

**Prospect Community Housing**  
 Committee Meeting - April 2022  
 27 April 2022, 7:00 PM — 9:00 PM BST

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**Present:**

Mo Connolly	Secretary (and Chair for this meeting)
Mary MacRaid	Committee Member
Naomi MacKenzie	Treasurer
Alan Gee	Committee Member
Simon Campbell	Committee Member
Chuks Ododo	Committee Member
Sharon-Lee Bow	Committee Member
Amanda Miller	Committee Member
Shulah Allan	Committee Member
Brendan Fowler	Director
Catherine Louch	Housing Manager
Neil Munro	Property Services Manager
Marianne Wilson	Corporate Services Officer

**Apologies:**

Milind Kolhatkar	Chairperson
Peter Matthews	Committee Member
Jolly Oluka	Committee Member
Colin James	Finance Manager

<b>1</b>	<b>Welcome and Apologies</b>
	<p>Mo Connolly welcomed all attendees to the meeting.</p> <p>Apologies were noted from Milind Kolhatkar, Jolly Oluka and Peter Matthews.</p>
<b>2</b>	<b>Declaration of Interest</b>
	<p>There were no declarations of interest.</p>
<b>3</b>	<b>Community Projects Update</b>
	<p>Mo welcomed Caroline Richards to the meeting and Caroline gave a presentation on our Community Projects work.</p> <p>Caroline highlighted that Prospect is working on how we can help tenants through the current fuel price crisis and issuing fuel vouchers to tenants has been a major part of this. We have also purchased 50 Energy Saving packs to issue to new and vulnerable tenants.</p> <p>Caroline touched on the Place plan event which is being held at Holy Trinity Church on 14<sup>th</sup> May. There are two sessions; one focusing on existing hubs and one on green/public space and how housing can be improved. You can register to attend or turn up on the day. It was agreed Marianne will circulate the Event Bright link to register.</p> <p>The Glasgow West of Scotland Community Conference is taking place on 24<sup>th</sup> June at Reidvale Neighbourhood Centre, Glasgow. The theme is Community Wealth</p>

	<p>Building and Caroline would like to encourage committee members to attend as it is a great opportunity to meet other committee members of housing associations. If any of the committee would like to attend, Marianne can organise the travel.</p> <p>Brendan thanked Caroline for her report and work involved in the different projects.</p> <p>Before Caroline left the meeting, it was agreed we would bring forward the policy review of HOU10 Community Action plan to discuss.</p> <p>Catherine presented the policy and confirmed that since the previous plan the Edinburgh poverty commission report has come out and has been incorporated into this plan, alongside the place plan. Caroline has updated the work we are doing around the objectives to bring up to date. It was highlighted by the committee that the wording on 3.1 should be changed to “Most deprived” rather than “worst”. It was also mentioned by committee that they would like to track what activities are being undertaken and it was agreed that this would be included in future reports by Caroline.</p> <p>The policy was proposed by Alan Gee, seconded by Mary MacRaild and approved by all members present.</p>
<b>4</b>	<b>Minutes of Previous Meeting</b>
	<p>The minutes of the meeting held on 30 March 2022 were proposed by Naomi MacKenzie, seconded by Alan Gee and approved by all members present.</p>
<b>5</b>	<b>Matters Arising Report</b>
	<p>The Matters Arising report was noted.</p>
<b>6</b>	<b>Register of Undertakings</b>
	<p>The Register of Undertakings was noted.</p>
<b>7</b>	<b>Management Committee Chair &amp; Vice Chair</b>
	<p>Brendan provided an update and noted that Naomi would like to chair the meeting in May and confirmed Milind is happy with this.</p> <p>Mo Connolly would be happy to take on the Vice Chair role alongside the Secretary role. Committee were happy to have Mo Connolly take on Vice Chair role up to the AGM.</p> <p>With the committee appraisals approaching, Marianne will look at who had their appraisal in person or via zoom last year. Following a suggestion from a Committee Member, it was also agreed that the Management team can assist with carrying out the committee appraisals this year, although Committee members can request that their appraisal is carried out by a fellow Committee member if they preferred.</p>
<b>8</b>	<b>Policy Review</b>
	<p>The further two policies were presented by Brendan Fowler –</p> <p>PER19 Retirement policy</p>

	<p>PER06 Maternity, Paternity, Adoption &amp; Shared Parental Leave</p> <p>Brendan noted that there were no major changes on these policies. There is a minor change under PER06 policy.</p> <p>The decision to accept these two policies was proposed by Naomi MacKenzie, seconded by Mary MacRaild and approved by all members present.</p>
<b>9</b>	<b>Management Team Report</b>
	<p>Brendan Fowler gave an overview of his section of the report mainly covering the Covid changes; with moving back to normality and further changes to be in place next week.</p> <p>Neil Munro had nothing further to add to his section of the report.</p> <p>Catherine Louch had nothing further to add on her Housing Management section of the report. The committee noted it was good to see the arrears coming down.</p> <p>Brendan gave a brief overview on the Finance section in Colin's absence.</p>
<b>14</b>	<b>Cost of Living</b>
	<p>The Cost of Living agenda item was moved up the agenda to discuss here.</p> <p>Brendan gave an overview of the paper and noted that around 90% of EVH full members had voted and of those voting a similar percentage had agree the 4.1% award. Union members had also voted in support of the increase.</p> <p>This is a 1-year award and there will be a re-negotiation happening in October/November. Brendan clarified that this paper is for noting and not a decision item.</p>
<b>10</b>	<b>Quarterly Management Accounts to 31 March 2022</b>
	<p>Brendan presented the Quarterly Management Accounts in Colin's absence.</p> <p>Brendan, Colin and Naomi met earlier today to discuss the financial agenda items.</p> <p>Brendan advised the pension adjustment figures would be available from mid-May and although it will not change the cash position, it will change the bottom-line figures. Colin will present any differences between the QMA and the final accounts in June's meeting.</p> <p>The overall surplus is £1.17m for the year, which is £121k higher than we had budgeted for. There are no issues with our covenant compliance for the year. An underspend in planned maintenance has been offset by an increase in reactive maintenance spend. The latter item is being monitored to see whether it is due to an increase in contractor costs, or a catch up in repairs following the Covid restrictions.</p> <p>Brendan confirmed that Prospects cashflow was strong with large cash balances, this partly being due to the delays around the Kingsknowe development getting started.</p>

	<p>The committee queried what the consultancy overspend was on and Brendan confirmed he would confirm at the next meeting via Matters Arising.</p> <p>The report was noted.</p>
<b>11</b>	<b>Revised Budget</b>
	<p>Brendan presented the revised budget. Last month Colin gave an update as to why we needed to bring a revised budget.</p> <p>The budget has been further updated with the Kingsknowe budget and the cost of living award. The overall impact is not significant over the 25 years.</p> <p>The revised budget was proposed by Naomi MacKenzie, seconded by Alan Gee and approved by all members present.</p>
<b>12</b>	<b>External Audit 21/22 Plan</b>
	<p>Brendan provided an overview of the Audit information provided and confirmed that the letters of engagement documents between Prospect and the external auditor were signed by Naomi MacKenzie earlier today.</p> <p>Points to note are -</p> <ul style="list-style-type: none"> <li>• Appendix 3 is the audit planning letter which outlines the approach to the audit, highlights the areas of risk, and responsibilities between them and Prospect.</li> <li>• Appendix 4 is the draft management committee letter, which is incorporated into the financial statements.</li> <li>• Appendix 5 is the Standard statement around internal controls, it sets out how internal controls work and how they are reviewed throughout the year.</li> </ul> <p>The documents were proposed by Naomi MacKenzie, seconded by Chuks Ododo and approved by all members present.</p>
<b>13</b>	<b>Annual Review of progress towards Strategic Objectives</b>
	<p>Brendan presented the review of our Strategic Objectives. No questions were raised.</p> <p>The report was noted.</p>
<b>14</b>	<b>Confirmation of Annual Cost of Living Award</b>
	<p>This item was moved to earlier in the agenda.</p>
<b>15</b>	<b>Developments</b>
	<p>Neil provided an overview of his report, noting that the section 75 agreement has been signed off by Edinburgh City Council now.</p>

	The Development working group met with Assist architects who covered the plans for Clovenstone and Neil confirmed he is arranging a catch up with Assist to take forward the discussions from the working group and progress towards planning.	
<b>16</b>	<b>Information Only Items</b>	
	There were no items.	
<b>17</b>	<b>AOCB</b>	
	There were no items to discuss. Mo thanked everyone for attending the meeting.	
<b>18</b>	<b>Date of Next Meeting: 25 May 2022 at 19:00</b>	

**Signed:**

**Date:**