

Prospect Community Housing
 Committee Meeting - October 2021
 Wednesday 27 October 2021, 7:00 PM — 9:00 PM BST

Present:	Milind Kolhatkar Mo Connolly Sheila Bunt Naomi MacKenzie Alan Gee Shulah Allan Simon Campbell Jolly Oluka Mary MacRaid Amanda Miller Brendan Fowler Colin James Catherine Louch Neil Munro Marianne Wilson	Chairperson Secretary Vice Chair Treasurer Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member Director Finance Manager Housing Manager Property Services Manager Corporate Services Officer
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Apologies:	Peter Matthews	Committee Member
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1	Welcome and Apologies
	Brendan Fowler welcomed all attendees to the meeting. Apologies were noted from Peter Matthews.
2	Declaration of Interest
	<p>Milind mentioned that he may have a conflict of interest with regards to Caroline's report as he works at SCOREscotland.</p> <p>Brendan confirmed no conflict of interest as no decisions needed to be made, the report is for information only.</p>
3	Six Monthly Review of Community Projects
	<p>Caroline Richards presented the Community Projects report.</p> <p>Committee questioned if any consultation would happen around the councils Development and Regeneration Framework for Wester Hailes.</p> <p>Caroline advised that City of Edinburgh Council intend to consult with stakeholders in the area. Committee then asked if there will be a link to regeneration framework and Caroline advised not yet, however we can share this when available.</p> <p>Brendan noted an action point for Marianne to circulate the link to the first version of the Place Plan discussed.</p> <p>Milind thanked Caroline for the presentation and mentioned that the community will be very appreciative of her work.</p>

4	Minutes of Previous Meeting
	<p>The minutes of the meeting held on 29 September 2021 were proposed by Mo Connolly, seconded by Jolly Oluka and approved by all members present.</p>
5	Matters Arising Report
	<p>The Matters Arising report was noted. Brendan confirmed that the Election of Members was self-explanatory, as was the Libor to Sonia content as nothing further to report on this at present. Colin confirmed RBS do not need us to do anything however Bank of Scotland now do.</p>
6	Register of Undertakings
	<p>Register of Undertakings was noted by the Committee.</p>
7	Policy Review
	<p>Brendan presented the Membership of the Association Policy and the Risk Management Policy.</p> <p>The policies were proposed by Shula and seconded by Simon and approved by all members present.</p>
8	Management Team Report
	<p>Brendan confirmed normal opening hours resumed this week. In addition to this, a new way of hybrid working for staff commenced this week. There are significantly more staff in the office this week, which is going well so far and will be reviewed in 6 months' time.</p> <p>Brendan mentioned the CIH excellence awards we are nominated for.</p> <p>Committee raised a question around the Electrical vehicle and the charging point, asking if this is open to use for the community. Brendan advised not as it is a workplace charger but it will be accessible for staff and visitors at cost price.</p> <p>Committee asked if there was an active travel scheme available for staff for Electrical vehicles or bikes, such as the current Cycle to Work Scheme. Brendan advised the current Cycle to Work Scheme in place does cover electric bikes (up to £1k). Staff members lease the bike from Prospect. There are schemes available for other Electrical vehicles where you could have salary sacrifice, so it can be taken off pay. We would need to look into in more detail and assess the risks, e.g if a staff member took lease and 3 months later left Prospect, what are those risks to Prospect? It should be relatively risk free and it may save on National Insurance. This will be investigated further and a report brought back to Committee at a later date.</p> <p>Neil - confirmed we have now placed the advert for the Maintenance Team Member and set closing date.</p>

	<p>Catherine – Nothing to add to her update. No questions from Committee.</p> <p>Colin – Cashflow still strong, the increase in the first half of the financial year stated on the report as £329k, is actually £347k.</p> <p>Although not listed in this report, we have submitted our annual return with the Scottish Housing Regulator and Financial Conduct Authority, neither of which require approval from the Committee.</p> <p>The report was duly noted by everyone.</p>
9	Quarterly Management Accounts to 30 September 2021
	<p>Colin advised the accounts are straight forward, the previously noted strengths are continued. Colin provided overview of the report, highlighting the budgets on target or any underspend.</p> <p>Duly noted by everyone.</p>
10	Internal Audit Plan 2021-2022
	<p>Brendan advised the outcome from the meeting with Milind and the internal auditors was to hear what is proposed and get feedback from committee</p> <p>Confirmed that although the Welfare Rights should have been in this year’s plan, it is pushed back to 2022.</p> <p>When new internal auditors are appointed, we will meet with them and discuss for following year.</p> <p>A report will come back to committee in March in terms of outcome of the audit work.</p> <p>No Questions or suggestions raised.</p> <p>This was proposed by Naomi MacKenzie, seconded by Simon Campbell and approved by all members present.</p>
11	Developments
	<p>Neil advised further to the paper, we had a meeting last week with City of Edinburgh Council. There are significant cost increases, so we are looking at options regarding how the development can stack up.</p> <p>The developer still wants to work with Prospect on the project. In the meantime, we will also pursue the Wood Centre and smaller sites.</p> <p>Committee asked questions around a viability assessment and level of grant required. Brendan confirmed that we are continuing to look at this.</p> <p>Committee spoke about the significant risks for developing in the current climate and whether there was any lobbying we could do. The government should be supporting</p>

	<p>this as the demand is there, political pressure must have some influence in this. Brendan responded that we are involved in this via the SFHA.</p> <p>A question was asked about how a significant delay would affect our rolling credit arrangement. Brendan confirmed that there is no concern right now, as the arrangement is flexible and we can review terms with RBS if we need to.</p> <p>Discussion around the Development Group to meet late November/Early December. Action point for Marianne to coordinate this.</p>	
12	Committee Training	
	<p>Brendan followed on from last month’s discussion which confirmed that we would combine the training and strategy day together at the end of February or start of March.</p> <p>The topics as set out in the covering paper were agreed.</p> <p>Committee discussed possible venues. These were narrowed down to Norton House, Novotel Hermiston Gait and Heriot Watt Marriott.</p> <p>Brendan advised we will investigate all 3 options, check if rooms big enough to accommodate us all with distancing.</p> <p>The topics were proposed by Jolly Oluka, seconded by Simon Campbell and approved by all members present.</p>	
13	Information Only Items	
	No discussion required on these topics.	
14	AOCB	
	There were no further items to discuss. Milind Kolhatkar thanked all for attending the meeting.	
15	Date of Next Meeting: 24 November 2021 at 19:00	

Signed:

Date: