

Prospect Community Housing
Committee Meeting - August 2020
Wednesday 26 August 2020, 7:00 PM — 9:00 PM BST

Present:	Sheila Bunt Naomi MacKenzie Mary MacRaid Alan Gee Shulah Allan Amanda Miller Simon Campbell Brendan Fowler Lynne Bell Catherine Louch Neil Munro Julie Thynne	Vice-Chair Treasurer Committee Member Committee Member Committee Member Committee Member Committee Member Director Finance Manager Housing Manager Property Services Manager Corporate Services Officer
Apologies:	Milind Kolhatkar Mo Connolly Chuks Ododo Kaydee Moyo Peter Matthews Jolly Oluka	Chairperson Secretary Committee Member Committee Member Committee Member Committee Member

1 Welcome and Apologies

Sheila Bunt welcomed all attendees to the meeting and apologies were noted from Milind Kolhatkar, Mo Connolly, Peter Matthews, Kaydee Moyo, Chuks Ododo and Jolly Oluka.

2 Declaration of Interest

There were no declarations of interest.

3 Minutes of Previous Meeting

The minutes of the meeting held on 24 June 2020 were proposed by Alan Gee seconded by Shulah Allan and approved by all members present.

4 Matters Arising Report

The matters arising report was noted.

5 Register of Undertakings

There were no new items recorded.

6 Policy Review

Lynne Bell presented the FIN01 Insurances policy and advised one change was proposed at section 3.3, the reference to right to buy sales would be removed as this was no longer possible.

Brendan Fowler presented the COR18 Unacceptable Actions policy and advised no changes were proposed. It was noted the policy should be expanded at section 4.4 to include life conditions and mental health issues. The EQIA should also be updated to include the negative impact and what staff support and training can be done to mitigate.

The Insurances and Unacceptable Actions policies were proposed by Simon Campbell seconded by Shulah Allan and approved by all members present subject to the amendments noted for the Unacceptable Actions policy.

7 Management Team Report

Amanda Miller joined the meeting at this point.

Brendan Fowler provided an update on the office opening which would take place once government guidance allows.

Neil Munro provided an update on the staffing in Property Services.

Catherine Louch advised Edinburgh Sheriff Court would be reopening soon. This would allow for court dates to be set in arrears cases where action was necessary. It was noted Prospect have no evictions to be carried out at present, however action could still be taken for those cases where arrears were not being managed.

Mary MacRaidl joined the meeting at this point.

Lynne Bell provided an update on future borrowings and advised the final loan agreement would be presented to Committee in September. She also highlighted no additional securities were required for the additional loan as the current securities held by RBS would be sufficient.

8 Quarterly Management Accounts to 30 June 2020

Lynne Bell presented the quarterly management accounts and advised the information included the revised budget. It was noted overall the performance was better than budget, primarily due to the reduction in reactive and planned maintenance. It is anticipated some of these costs will be incurred later in the year. Bad debt provision has been increased and would continue to be closely monitored on a quarterly basis. The bank covenants and gearing were all within acceptable limits. It was also noted some cost savings were due to the current way of working and this was likely to continue throughout the year.

Lynne Bell advised the balance sheet had little expenditure at present, however this will change as work is carried out.

Rent arrears increased by £56k since March, however there was a reduction in arrears in June.

A query was raised around the additional cost to staff working from home, e.g. heating costs. Brendan Fowler advised there was an additional allowance permitted by HMRC which was being paid to staff. He advised Managers were also aware of the impact on staff wellbeing, particularly over the winter months.

9 Quarterly Key Performance Indicators to 30 June 2020

The quarterly key performance indicators report was presented by Management Team. Catherine Louch provided an overview of the voids and advised there had been some moves since restrictions had been lifted.

10 Quarterly Health & Safety Report to 30 June 2020

Neil Munro presented the quarterly health and safety report. He highlighted the estate walkabouts had been suspended but this would be restarted when safe to do so. He also highlighted additional health and safety measures in place due to Covid19.

11 Notice of Annual General Meeting

Brendan Fowler presented the formal notice of the AGM. He advised emergency legislation had been passed to allow for AGMs to be held virtually before the end of September. He advised the notice had already been issued to members and the meeting would be held via Zoom. It was noted the meeting required a quorum of 7 and proxy representatives could be nominated if members were unable to attend.

12 Notice of Special General Meeting and Amendment to Model Rules

Brendan Fowler presented the formal notice of the SGM and advised there had been a further optional amendment to the 2020 model rules. The optional amendment would allow RSLs to permanently allow for virtual attendance at general meetings in the future.

The provision to permanently allow for virtual attendance at General Meetings and the formal notice of SGM to be held on 22 September was proposed by Alan Gee seconded by Naomi MacKenzie and approved by all members present.

13 Scottish Housing Regulator Annual Return - Five Year Financial Projections

Lynne Bell presented the Five Year Financial Projections and advised it was a requirement to submit this information to the Scottish Housing Regulator. She advised the deadline for submission had been extended so RSLs could include updated information with the impact of Covid19.

The 2020 Five Year Financial Projections and delegated authority for the Director to electronically authorise the submission to the SHR was proposed by Simon Campbell seconded by Naomi MacKenzie and approved by all members present.

14 Annual Review of Compliance with SHR Regulatory Standards

Brendan Fowler presented the report providing an overview on how Prospect met the regulatory standards. He advised the report had been updated with additional information since last year. It was noted the document would be updated to include links to the evidence.

Brendan Fowler advised draft guidance from SFHA and SHR should be made available for consultation over the next few weeks.

No concerns were raised.

The Annual Review of Compliance with SHR Regulatory Standards was proposed by Alan Gee, seconded by Amanda Miller and approved by all members present.

15 Annual Report on Compliance with Rules 62 to 68

Brendan Fowler presented the report and advised the information required to comply with the rules had been reviewed by Mo Connolly. The report was noted.

16 Development Update

Neil Munro provided an update and advised there had been good progress with the Kingsknowe development. He advised work was ongoing on the Woods Centre development to confirm the site boundaries.

A discussion took place regarding the contribution required towards Education and Transport for the Kingsknowe development.

17 Information Only Items

The following reports were noted:

17.1 Equality and Diversity Monitoring Report

18 AOCB

There were no further items to discuss. Sheila Bunt thanked all for attending the meeting.

19 Date of Next Meeting: 30 September 2020 at 19:00

Signed: _____

Date: _____