

**Prospect Community Housing**  
 Committee Meeting - February 2022  
 Wednesday 23 February 2022, 7:00 PM — 9:00 PM BST

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<b>Present:</b>	Milind Kolhatkar Mo Connolly Mary MacRaild Alan Gee Simon Campbell Jolly Oluka Peter Matthews Sharon-Lee Bow Chuks Ododo 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>	Amanda Miller Shulah Allan Naomi MacKenzie	Committee Member Committee Member Treasurer

<b>1</b>	<b>Welcome and Apologies</b>	
	<p>Milind Kolhatkar welcomed all attendees to the meeting. Milind invited everyone to take a moment of silence to pay respects and reflect on Sheila Bunt's passing. The Committee then shared stories and fond memories they have of Sheila.</p> <p>Apologies were noted from Amanda Miller, Shulah Allan and Naomi MacKenzie.</p>	
<b>2</b>	<b>Declaration of Interest</b>	
	None	
<b>3</b>	<b>Minutes of Previous Meeting</b>	
	The minutes of the meeting held on 26 January 2022 were proposed by Jolly Oluka, seconded by Peter Matthews and approved by all members present.	
<b>4</b>	<b>Matters Arising Report</b>	
	The Matters Arising report was noted.	
<b>5</b>	<b>Register of Undertakings (No new items since last month)</b>	
	There were no new items to note on the Register of Undertakings.	
<b>6</b>	<b>Committee Correspondence – New Member</b>	
	Brendan Fowler discussed the application from a new member.	

	<p>The Committee agreed they are happy to admit the new member. This was proposed by Peter Matthews, seconded by Mary MacRaild and approved by all members present.</p>
<b>7</b>	<b>Management Committee Chair</b>
	<p>Milind spoke about the chair position which will become available later this year. A brief discussion around the Chair responsibilities was had and Milind kindly asked Committee members to consider this position.</p>
<b>8</b>	<b>Policy Review</b>
	<p>The PS04 Factoring policy was presented by Neil Munro.</p> <p>The COR05 Appraisal of Committee Members policy was presented by Brendan Fowler. Brendan thanked the committee members who took part in the survey on this, which in turn has led to the policy and appraisal system remaining the same. The recommendation from the internal auditor regarding overall Committee effectiveness can be covered when we carry out an annual skills survey.</p> <p>The PER23 Wellbeing at Work policy was presented by Brendan Fowler. This policy was brought back for review with track changes visible for ease to see the amendments made.</p> <p>The decision to accept the three policies were proposed by Simon Campbell, seconded Alan Gee and approved by all members present.</p>
<b>9</b>	<b>Management Team Report</b>
	<p>Brendan Fowler confirmed that the hybrid working approach is going well and we are due to review this again in March.</p> <p>Neil Munro provided an overview of Property Services, updating everyone with the work that we are currently progressing on.</p> <p>Catherine Louch gave an overview on Housing Management. Catherine noted there had been an update on the fuel vouchers, the additional income is well in excess of £30k, rather than the £20k noted on the report. This is a fantastic result for our tenants.</p> <p>A discussion was had on what recommendations came out of the Welfare Rights audit. The main recommendation was to ensure we conduct an internal audit on this area.</p> <p>Colin James gave a brief overview on the Finance section. We now have a proposal from RBS and Colin advised this will be brought to Committee in the near future for a discussion and approval.</p>
<b>10</b>	<b>Debt Write-Offs</b>
	<p>Catherine Louch presented the former tenant arrears and credits report. The net write off was £24,414, compared to the budgeted level of £40,000.</p>

	<p>The Committee asked if we would be able to see this on a graph to be able to compare to previous years arrears. Catherine agreed she will add this to the Debt Write Off report for next year.</p> <p>Colin James presented the non-rent write offs and provisions report. The total charge to the Statement of Comprehensive Income of £9,688 in 2021/22, compared to the budgeted level of £15,000.</p> <p>The net former tenant arrears debt write off of £24,414 and the net non-rent write off of £9,688 was proposed by Peter Matthews, seconded by Chuks Ododo and approved by all members present.</p>
<b>11</b>	<b>Risk Management Quarterly Review (Strategy/Major Issues)</b>
	<p>Two red risks and one amber risk were presented from the Reputation category.</p> <ul style="list-style-type: none"> <li>- Lenders view Prospect as high risk to lend to – no proposed changes.</li> <li>- Failure to keep to published planned programmes resulting in increased complaints and/or poor perception of Prospect - no proposed changes.</li> <li>- Lack of consultation and participation leading to ill informed decisions – Catherine confirmed that this was revised as the risk is less likely to happen now with all the measures we have in place. There was an error on the bottom section of the report under the likelihood with the residual score needing changed to 1 and the impact to 1.</li> </ul> <p>The Reputation risk category was proposed by Alan Gee, seconded by Peter Matthews and approved by all members present, on the basis of the amendment to the Lack of Consultation scores.</p>
<b>12</b>	<b>Quarterly Key Performance Indicators to 31 December 2021</b>
	<p>The Management team provided an overview of the report. The following items were highlighted:</p> <ul style="list-style-type: none"> <li>. The Housing Management team had seen a slight increase in the number of antisocial behaviour cases reported in the last quarter, however this has now come down.</li> <li>. Staff absences have come down in this last quarter, the high % of absence is due to still having 1 staff member off on long term sick.</li> </ul> <p>The Committee noted the report.</p>
<b>13</b>	<b>Arrears Report</b>
	<p>Catherine Louch gave an overview on the new Arrears Report. This was produced to give Committee a better understanding of the work the team are undertaking on any current Arrears.</p> <p>There is a new tenant grant fund that was introduced in March 2020 to support people in need of financial assistance. Since August 2021, Prospect have made 14 applications to the fund, which is run by City of Edinburgh Council. To date we have</p>

	<p>had 4 successful applications which has resulted in around £15k of arrears being paid off.</p> <p>Catherine wanted to note that although we are currently at 6 months' notice period before you can take cases to court, this is changing back to 1 month soon.</p> <p>Finally, the change in approach with Universal Credit being paid direct to Prospect is having a positive impact on the Arrears.</p>	
<b>14</b>	<b>Quarterly Health &amp; Safety Report</b>	
	Neil gave an overview of the report.	
<b>15</b>	<b>Information Only Items</b>	
	<p>The following reports were noted:</p> <ul style="list-style-type: none"> <li>· Annual Report on Staff Training and Development</li> <li>· Developments</li> </ul>	
	<b>AOCB</b>	
	There were no items to discuss. Milind thanked all for attending the meeting.	
	<b>Date of Next Meeting: 30 March 2022 at 19:00</b>	

**Signed:**

**Date:**