo Connolly.

The nomination was proposed by Sheila Bunt, seconded by Alan Gee and approved by all members present. Mo Connolly was duly elected as Secretary.

3.4 Election of Treasurer

One nomination had been received from Naomi MacKenzie.

The nomination was proposed by Mary MacRaild, seconded by Peter Matthews and approved by all members present. Naomi MacKenzie was duly elected as Treasurer.

3.5 Schedule of Authorised Signatories

The Schedule of Authorised Signatories was duly completed with the names of the elected office bearers and relevant staff members.

4. REVIEW OF REMITS

Brendan Fowler advised the remits presented for approval were for all the Working Groups that were due to meet over the forthcoming year. He confirmed there had been no significant changes to the remits, however the Health and Safety Working Group remit had been updated to reflect this was a staff group.

The remits for the Management Committee, Health and Safety Working Group, Budget Working Group, Business Plan Working Group, Equalities Working Group and Development Working Group were proposed by Peter Matthews, seconded by Naomi MacKenzie and approved by all members present.

5. ELECTION OF WORKING GROUP MEMBERS

5.1 Budget & Business Plan Working Groups

Sheila Bunt, Alan Gee, Milind Kolhatkar and Naomi MacKenzie were elected to the Budget and Business Plan Working Groups.

5.2 Equalities Working Group

Milind Kolhatkar and Peter Matthews were elected to the Equalities Working Group.

5.3 Development Working Group

Alan Gee, Mary MacRaild and Chuks Ododo were elected to the Development Working Group.

It was agreed absent members would be contacted and the Working Group members would be updated at the next meeting.

6. TENANT SCRUTINY GROUP PRESENTATION

Milind Kolhatkar welcomed the Scrutiny Group to the meeting. Isaac Adejumo, Sylwia Bogusz, Cheryl Mabon and Eunice Main attended to present the findings of their scrutiny of Prospect's Routine Repairs service.

The group presented an overview of the report, their findings and recommendations. They provided positive feedback on the service and action taken to help reduce costs. Four recommendations to improve the service were proposed; new tenants to be shown where the main water valve is, update policy PS01 at appendix 2 with correct target response times, continue to offer alternative ways to report repairs and reduce the use of paper communications to reduce cost and environmental impact.

A discussion took place and it was noted Prospect's approach to repairs appeared to be working well. Management Team confirmed they had taken on board the recommendations and would make progress in those areas. Catherine Louch advised she would report back to the Scrutiny group in due course and the report would be shared with tenants.

Milind Kolhatkar thanked the Scrutiny group for their work, they left the meeting at this point.

7. MINUTES OF THE MEETING HELD ON 28 AUGUST 2019

The Minutes of the meeting held on 28 August 2019 were proposed by Naomi MacKenzie, seconded by Peter Matthews and approved by all members present.

8. MATTERS ARISING REPORT

The Matters Arising report was noted.

9. REGISTER OF UNDERTAKINGS

Management Committee noted the Register of Undertakings.

10. MANAGEMENT TEAM REPORT

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

10.1 Placemaking

Brendan Fowler advised there had been significant work in the last few weeks primarily due to the secondment of an architect until the start of January. He advised the work would help to join up several projects around Wester Hailes and bring them together with other plans. He noted the work could help to identify other land for development.

10.2 Planned Maintenance

Naomi MacKenzie advised the layout of information for the planned maintenance section of the report was confusing and the spend did not match information contained in the register of undertakings. Neil Munro advised he would revise the layout of information for the next meeting.

10.3 Insurance Tender

Lynne Bell advised the insurance tender process had concluded and it had resulted in a reduction of costs.

11. RISK MANAGEMENT QUARTERLY REVIEW – MONEY CATEGORY

The Money category was presented for review.

11.1 Significant increase in rent arrears due to external pressures

Catherine Louch presented the report on the above risk. No changes were recommended.

11.2 Financial models are not accurate resulting in weaker financial position

Lynne Bell presented the report on the above risk. No changes were recommended.

11.3 Inaccurate budgeting results in overspending budgets

Lynne Bell presented the report on the above risk. No changes were recommended.

11.4 Increase in costs due to legislative and wider political changes

Lynne Bell presented the report on the above risk. A recommendation to increase the residual risk impact score to 3 was made due to the impact of Brexit.

11.5 Unknown future cost of past service pension deficit may cost Prospect more than budgeted

Lynne Bell presented the report on the above risk. A discussion took place and it was agreed to reduce the residual impact score to 1 due to cautious budgeting.

11.6 Anticipated planned maintenance spend is understated resulting in financial difficulties

Neil Munro presented the report on the above risk. No changes were recommended.

The Risk Management – Money Category was proposed by Peter Matthews, seconded by Mary MacRaild and approved by all members present, subject to the above mentioned changes.

12. SHR REGULATORY STANDARDS ASSURANCE STATEMENT

Brendan Fowler presented the annual assurance statement. He advised there had been significant work over the last few months and the Committee had received an update on assurance in all areas at the last meeting. He advised the assurance statement had been based on the template provided by the internal auditors. Once approved the statement would be submitted to the Scottish Housing Regulator.

The Regulatory Standards Assurance Statement was proposed by Naomi MacKenzie, seconded by Alan Gee and approved by all members present.

13. MEMBERSHIP LIST REVIEW

Julie Thynne advised the membership list was reviewed twice per year.

The resolutions “The Committee of Management of Prospect Community Housing is satisfied that members 241, 270 and 288 have resigned from membership of the Association.” And “The Committee of Management of Prospect Community Housing has cancelled the membership for members 29 and 289.” were proposed by Alan Gee, seconded by Chuks Ododo and approved by all members present.

Approval of these resolutions allowed the Association’s register of members to be updated. The number of members at 25 September 2019 was 49.

14. INFORMATION ONLY ITEMS

The following reports were circulated for information only:

- Annual General Meeting Minutes
- Annual Report on Committee Attendance & Training
- Six Monthly Review of Tenant Satisfaction Survey Action Plan
- Annual Review of Estate Management Action Plan
- Developments

15. AOCB

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

16. DATE AND TIME OF NEXT MEETING

Wednesday 30 October 2019 at 7pm.

Signed: _____



Date: _____



