

**Prospect Community Housing**  
Committee Meeting - March 2021  
Wednesday 31 March 2021, 7:00 PM — 9:00 PM BST

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

**1 Welcome and Apologies**

Sheila Bunt welcomed all attendees to the meeting. Apologies were noted from Milind Kolhatkar and Amanda Miller.

**2 Declaration of Interest**

Peter Matthews declared an interest in Item 9 – Lettings Plan. There were no other declarations of interest.

**3 Internal Audit Reports**

Sheila Bunt welcomed Alex Cameron to the meeting. Alex Cameron presented an overview of the internal audit findings for the 2020-21 year. He confirmed full assurance had been given for all the audits carried out. Four minor recommendations had been made to improve existing controls:

Business continuity - procedure to outline the difficult to complete tasks so they can be focused on in the event the organisation reverts to remote working. Management team agreed with the recommendation and the procedure will be updated accordingly.

Management Committee training - two recommendations were made:

- Include a grading scale for some of the questions in the appraisal form.
- Include a question on how committee members feel they govern collectively as part of the appraisal.

Brendan Fowler advised both recommendations would be considered as a review of the Committee appraisal policy later in the year. A discussion took place and it was agreed a paper would be brought to Committee later in the year for members to consider if a Working Group

would be required to review the appraisal form questions.

Jolly Oluka joined the meeting at this point.

Responsive maintenance – one minor recommendation had been made to ensure tenant satisfaction surveys were issued with all job lines. Neil Munro advised this had been picked up as a training issue due to staff working from home.

Alex Cameron provided a summary of the Internal Audit Charter and advised Committee members were able to contact him at any time to discuss any concerns or issues.

The audit recommendations were proposed by Naomi MacKenzie, seconded by Alan Gee and approved by all members present.

Sheila Bunt thanked Alex Cameron for his overview and he left the meeting at this point.

#### **4 Minutes of Previous Meeting**

The minutes of the meeting held on 24 February 2021 were proposed by Alan Gee seconded by Peter Matthews and approved by all members present.

#### **5 Matters Arising Report**

The report was noted.

#### **6 Register of Undertakings**

The Register of Undertakings was noted. Neil Munro advised there had been a typo on the value of the contract for the door entry systems and this would be corrected and reported at the next meeting.

#### **7 Policy Review**

Brendan Fowler advised Committee had reviewed the Redundancy policy at the last meeting and Management Team were asked to look at the consultation period. The policy had been updated and full details were provided in the covering report.

The Redundancy policy was proposed by Peter Matthews, seconded by Simon Campbell and approved by all members present.

#### **8 Management Team Report**

Brendan Fowler advised the Scottish Housing Regulator had published Engagement Plans for every Registered Social Landlord (RSL). Each RSL would be assessed as being compliant, working towards compliance or statutory engagement. The new system replaced the previous high, medium or low engagement system. Brendan Fowler advised Prospect had been assessed as compliant.

Neil Munro advised the non urgent/routine repairs would restart from 26 April and the team would work through the waiting list of repairs that had been reported to date. He advised all

repairs had the same priority so they would be handled in order of the date they were reported. He advised it was likely additional repairs would be reported once restrictions were lifted and he was working with contractors to ensure they have capacity to handle the workload. Communication had been issued to tenants to advise them to continue reporting repairs as they are become aware of them.

As discussion took place and it was noted the satisfaction surveys for repairs could be sent by text message. Neil Munro advised this would be progressed.

It was also noted repairs could be reported through the tenant portal, however there was not the facility to book appointments.

Catherine Louch advised she held a meeting with Housemark to discuss arrears and she would take forward information from this meeting.

Lynne Bell advised the loan finance agreement had been signed on 30/03/21 and the revolving credit facility was now in place.

## **9 Lettings Plan**

Peter Matthews left the meeting for this item.

Catherine Louch presented the Lettings Plan for 2021/22 and advised no changes were proposed.

The Lettings Plan for 2021/22 was proposed by Alan Gee, seconded by Mo Connolly and approved by all members present.

Peter Matthews rejoined the meeting.

## **10 Membership List Review**

Brendan Fowler advised the membership list had been reviewed and one member would be removed. Following this change the total number of members would be 52.

The membership list was proposed by Peter Matthews, seconded by Chuks Ododo and approved by all members present.

## **11 Review of Regulatory Standards Compliance**

Brendan Fowler provided an overview of the document and advised the standards had been broken down into three sections for Committee to review over three meetings prior to confirming the Assurance Statement in September. The report was noted.

## **12 Confirmation of Annual Cost of Living Award**

Brendan Fowler provided an overview of the award to be applied on 1 April 2021 and highlighted the comparisons to other Housing Associations and sectors. It was noted the award had been negotiated by EVH and was part of staff terms and conditions.

Brendan Fowler highlighted external negotiations for the cost of living award meant it was a

transparent process, external from Prospect and involving the Unions. He advised EVH pay and terms and conditions were very generous overall.

Committee noted that the pay award was low this year and it was agreed further information would be provided for Committee discussion.

### **13 Developments**

Neil Munro provided an update on the Kingsknowe site and it was noted Smarts had advised overall costs had increased and the full development may not be financially viable for Prospect. A meeting would be arranged over the next couple of weeks to clarify the position. They had confirmed they still want to work with Prospect on the affordable housing element of the development, however they may build some properties for sale.

It was noted there was potential to discuss additional grant funding with City of Edinburgh Council once further information was known. Prospect were also able to borrow more money for development, however it would still need to be a financially viable project in the long term. Further information would be presented at the next meeting.

Neil Munro advised there was the potential to move forward with previously identified gap sites at Clovenstone and he presented indicative costs to work up designs for an initial discussion with City of Edinburgh Council.

Brendan Fowler advised he had been engaged in discussions around the Wester Hailes Place Plan which may identify further sites for housing. He advised the plan would be progressed subject to funding from the council.

The recommendation to progress design work for the Clovenstone gap sites was proposed by Chuks Ododo, seconded by Mo Connolly and approved by all members present.

### **14 Information Only Items**

The Annual Update of Tenant Satisfaction Survey Action Plan was noted.

### **15 AOCB**

There were no items to discuss.

### **16 Date of Next Meeting: 28 April 2021 at 19:00**

**Signed:**

**Date:**