

**Prospect Community Housing**  
Committee Meeting - June 2021  
Wednesday 30 June 2021, 7:00 PM — 9:00 PM BST

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

**1 Welcome and Apologies**

Milind Kolhatkar welcomed all attendees to the meeting. Apologies were noted from Alan Gee and Mo Connolly. He welcomed James McBride from Azets Audit Services Ltd to the meeting.

**2 Declaration of Interest**

There were no declarations of interest.

**3 Annual Accounts to 31 March 2021**

James McBride presented an overview of the annual audited accounts. James McBride confirmed no significant issues had been identified during the audit process and the Association remained a viable going concern.

Committee thanked Lynne Bell and the Finance team for their work during the audit process.

A motion to approve the financial statements and final audit findings report and authorise Office Bearers to sign the financial statements and Letter of Representation on behalf of the Committee was proposed by Sheila Bunt, seconded by Mary MacRaild and approved by all members present.

Milind Kolhathar thanked James McBride for his presentation and he left the meeting at this point.

**4 Minutes of Previous Meeting**

The minutes of the meeting held on 26 May 2021 were proposed by Naomi MacKenzie, seconded by Jolly Oluka and approved by 9 members present, 1 member abstained.

## **5 Matters Arising Report**

There were no matters arising.

## **6 Register of Undertakings**

There were no new items since the last meeting.

## **7 Policy Review**

Brendan Fowler introduced the Parental Leave policy and advised a minor change had been made to update the qualifying conditions.

The Parental Leave policy was proposed by Sheila Bunt, seconded by Shulah Allan and approved by all members present.

## **8 Management Team Report**

Brendan Fowler provided an update on the recent Covid guidance issued since the papers had been published. He advised the office re-opening would be dependent on Edinburgh moving to Level 0. Staff would be planning for re-opening in mid August on a part time basis initially, however this would be dependent on guidance issued by the Government.

Brendan Fowler advised the prospective Committee member who attended the last meeting had decided not to join. He asked Committee members to consider their contacts and advise Julie Thynne or Brendan Fowler details of anyone who might be interested in joining Committee.

A discussion took place over hybrid Committee meetings and it was noted staff would contact Committee members over the summer months to seek views on a return to in person meetings when we are able to. Brendan Fowler confirmed our Rules allowed for Committee meetings and the AGM to be held virtually.

Brendan Fowler advised the Management Team had engaged with staff to develop a working from home procedure which would allow staff to work from home up to 2 days per week.

Catherine Louch advised of an exhibition being held at the V&A in Dundee. She advised the Wester Hailes Community Trust had input to the exhibition and Prospect could facilitate a trip for Committee members to attend the exhibition if they wished to. Committee members were asked to contact Julie Thynne to express their interest.

A discussion took place over the recent LGBTQ+ training for staff. Catherine Louch provided an overview of the practical actions Prospect would be taking to be more open and inclusive and to encourage feedback on how we can improve our services.

Catherine Louch provided an overview of the changes made within Cx to help staff focus on arrears. It was noted the arrears remain high and Prospect is higher when compared to other landlords. It was agreed Management Team would look at the arrears reporting in details to provide practical options for Committee to consider. Consideration to be given to reporting the age of arrears debt and where arrangements had been broken.

Chuks Ododo left the meeting at this point due to a family emergency.

## **9 Scottish Housing Regulator Annual Returns - Five Year Financial Projections**

Colin James provided an overview of the annual return required by the Scottish Housing Regulator. He advised the information was consistent with the budget approved by Committee in January.

The Scottish Housing Regulator Five Year Financial Projections return was proposed by Naomi MacKenzie, seconded by Peter Matthews and approved by all members present.

## **10 LIBOR Rate Change to SONIA**

Colin James presented the report and advised ATFS had been commissioned to provide technical treasury management advice and their report had provided recommendations.

The recommendation to opt for the 5YHM calculation method and transition on the Cessation Date of 31 December 2021 was proposed by Peter Matthews, seconded by Naomi MacKenzie and approved by all members present.

It was noted Colin James would continue to liaise with ATFS in discussions with RBS to conclude the transition process and necessary documentation.

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

Brendan Fowler presented the report and advised the details had been updated to the current position.

It was agreed to update item 4.2 to include information on the virtual meetings being effective in the circumstances but not ideal.

Jolly Oluka left the meeting at this point due to illness.

## **12 Notice of Annual General Meeting**

The notice of AGM was noted.

## **13 Committee Elections 9 Year Rule**

Brendan Fowler advised under Prospect's rules the Committee were required to consider the continued effectiveness of any members seeking re-election after 9 years' service as a Committee member. The rule applied to three Committee Members this year and they had all provided information on their continued effectiveness as detailed in the report to Committee.

Shulah Allan was asked to leave the meeting at this point.

Following a discussion the Committee agreed Shulah Allan was a valuable member and they were satisfied she met the criteria and would be permitted to stand for re-election.

The request for Shulah Allan to stand for re-election was proposed by Sheila Bunt, seconded by Mary MacRaid and approved by all members present.

Shulah Allan re-joined the meeting and was advised she would be permitted to stand for re-election.

Following a discussion the Committee agreed Mo Connolly was a valuable member and they were satisfied she met the criteria and would be permitted to stand for re-election.

The request for Mo Connolly to stand for re-election was proposed by Peter Matthews, seconded by Simon Campbell and approved by all members present.

Naomi MacKenzie was asked to leave the meeting at this point.

Following a discussion the Committee agreed Naomi MacKenzie was a valuable member and they were satisfied she met the criteria and would be permitted to stand for re-election.

The request for Naomi MacKenzie to stand for re-election was proposed by Shulah Allan, seconded by Amanda Miller and approved by all members present.

Naomi MacKenzie re-joined the meeting and was advised she would be permitted to stand for re-election.

#### **14 Developments**

Neil Munro provided an update on recent discussions with Smarts. He confirmed they were still working on costs and further meetings would be taking place this week. At the conclusion of these discussions it was anticipated we would be in a position to advise the City of Edinburgh Council of the overall project cost and discuss the grant. Neil Munro advised he was working with Port of Leith Housing Association to help with our case to obtain additional grant. A further update would be provided at the next Committee meeting in August.

It was noted the Development Working Group had not met for some time and it was agreed a meeting would be arranged once further information on the costs and grant situation had been obtained. Timescales for this would be dependent on discussions with the council, however it was anticipated this would be in August. It was agreed the Treasurer should be invited to join the meeting.

#### **15 Information Only Items**

The following reports were noted:

- Annual Report on Business Gifts and Hospitality
- Annual Report on Borrowing and Investment Activity

#### **16 AOCB**

There were no further items to discuss. Milind Kolhatkar thanked all for attending the meeting.

#### **17 Date of Next Meeting: 25 August 2021 at 19:00**