

**Prospect Community Housing**  
 Committee Meeting - September 2021  
 Wednesday 29 September 2021, 7:00 PM — 9:00 PM BST

---

<b>Present:</b>	Milind Kolhatkar Mo Connolly Alan Gee Shulah Allan Simon Campbell Chuks Ododo Jolly Oluka Mary MacRaid Peter Matthews Brendan Fowler Colin James Catherine Louch Neil Munro Marianne Wilson	Chairperson Secretary Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member Director Finance Manager Housing Manager Property Services Manager Corporate Services Officer
-----------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<b>Apologies:</b>	Sheila Bunt Naomi MacKenzie Amanda Miller	Vice Chair Treasure Committee Member
-------------------	-------------------------------------------------	--------------------------------------------

<b>1</b>	<b>Welcome and Apologies</b>	
	Brendan Fowler welcomed all attendees to the meeting and introduced the new Corporate Services Officer, Marianne Wilson to committee. Apologies were noted from Sheila Bunt, Naomi MacKenzie, and Amanda Miller.	
<b>2</b>	<b>Declaration of Interest</b>	
	There were no declarations of interest.	
<b>3</b>	<b>Election of Office Bearers</b>	
	Brendan Fowler advised there had been one nomination received for all office bearer positions and there would be no requirement for an election process.	
<b>3.1</b>	<b>Election of a Chairperson</b>	
	One nomination had been received from Milind Kolhatkar.	
	The nomination was proposed by Simon Campbell, seconded by Mo Connolly and approved by all members present. Milind Kolhatkar was duly elected as Chairperson.	
	Milind Kolhatkar took over the chairing of the meeting.	
<b>3.2</b>	<b>Election of Vice-Chairperson</b>	
	One nomination had been received from Sheila Bunt.	

<p><b>3.3</b></p>	<p>The nomination was proposed by Alan Gee, seconded by Shulah Allan and approved by all members present. Sheila Bunt was duly elected as Vice-Chairperson</p> <p><b>Election of a Secretary</b></p> <p>One nomination had been received from Mo Connolly.</p> <p>The nomination was proposed by Simon Campbell, seconded by Alan Gee and approved by all members present. Mo Connolly was duly elected as Secretary.</p>
<p><b>3.4</b></p>	<p><b>Election of Treasurer</b></p> <p>One nomination had been received from Naomi MacKenzie.</p> <p>The election was proposed by Peter Matthews and seconded by Mary MacRaild and approved by all members present. Naomi MacKenzie was duly elected as Treasurer.</p>
	<p>The Schedule of Authorised Signatories was duly completed with the names of the elected office bearers and relevant staff members. With the proviso that it be updated to remove Lynne Bell from the list and include Colin James, it was proposed by Alan Gee, seconded by Jolly Oluka, and approved by all members present.</p>
<p><b>4</b></p>	<p><b>Review of Remits</b></p>
	<p>Brendan Fowler presented the remits. It was noted that the Budget Working group meetings do not all take place in November and the remit should be updated to reflect approval in 2021. No other changes have been made.</p> <p>Simon Campbell suggested a revision to the remit for the Development Working Group to reflect a wider strategy approach, Peter Matthews seconded this. Brendan Fowler agreed to review this remit to take a city-wide focus to include local Place Plan work at the next meeting of the Development Working Group in the next month. The revised remit will be presented to committee.</p> <p>The remits for the Management Committee, Budget Working Group, Equalities Working Group and Development Working Group were proposed by Peter Matthews, seconded by Chuks Ododo, and approved by all members present.</p>
<p><b>5</b></p>	<p><b>Election of Working Group Members</b></p>
	<p><b>Budget Working Group</b> Alan Gee, Milind Kolhatkar and Naomi MacKenzie were elected to the Budget Working Group.</p> <p><b>Equalities Working Group</b> Chuks Ododo, Simon Campbell and Milind Kolhatkar were elected to the Equalities Working Group.</p> <p><b>Development Working Group</b> Jolly Oluka, Mo Connolly, Simon Campbell, Alan Gee and Mary MacRaild and were elected to the Development Working Group.</p>

	It was agreed absent members would be contacted and the Working Group members would be updated at the next meeting.	
<b>6</b>	<b>Minutes of Previous Meeting</b>	
	The minutes of the meeting held on 25 August 2021 were proposed by Mo Connolly, seconded by Chuks Ododo, and approved by all members present.	
<b>7</b>	<b>Matters Arising Report</b>	
	There were no matters arising.	
<b>8</b>	<b>Register of Undertakings</b>	
	This was noted by Alan Gee.	
<b>9</b>	<b>Policy Review</b>	
	Neil Munro presented the Development Policy and Catherine Louch presented the Rent Setting & Service Charge policy. Peter Matthews commended the Equality Impact Assessment for the Rent Setting & Service Charge policy.  The policies were proposed by Peter Matthews and seconded by Jolly Oluka and approved by all members present.	
<b>10</b>	<b>Management Team Report</b>	
	Brendan Fowler provided an update on the office re-opening, advising that the office is now open in the morning and all has been positive thus far. It has been good to welcome people back into the office.  A discussion took place regarding options for the Committee Strategy Day and residential weekend. Topics to be covered at a strategy and training day could include EESH 2, decarbonisation and Place-Making. It was agreed to have a combined residential and strategy weekend in February/March of 2022. It was agreed to finalise topics for discussion at the next Committee meeting.  Neil Munro provided an update and highlighted that Shirley Craik has joined Prospect as the new Senior Admin Officer and we have appointed a new apprentice trainee to start with the Maintenance team.  Catherine Louch provided an update and confirmed work is progressing towards an energy project with ARCHIE members and Changeworks.  Colin James provided an update on insurance renewal and highlighted that current arrangements have been extended for a further 2 years, which will provide short term savings although costs may go up next year and the market remains volatile. The original tendering allowed for this extension.	
<b>11</b>	<b>Risk Management Quarterly Review - Money Category</b>	

	The Money category was presented for review.
11.1	<p><b>Financial models are not accurate resulting in weaker financial position</b></p> <p>Colin James presented the report on the above risk. No changes were recommended.</p>
11.2	<p><b>Inaccurate budgeting results in overspending budgets</b></p> <p>Colin James presented the report on the above risk. He recommended this should be downgraded in terms of both likelihood and impact due to the control measures in place for the range of money risks which link to this, and suggested that overspends were driven more often by external factors. Inaccurate budgeting frequently resulted in underspends rather than overspends, and Prospect has more leeway between budgets and covenant targets than many counterparts in the sector. These arguments were accepted.</p>
11.3	<p><b>Increase in costs due to legislative and wider political changes</b></p> <p>Colin James presented the report of the above risk. A control measure was updated to reflect evidence relevant to development programme.</p> <p>Peter Matthews suggested that due to the financial strength of Prospect, the residual impact of the money risks should be reduced by 1. A discussion took place, and it was agreed to consider this point in the next update of these risks but, on balance, to leave other scoring as is just now.</p>
11.4	<p><b>Unknown future cost of past service pension deficit may cost Prospect more than budgeted.</b></p> <p>Colin James presented the report on the above risk. No changes were recommended.</p>
11.5	<p><b>Inability to evict tenants due to Sheriffs not granting eviction decrees and extension of Notice of Proceeding notice period to 6 months due to Covid virus, resulting in rent arrears.</b></p> <p>Catherine Louch presented the report on the above risk and recommended the arrears were treated but the extension of the notice period was tolerated.</p>
11.6	<p><b>Significant increase in rent arrears due to external pressures</b></p> <p>Catherine Louch presented the report and advised of the revised controls.</p>
11.7	<p><b>Anticipated planned maintenance spend is understated resulting in financial difficulties</b></p> <p>Neil Munro presented the above report and advised of the revised controls.</p> <p>The Risk Management – Money Category was proposed by Alan Gee, seconded by Jolly Oluka and approved by all members present.</p>
12	<p><b>Annual Approval of Scottish Housing Regulator Regulatory Standards Assurance Statement</b></p>

	<p>Brendan Fowler presented the report which includes an equalities statement. Brendan Fowler advised that recently published Scottish Housing Regulator equalities guidance will be looked at by the Equalities Working Group and an update will be provided to Committee.</p> <p>Following a change to the date, the statement was proposed by Peter Matthews, seconded by Simon Campbell, and approved by all members present.</p>	
<b>13</b>	<b>Membership List Review</b>	
	There are no changes to the membership and no decision therefore was required.	
<b>14</b>	<b>Developments</b>	
	<p>Neil Munro presented the report and advised that there has been a significant increase in costs for the Kingsknowe project resulting in a gap between the cost and Prospect's perceived fair value of the site.</p> <p>Brendan Fowler advised that one option considered by Smarts would be to park the development until costs stabilize.</p> <p>A discussion took place regarding development in the Edinburgh housing context. Alan Gee asked for clarity regarding the finances associated with the development programme and this was provided.</p>	
<b>15</b>	<b>Hybrid Working Arrangements</b>	
	Brendan Fowler presented the report to give committee a wider understanding of the arrangements made for hybrid working at Prospect.	
<b>16</b>	<b>Libor to Sonia transition</b>	
	Colin James advised that further clarification is required with RBS and our solicitors and committee will be updated in October with the final outcome.	
<b>17</b>	<b>Information Only Items</b>	
	<p>The following reports were noted:</p> <ul style="list-style-type: none"> <li>- Annual report on committee attendance and training.</li> <li>- Tenant Satisfaction Survey Action Plan.</li> <li>- Minutes of the 32<sup>nd</sup> Annual General Meeting of Prospect Community Housing</li> </ul>	
<b>18</b>	<b>AOCB</b>	
	There were no further items to discuss. Milind Kolhatkar thanked all for attending the meeting.	
<b>19</b>	<b>Date of Next Meeting: 27 October 2021 at 19:00</b>	