

Prospect Community Housing
Committee Meeting - June 2020
Wednesday 24 June 2020, 7:00 PM — 9:00 PM BST

Present:	Milind Kolhatkar	Chairperson
	Mo Connolly	Secretary
	Sheila Bunt	Vice-Chair
	Chuks Ododo	Committee Member
	Kaydee Moyo	Committee Member
	Peter Matthews	Committee Member
	Alan Gee	Committee Member
	Jolly Oluka	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
	James McBride	Scott Moncrieff (Item 3 only)

Apologies:	Naomi MacKenzie	Treasurer
	Mary MacRaild	Committee Member
	Shulah Allan	Committee Member
	Amanda Miller	Committee Member

1 Welcome and Apologies

Milind Kolhatkar welcomed all attendees to the meeting. Apologies were noted from Shulah Allan, Mary MacRaild, Naomi MacKenzie and Amanda Miller. He welcomed James McBride from Scott Moncrieff to the meeting.

2 Declaration of Interest

There were no declarations of interest.

3 Annual Accounts to 31 March 2020

Milind Kolhatkar welcomed James McBride to the meeting. James McBride provided an overview of the annual audited accounts. He thanked staff for their cooperation with the audit, which had taken place remotely. James McBride confirmed no significant issues had been identified during the audit process and the Association remained a viable going concern.

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 Mo Connolly and approved by all members present.

Milind Kolhatkar 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 27 May 2020 were proposed by Alan Gee, seconded by Simon Campbell and approved by all members present.

5 Matters Arising Report

Brendan Fowler presented Section 3 of the Flexible Working policy which had been amended following discussions at the last meeting.

The revised Flexible Working policy was proposed by Sheila Bunt, seconded by Peter Matthews and approved by all members present.

Lynne Bell advised the submission date for the five year financial projections has been amended by the Scottish Housing Regulator and this information would be presented to Committee in August.

6 Register of Undertakings

There were no new items.

7 Policy Review

Catherine Louch presented the HOU09 Estate Management policy and HOU09a Estate Management strategy and advised both documents had been updated with minor amendments.

Brendan Fowler advised there were no proposed changes to the PER13 Dignity at Work policy. Following a discussion it was agreed to amend section 3.2 to protected characteristics, section 3.7 to provide general wording and to amend a typo at section 4.1.

Brendan Fowler advised the PER21 Staff Code of Conduct had been updated to adopt the EVH/SFHA model policy. He advised the updated policy incorporated areas that were in Prospect's current code of conduct, however the new policy would allow us to keep up to date with future amendments as necessary.

Brendan Fowler provided an update on the proposed amendments to the PER16 Disciplinary & Appeals policy as outlined in the covering report.

The above policies were proposed by Sheila Bunt, seconded by Chuks Ododo and approved by all members present, subject to the amendments suggested for the Dignity at Work policy.

8 Management Team Report

Brendan Fowler advised arrangements for the AGM were in progress, however a virtual AGM would not be possible under the current rules. He advised legislation was going through parliament to allow for virtual AGMs to take place and an update would be provided to Committee at their meeting in August.

Neil Munro advised the repairs service for non-emergency repairs would resume on 29 June 2020.

Catherine Louch advised empty properties would be advertised for lettings from week commencing 29 June 2020. She advised there would be virtual viewings initially until restrictions had been lifted.

Lynne Bell advised RBS had given formal credit approval for a £4million loan and arrangements would now be made for the loan documentation to be drawn up.

Lynne Bell provided an update on the rent collection rate and advised the figure had been incorrect last month due to an error in the report. She advised the correct information was presented in the report and the collection rate had been better than previously reported.

9 Scottish Housing Regulator Annual Return on Charter

Brendan Fowler provided an overview of the annual return on the charter. He advised it would normally be submitted in May, however the submission had been delayed to July.

The Scottish Housing Regulator Annual Return on Charter was proposed by Alan Gee, seconded by Mo Connolly and approved by all members present.

10 Scottish Housing Regulator Annual Loan Portfolio Return

Lynne Bell provided an overview of the return.

The Scottish Housing Regulator Annual Loan Portfolio return was proposed by Sheila Bunt, seconded by Simon Campbell and approved by all members present.

11 Covid-19 Recovery Plan

Brendan Fowler provided an overview of the recovery plan and advised there had been significant consultation and engagement with staff and other RSLs.

It was noted the government guidance was changing daily, however Prospect would be taking a cautious approach to ensure safety of our staff and service users.

A discussion took place around the phases and concerns over any outbreak with staff groups. It was noted not all staff would be in the office at the same time and the operational detail would be worked through before staff were brought back into the office. Brendan Fowler confirmed risk assessments and PPE would be in place and that flexibility with staff and individual circumstances had already been considered and would continue to be discussed. It was noted staff had been consulted over additional equipment to support wellbeing and working at home and we would work with staff to ensure they had adequate arrangements in place for homeworking.

The Covid-19 Recovery Plan was proposed by Alan Gee, seconded by Kaydee Moyo and approved by all members present.

12 Model Rules Change to 2020 Version

Brendan Fowler provided an overview of the proposed model rules change and advised a summary of the main changes had been provided in the covering report. He confirmed a Special General Meeting (SGM) would be required to approve the rules change and this would be

dependent on whether a virtual SGM could take place. A further update would be provided to Committee at their next meeting in August.

The motion to adopt the SFHA Charitable Model Rules (Scotland) 2020 was proposed by Kaydee Moyo, seconded by Chuks Ododo and approved by all members present.

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.

Alan Gee was asked to leave the meeting at this point.

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

The request for Alan Gee to stand for re-election was proposed by Sheila Bunt, seconded by Kaydee Moyo and approved by all members present.

Alan Gee re-joined the meeting and was advised he would be permitted to stand for re-election.

Sheila Bunt was asked to leave the meeting at this point.

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

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

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

Peter Matthews was asked to leave the meeting at this point.

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

The request for Peter Matthews to stand for re-election was proposed by Kaydee Moyo, seconded by Alan Gee and approved by all members present.

Peter Matthews re-joined the meeting and was advised he would be permitted to stand for re-election.

14 Development

Neil Munro confirmed planning permission had been granted for the Kingsknowe site. He advised the Design team meeting had taken place earlier in the day and the building warrant drawings were now being worked on. Neil Munro provided an overview of the next steps in the process.

15 Information Only Items

The following reports were noted:

- Annual Report on Business Gifts
- 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: 26 August 2020 at 19:00

Signed: _____

Date: _____