

MINUTES OF THE MANAGEMENT COMMITTEE MEETING

HELD ON WEDNESDAY 30 OCTOBER 2019

AT 7PM IN 6 WESTBURN AVENUE, EDINBURGH



PRESENT: Milind Kolhatkar
Sheila Bunt
Mo Connolly
Alan Gee
Naomi MacKenzie
Mary MacRaidl
Peter Matthews
Kaydee Moyo

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

1. WELCOME & APOLOGIES

Milind Kolhatkar welcomed all attendees to the meeting.

Apologies were received from Shulah Allan and Chuks Ododo.

Brendan Fowler advised Shulah Allan had requested a six month leave of absence due to personal circumstances. The leave of absence was proposed by Peter Matthews, seconded by Mary MacRaidl and approved by all members present.

2. DECLARATION OF INTEREST

There were no declarations of interest.

3. SIX MONTHLY REVIEW OF COMMUNITY PROJECTS

Catherine Louch advised Caroline Richards was unable to present her update due to jury service and Catherine Louch presented the update on Caroline's behalf.

Catherine Louch provided an overview of a new project called Wester Hailes Connects, focussing on digital skills and digital connections. She advised the project should not be made public until the announcement had been made by funders in the next week. She advised Prospect had been the lead partner and would be the fundholder. Whale Arts, ScoreScotland, CHAI and Open Heavens church were also partners in the project. She advised the presentation would be uploaded as part of the meeting papers following the meeting.

Catherine Louch provided an update on the community safety work in the area. She advised the Trust had been working on the redesign of the Plaza and that Prospect provided support to community safety through initiatives dealing with antisocial behaviour and domestic violence. It was noted community safety was difficult to measure but should not be ignored.

A discussion took place around the annual fun run and it was noted Harmeny Athletics Club had become a key partner and through this Caroline Richards had investigated options for Park Run to be involved in the future.

4. MINUTES OF THE MEETING HELD ON 25 SEPTEMBER 2019

The Minutes of the meeting held on 25 September 2019 were proposed by Sheila Bunt, seconded by Alan Gee and approved by all members present, subject to one name correction on page 2.

5. MATTERS ARISING REPORT

The Matters Arising report was noted.

6. REGISTER OF UNDERTAKINGS

Management Committee noted the Register of Undertakings.

7. POLICY REVIEW

The following policies were presented for consideration:

- PER03 Staff training & development policy was presented with some minor updates.
- HOU06 Empty Homes Management policy was presented with some minor updates.
- COR01 Committee Code of Governance policy was presented with no changes.
- COR02 Committee Code of Conduct policy was presented with some minor updates.
- COR28 Freedom of Information policy was presented as a new policy. Brendan Fowler advised there had been a great deal of work to ensure Prospect would comply with the requirements by 11 November 2019.

The policies were proposed by Alan Gee, seconded by Mo Connolly and approved by all members present.

8. MANAGEMENT TEAM REPORT

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

8.1 Committee Advertising

Brendan Fowler advised an advert had been placed to seek new Committee members. He advised there had been a good response and some strong applications from individuals with a connection to Wester Hailes. He advised he would meet with Milind Kolhatkar to review the applications and identify two potential co-optees.

Brendan Fowler advised he had separately been in discussions with a Prospect tenant who has indicated she would like to join the Committee as a co-optee. The request for Jolly Oluka to be co-opted to the Committee was proposed by Peter Matthews, seconded by Mary MacRaild and approved by all members present.

Brendan Fowler advised there would be a requirement for each co-opted member to have direct contact with an existing Committee member as a buddy for an initial three-month induction period. He advised Julie Thynne would email Committee to seek volunteers.

8.2 Planned Maintenance

Neil Munro advised he had revised the planned maintenance section of the report to provide clearer information. He welcomed feedback on any further amendments required.

8.3 Tenant Satisfaction Survey

Catherine Louch advised interviews would be taking place over the next couple of weeks and requested Committee members encourage our tenants to participate. A discussion took place regarding bogus workmen and Catherine Louch advised she would text tenants with information.

8.4 Dementia Good Practice Framework

Catherine Louch presented an overview of the framework and advised there were 11 commitments covering the themes of giving the right advice, the right home and the right support to people with dementia. She highlighted that signing up to the framework would help work towards Prospect's strategic objective of supporting vulnerable tenants. Committee members agreed to sign up to the framework.

8.5 Additional Funding

Lynne Bell advised the deadline for funding proposals to be submitted was 30 October. Five offers were received, and this information would be reviewed and presented to Committee at their next meeting.

9. QUARTERLY MANAGEMENT ACCOUNTS TO 30 SEPTEMBER 2019

Lynne Bell presented the quarterly management accounts for the second quarter of the year. She advised the surplus of £610k was £109,103 better than budget and this was mainly due to an underspend in planned maintenance which was primarily timing differences.

Lynne Bell advised the bank covenants were all within the agreed limits and the liquidity ratio was good at 3:1.

It was noted the key for the red/amber/green ratings had been omitted from the report. Lynne Bell advised she would include this information on the next report and ensure both underspends and overspends were highlighted.

Lynne Bell advised an interest free loan was available from the Scottish Government for the installation of smoke/heat detectors. This loan had been offered to all Housing Associations due to unexpected expenditure. Following a discussion it was noted the Committee were required to authorise the loan. The loan of £240k over a 10 year period would be reflected in the next budget and the installation work could not start until the loan had been agreed.

The request to delegate authority to the Budget Working Group to authorise the loan agreement was proposed by Peter Matthews, seconded by Sheila Bunt and agreed by all members present, subject to the circulation of a paper to Committee members by email.

10. ANNUAL REPORT ON STOCK CONDITION SURVEY

Neil Munro presented the report and advised the surveyor had gained access to just over 10% of properties. He advised some reactive repairs would be attended to, however no major alterations had been identified.

11. DEVELOPMENTS

Brendan Fowler provided an update on recent activity and advised a revised plan submitted for the Kingsknowe site had been positively received by the planners. He advised the City of

Edinburgh Council had confirmed the sale of the ransom strip and this had now been incorporated into the new plan. The new draft plan was presented to Committee and Brendan Fowler advised the worked up drawings would be available for the Development Working Group to view at their next meeting. It was noted there would be a delay to the planning timeline and it was likely to be the new year before planning was approved. The planners had requested a mixed property type so the new plans would incorporate maisonettes, and this was likely to reduce the overall number of units.

Neil Munro provided an update on the Woods Centre and advised the City of Edinburgh Council had agreed the sale of land, so demolition work had started. He advised Prospect would be dealing directly with the architect to work up plans and confirm the number of units possible. He confirmed further information would be presented to Committee prior to the purchase of the land.

12. REVISED SCOTTISH SECURE TENANCY AGREEMENT

Catherine Louch presented the revised agreement for approval. She advised the revisions related to the Housing (Scotland) Act 2014 and would be implemented from 1 November.

The revised Scottish Secure Tenancy Agreement was proposed by Mary MacRaid, seconded by Mo Connolly and approved by all members present, subject to one amendment noted at page 27 of the agreement.

13. COMMITTEE RESIDENTIAL TRAINING PLAN

Brendan Fowler advised a recent Committee skills survey had been carried out and the outcome was positive with no concerns highlighted in any areas. He gave an overview of suggested topics for the residential training weekend and a discussion took place. It was noted Equalities training should be a strategic, face to face session, however this should be delayed until 2021 when the regulator guidance was available.

The following topics were proposed:

- Tenant Safety
- Group Structure
- Development Contract Management

A discussion took place regarding the venue and it was agreed Norton House Hotel had worked well for the past two years.

The above training topics and venue were proposed by Naomi MacKenzie, seconded by Mary MacRaid and approved by all members present.

14. INFORMATION ONLY ITEMS

The following reports were circulated for information only:

- Six Monthly Review of Corporate Objectives
- Annual Performance Report

15. **AOCB**

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

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

Wednesday 27 November 2019 at 7pm.

Signed: *S Bt*

Date: 27.11.19.

