

Prospect Community Housing
Committee Meeting - August 2021
Wednesday 25 August 2021, 7:00 PM — 9:00 PM BST

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

1 Welcome and Apologies

Sheila Bunt welcomed all attendees to the meeting. Apologies were noted from Milind Kolhatkar, Chuks Ododo and Jolly Oluka.

2 Declaration of Interest

There were no declarations of interest.

3 Minutes of Previous Meeting

The minutes of the meeting held on 30 June 2021 were proposed by Mary MacRaild, seconded by Peter Matthews and approved by all members present.

4 Matters Arising Report

There were no matters arising.

5 Register of Undertakings

There were no new items since the last meeting.

6 Policy Review

There were no policies to review.

7 Management Team Report

Brendan Fowler provided an update on the office re-opening from 6 September and the longer-term arrangements. Concerns were raised over the rising Covid cases, however Brendan Fowler advised we would continue to follow the Government advice and guidance.

A discussion took place around the changes to service delivery due to hybrid working arrangements and it was agreed a report providing more detail would be presented to Committee at the next meeting.

Alan Gee joined the meeting.

Brendan Fowler advised Committee meetings would move to a hybrid arrangement from September. 1m social distancing would be maintained in the meeting room and this would allow for up to 8 attendees in person. Zoom would continue to be used for remote attendance.

Neil Munro provided an update.

Catherine Louch provided an update and highlighted the good work carried out by Fiona McLuckie to achieve accreditation for the welfare rights service.

Colin James provided an update and highlighted the insurance renewal process.

8 Quarterly Management Accounts to 30 June 2021

Colin James presented an overview of the Quarterly Management Accounts. He highlighted the surplus of £410k and advised the bank covenants were within the acceptable range.

It was noted underspending in planned and reactive maintenance was due to limited work during the restrictions, however work had increased and the picture for quarter two would be different.

Colin James advised of a couple of errors in the cash flow figures. He confirmed the cashflow figure should read £5,584,374 and the year should read 2021. He confirmed this would be corrected for the next report and he thanked Naomi MacKenzie for highlighting the errors.

9 Quarterly Key Performance Indicators to 30 June 2021

The Quarterly Key Performance Indicators were presented.

Brendan Fowler presented an update on complaints and advised there had been an increase on the previous quarter, particularly in relation to the stair cleaning and landscaping service. He confirmed there had been an additional focus to improve the services in these areas.

Catherine Louch advised there had been lower bids for properties in the last quarter due to a change in approach by EdIndex, however this is expected to increase to previous levels in the next quarter.

Colin James provided an update on costs and highlighted the impact due to Covid.

Brendan Fowler advised staff absence had increased significantly during the quarter and reassured Committee the absences were closely monitored. It was noted the organisation should be aware of the potential for absences as employees become older.

10 Quarterly Health & Safety Report to 30 June 2021

Neil Munro presented the Quarterly Health and Safety report. He highlighted there had been no accidents, near misses or incidents and the Estates team had recently completed equipment training. He advised fire safety work had been undertaken in the stairs and the landlord health and safety audit would be conducted by ACS on 14 September. The results of the audit would be reported to Committee once available..

11 Review of Compliance with Regulatory Standards

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

He confirmed all areas were green except Equalities and Human Rights. He advised the Regulator had just issued the finalized guidance so this would be reviewed with the Equalities Working Group to implement. The Compliance statement would be updated with this information and would be presented for approval at the next meeting.

12 Annual Report on Compliance with Rules 62 to 68

Brendan Fowler presented the report and advised the information required to comply with the rules had been reviewed by Mo Connolly. The report was noted.

13 Scottish Housing Regulator Annual Returns - Loan Portfolio

Colin James presented the Loan Portfolio annual return to the Scottish Housing Regulator. He advised the return had been delayed from June due to a change in the Regulator's IT system.

The recommendation to approve the Loan Portfolio annual return was proposed by Shulah Allan, seconded by Naomi MacKenzie and approved by all members present.

14 Developments

Neil Munro provided an update on the Kingsknowe development and the negotiations on project costs. It was noted the negotiations had taken longer than expected and further information was required from Smarts. The grant discussions with the City of Edinburgh Council would not progress until the information had been obtained from Smarts. Once the information was available a meeting would be held with the Development Working Group.

It was noted there had been some initial site preparation work progressed by Smarts.

15 Information Only Items

The following reports were noted:

- Six monthly review of internal audit recommendations.
- Annual equality and diversity monitoring report.

It was noted there would be a review of the Committee appraisal forms once the current appraisal process had concluded.

16 AOCB

There were no further items to discuss. Sheila Bunt thanked all for attending the meeting.

17 Date of Next Meeting: 29 September 2021 at 19:00