

Prospect Community Housing
Committee Meeting - January 2021
Wednesday 27 January 2021, 7:00 PM — 9:00 PM GMT

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

1 Welcome and Apologies

Sheila Bunt welcomed attendees to the meeting. Apologies were received from Milind Kolhatkar, Jolly Oluka and Peter Matthews. Brendan Fowler advised Peter Matthews had requested an extension to his leave of absence for one month. He expected to return for the February meeting. The request for an extension to the leave of absence was proposed by Alan Gee, seconded by Mary MacRaild and approved by all members present.

2 Declaration of Interest

There were no declarations of interest.

3 Minutes of Previous Meeting

The minutes of the meeting held on 25 November 2020 were proposed by Mo Connolly, seconded by Alan Gee and approved by all members present, subject to one amendment to list of apologies.

4 Matters Arising Report

The Matters Arising report was noted.

5 Register of Undertakings

The Register of Undertakings was noted. A query was raised over the value of fees listed for the Principal Designer and Quantity Surveyor. Neil Munro advised the fees were a percentage based on the overall value of the contract. The actual contract amount was yet to be agreed.

6 Policy Review

The HOU03 Rent Arrears Prevention & Control policy was presented by Catherine Louch. She advised there had been a minor update to policy.

The HOU09 Estate Management Strategy was presented by Catherine Louch. She advised of some minor updates as noted in the covering report.

The FIN09 Debt Recovery & Write Off for Bad Debts policy was presented by Lynne Bell. She advised no changes were proposed. A query was raised over the recovery of debts from current tenants and it was agreed the policy should include a statement to explain the write off was an accounting exercise and Prospect would still seek to recover the debt.

PER20 Staff Contract of Employment and Conditions of Service was presented by Brendan Fowler. He advised the format had been revised to bring all the information into one user friendly document and there had been no change to the current terms and conditions. The new format would be issued to new staff joining Prospect but would be made available for existing employees to refer to.

The Rent Arrears Prevention & Control, Debt Recovery & Write Off for Bad Debts policies, the Estate Management Strategy and Staff Contract of Employment & Conditions of Service were proposed by Alan Gee, seconded by Shulah Allan and approved by all members present, subject to one amendment as described above.

7 Management Team Report

Brendan Fowler provided an update on the current Covid situation and an update on the recruitment process for the new Finance Manager. A discussion took place around the onboarding process for the appointed candidate and it was noted the start date would be in the middle of May so the process would be dependent on the restrictions at that time. Remote induction would be carried out if necessary.

Neil Munro provided an overview of Property Services. He advised he would provide further detail on the work required due to flooding at Westburn at the next meeting. It was noted the compliance work for gas safety, installation of smoke detectors and electrical testing was on track and there were no concerns over meeting timescales.

Catherine Louch advised the Housing Management team would be working with a student placement from Stirling University. The student is currently studying housing and would be doing a project over the next few months with a mid-market rent focus. She may join a future Committee meeting.

Lynne Bell advised the external auditors, Scott Moncrieff, had changed names and was now part of Azets. She advised the same team as last year would be working on the audit and there were no concerns at present.

8 Quarterly Management Accounts to 31 December 2020

Lynne Bell introduced the Quarterly Management Accounts for the period ending 31 December 2020. She advised the forecast had been revised to account for the changes due to Covid. The main changes were reduced expenditure in reactive repairs and planned maintenance. She advised £20k would be carried forward into next year to carry out planned maintenance programmes that would not be done in the current year due to the restrictions.

Lynne Bell provided an overview of the adjustments as noted in the report. She advised the covenants were well within the acceptable range and the statement of financial position was healthy.

The neighbourhood management and community benefit funds would be carried forward into next year to allow work on Westburn playpark. The budget for boilers and solar panels would also be carried forward into next year.

Lynne Bell advised a larger amount of cash was available on instant access as expenditure for the development would start soon. She confirmed the loan arrangements were all in place for the development.

Lynne Bell advised rent collection remained high with just under 99% collection rate this year compared to just over 99% for the same period last year.

Committee members expressed thanks to the Housing Management team for their outstanding work on rent collection.

9 Budget 2021/2022

Lynne Bell presented the draft budget and advised the Budget Working Group had met in November and December to consider the full budget. She advised the group had looked at every line of the proposed budget and reviewed the impact on the 25-year financial projections. Lynne Bell advised some changes had been made since the Budget Working Group had met to include the adjustments for the items carried forward as advised in the Quarterly Management Accounts. She advised the rent increase was based on the 3-year tenant consultation carried out last year. Various rent increase options were discussed, and the Budget Working Group were recommending an increase of 0.7%, which was August 2020 CPI (0.2%) + 0.5%.

The 2021-2022 budget with a rent increase of 0.7% was proposed by Naomi MacKenzie, seconded by Amanda Miller and approved by all members present.

10 Developments

Neil Munro advised the land transaction for the Kingsknowe site was due to go through this week. He advised a meeting would be arranged with Smarts to discuss next steps and to plan the site start dates. A discussion took place over the removal of the Japanese knotweed and there was confidence it would be handled professionally. It was noted construction work was not affected by the current restrictions so work could take place, although it would be some time before work on site would start.

Neil Munro advised progress with the Woods Centre site was no further forward yet. It was noted there were no concerns and the delay was with the Council legal team to confirm the site boundaries.

11 Information Only Items

The following reports were noted:

- Annual Review of Tenant & Community Participation Action Plan
- Annual Performance Report

12 AOCB

Brendan Fowler confirmed a second device would be available for Committee members if required. Contact Julie Thynne if required.

13 Date of Next Meeting: 24 February 2021 at 19:00

Signed:

Date: