

Prospect Community Housing
Committee Meeting - April 2020
Wednesday 29 April 2020, 7:00 PM

Present:	Milind Kolhatkar	Chairperson
	Mo Connolly	Secretary
	Naomi MacKenzie	Treasurer
	Sheila Bunt	Vice-Chair
	Chuks Ododo	Committee Member
	Mary MacRaild	Committee Member
	Peter Matthews	Committee Member
	Alan Gee	Committee Member
	Shulah Allan	Committee Member
	Jolly Oluka	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:	Kaydee Moyo	Committee Member

1 Welcome and Apologies

Milind Kolhatkar welcomed all attendees to the meeting. Apologies were noted from Kaydee Moyo.

2 Declaration of Interest

There were no declarations of interest.

3 Internal Audit

Milind Kolhatkar welcomed Alex Cameron to the meeting. Alex Cameron provided an overview of the audit work carried out throughout the year. He advised all audits had received full assurance.

Alex Cameron provided an overview of the Antisocial Behaviour audit and confirmed there were no recommendations.

An overview of the Allocations audit was presented. One recommendation was made, and the management response was accepted.

An overview of the Regulatory Standards audit was presented. One recommendation was made for the Committee to meet with the auditors without staff present. A discussion took place and it was noted the Committee had a good relationship with the auditor. It was agreed the auditor would include a statement within their annual report that Committee members could request a private meeting with the auditor in advance of the meeting if required.

Milind Kolhatkar thanked Alex Cameron for the report and for the staff who participated in the

audit.

The audit recommendations were proposed by Sheila Bunt, seconded by Mo Connolly approved by all members present.

Milind Kolhatkar thanked Alex Cameron for his presentation and he left the meeting at this point.

4 Minutes of Previous Meeting

The minutes of the previous meeting held on 8 April 2020 were proposed by Alan Gee, seconded by Simon Campbell and approved by all members present.

5 Matters Arising Report

The matters arising report was noted.

6 Register of Undertakings

There were no new items to note on the Register of Undertakings since the last meeting.

7 Policy Review

It was noted there were no substantial changes to the COR24 Procurement Strategy, PER12 Health, Safety & Welfare and PER09 Time off for Public Duties policies.

Brendan Fowler advised the PER10 Special Leave policy had been updated with recent legislation changes.

Lynne Bell provided an overview of the changes made to FIN04 Treasury Management policy.

The revised policies were proposed by Alan Gee, seconded by Peter Matthews and approved by all members present

8 Management Team Report

Brendan Fowler provided an update on the current situation and advised information would be provided at the next meeting to provide an update on rental income and some financial analysis.

A query was raised if there had been any emerging issues from staff working from home with caring responsibilities and additional health and safety requirements. Brendan Fowler provided an overview on the approach taken. He advised staff with caring responsibilities had been advised of the option to be placed on furlough leave. He also advised discussions had taken place formally and informally to ensure staff were equipped for home working.

A query was raised over any emerging tenancy related issues. Catherine Louch advised there had been an initial increase in antisocial behaviour reporting, however this had reduced. She also confirmed there had been no other issues raised to date.

9 Quarterly Management Accounts to 31 March 2020

Lynne Bell provided an overview of the report. She advised although it was a year end report there would be some updates to the figures for the statutory accounts presented to Committee in June.

Lynne Bell advised the surplus was £336,070 better than budget, mainly due to the capitalisation of smoke and carbon monoxide detectors. There were also no concerns in meeting the covenants and the liquidity ratio was 3:1.

Lynne Bell advised the interest free Scottish Government loan had been accounted for and as it was a technical item she had discussed this with Naomi MacKenzie and the auditors.

Lynne Bell advised the underspend variance in planned maintenance was primarily due to the capitalisation of smoke and carbon monoxide detectors.

Lynne Bell advised there would be adjustments made to the statement of financial position for the final statutory accounts.

An overview of the cashflow was presented, it was noted the cash available on instant access was higher than the treasury management policy target due to uncertainty around cash receipts from tenants and the transfer of funds required at the point of signing of the development contract.

Naomi MacKenzie advised she had discussed the accounts in detail with Lynne Bell and had no concerns to raise.

10 2019/20 External Audit

Lynne Bell provided an overview of the report and appendices. She advised letters of engagement at Appendix 1 and 2 were standard terms and required the approval of Committee and signature of the Secretary.

Lynne Bell advised Appendix 3 was also a standard letter detailing the audit planning process and identifying the audit risk areas. One risk identified was the impact of Covid 19 and various reports had been updated to provide Committee with a more detailed picture over the coming months. She advised the audit would be different this year as all work would be carried out electronically.

Lynne Bell provided an overview of Appendix 4. It was noted there were some gaps highlighted in yellow on the Draft Management Committee report at Appendix 5. She advised this information was not currently available, however it would be included in the final report.

Lynne Bell advised the Statement of Internal Controls at Appendix 6 was for the Committee to agree the internal controls were operating satisfactorily.

A query was raised over the impact of contributions to SHAPS due to the current economic changes. Brendan Fowler advised there had been a provision in the longer term budget for payments to be made over a longer time period than had been advised by SHAPS. It was noted the impact would not be known until the next actuarial review.

The External Audit Plan and Appendices 1 to 6 were proposed by Chuks Ododo, seconded by Shulah Allan and approved by all members present.

11 Annual Review of Progress Towards Strategic Objectives

Brendan Fowler provided an overview of the strategic objectives. He advised the objectives were from the previous Business Plan and new objectives had been set out in the new Business Plan from April 2020. A number of objectives had been carried forward from the previous plan.

12 Information Only Items

The following reports were noted:

Development Update.

13 AOCB

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

14 Date of Next Meeting: 27 May 2020 at 7pm

Signed: _____

Date: _____