

MINUTES OF THE MANAGEMENT COMMITTEE MEETING

HELD ON WEDNESDAY 29 JANUARY 2020

AT 7PM IN 6 WESTBURN AVENUE, EDINBURGH



PRESENT: Milind Kolhatkar
Sheila Bunt
Simon Campbell
Mo Connolly
Alan Gee
Naomi MacKenzie
Peter Matthews
Amanda Miller
Kaydee Moyo
Chuks Ododo
Jolly Oluka

IN ATTENDANCE: Brendan Fowler, Director
Lynne Bell, Finance Manager
Catherine Louch, Housing Manager
Neil Munro, Property Services Manager
Julie Thynne, Corporate Services Officer
Lorna Shaw, Research Resource (Item 3 Only)
Members of the Tenant's Forum (Item 3 Only)

1. WELCOME & APOLOGIES

Milind Kolhatkar welcomed all attendees to the meeting and extended a special welcome to Lorna Shaw from Research Resource and members of the Tenant's Forum.

Apologies were received from, Shulah Allan and Mary MacRaid.

2. DECLARATION OF INTEREST

There were no declarations of interest.

3. TENANT SATISFACTION SURVEY RESULTS PRESENTATION

Lorna Shaw presented an overview of the results from the recent Tenant Satisfaction Survey. Overall the results were positive. Catherine Louch advised the full report and an action plan would be presented to Committee at their next meeting.

Milind Kolhatkar thanked Lorna Shaw for her presentation. Lorna Shaw and members of the Tenant's Forum left the meeting at this point.

4. MINUTES OF THE MEETING HELD ON 27 NOVEMBER 2019

The Minutes of the meeting held on 27 November 2019 were proposed by Mo Connolly, seconded by Peter Matthews and approved by all members present.

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 COR20 IT System Security & Use policy was presented with some minor updates following feedback from Committee at the last meeting.

The IT System Security & Use policy was proposed by Alan Gee, seconded by Kaydee Moyo and approved by all members present, subject to the correction of a typo at section 4.3.

8. **MANAGEMENT TEAM REPORT**

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

8.1 **Scottish Housing Regulator Assurance Statement**

Brendan Fowler advised a revised approach would be adopted this year to allow for feedback from the SHR and our internal audit process. The statement would be reviewed by Committee in June or August.

8.2 **Property Services Staffing**

Neil Munro provided an update on the department's current staffing situation and a discussion took place over the impact on service delivery due to staff shortages. It was noted the majority of planned programmes had finished or were due to finish and the appointment of a temporary Projects Officer would help to manage some of the work.

8.3 **Arrears Management**

Committee requested a report to be provided at the next meeting with an update on the current situation.

8.4 **Factoring Survey**

Lynne Bell presented the results of the factoring survey and advised 41% of factored owners had responded to the survey. Overall satisfaction levels have improved since the last survey.

9. **QUARTERLY MANAGEMENT ACCOUNTS TO 31 DECEMBER 2019**

Lynne Bell provided an overview of the accounts. The report was presented with expected outturn figures for the year end. It was noted the surplus at the end of December was £145k better than budget, however this was likely to increase at the year end.

Lynne Bell advised of accounting changes where the expenditure for smoke detectors had moved from income/expenditure to capitalised and would be depreciated over the life of the asset. She noted the variance in expenditure was due to a change in the way admin costs had been allocated as recommended by the external auditors.

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

10. BUDGET 2020-2021

Lynne Bell presented the report and provided an overview. She advised the Budget Working Group had reviewed the proposed budget, carried out scenario testing and considered the results of the tenant consultation. The Budget Working Group were proposing a 1.7% rent increase.

Catherine Louch advised tenant consultation had been different to previous years, following Committee strategy day discussions in September 2019. The consultation had been carried out alongside the tenant satisfaction survey and provided a 56% response rate, which was a significant increase compared to last year's response rate of 12%. The results of the consultation suggested there was strong support for a 2.2% rent increase.

A summary of the proposed rent increases of other local RSLs was presented and Prospect's proposed increase was amongst the lowest.

The 2020-2021 budget with a rent increase of 1.7% was proposed by Naomi MacKenzie, seconded by Sheila Bunt and approved by all members present.

11. BUSINESS PLAN 2020-2023

Brendan Fowler advised the Business Plan wasn't due to be revised, however due to the revised approach to rent consultation the opportunity was taken to get feedback on the strategic objectives through the tenant satisfaction survey at the same time. In addition to the survey, engagement with staff, Tenant's forum and the Budget and Business Plan Working Group took place. Brendan Fowler advised there had been no dramatic change to Business Plan, however the objectives had been updated with current information where known.

The Business Plan 2020-2023 was proposed by Jolly Oluka, seconded by Chuks Ododo and agreed by all members present.

12. DEVELOPMENTS

Neil Munro provided an update on recent activity. He advised the design for the Kingsknowe development had slightly changed and had been resubmitted to planning.

Brendan Fowler provided an overview of the development agreement drawn up for approval by Prospect and the developer, Smarts, to work together on the project. He highlighted it was not a final legal agreement and did not commit to costs. Once planning had been approved and costs were agreed a legal document would be drawn up for approval by Committee.

Approval to sign the development agreement was proposed by Alan Gee, seconded by Peter Matthews and agreed by all members present.

Brendan Fowler provided an update on the request by the City of Edinburgh Council to apply for HAG and advised this was common practice by the Council to secure funding by the end of the financial year.

It was noted there would be no formal arrangement for the acquisition of the Woods Centre site in the current financial year.

13. MEMBERSHIP APPLICATIONS

Three membership applications had been received from Simon Campbell, Amanda Miller and Jolly Oluka.

The membership applications from Simon Campbell, Amanda Miller and Jolly Oluka were proposed by Peter Matthews, seconded by Naomi MacKenzie and approved by all members present.

14. INFORMATION ONLY ITEMS

The Annual Review of Tenant and Community Participation Action Plan was presented for information.

15. AOCB

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

16. DATE AND TIME OF NEXT MEETING

Wednesday 26 February 2020 at 7pm.

Signed: _____



Date: _____