

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

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**Present:**

Mo Connolly	Secretary (and Chair for this meeting)
Naomi MacKenzie	Treasurer
Mary MacRaid	Committee Member
Alan Gee	Committee Member
Simon Campbell	Committee Member
Chuks Ododo	Committee Member
Jolly Oluka	Committee Member
Peter Matthews	Committee Member
Sharon-Lee Bow	Committee Member
Shulah Allan	Committee Member
Brendan Fowler	Director
Catherine Louch	Housing Manager
Neil Munro	Property Services Manager
Marianne Wilson	Corporate Services Officer
Colin James	Finance Manager
Ali Uddin	Observer

**Apologies:**

Amanda Miller	Committee Member
Milind Kolhatkar	Chairperson

<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 and Amanda Miller.</p>
<b>2</b>	<b>Declaration of Interest</b>
	<p>There were no declarations of interest.</p>
<b>3</b>	<b>Annual Accounts presented by Nneamaka Ochuba from Azets Audit Services Ltd</b>
	<p>Colin introduced the annual accounts with his covering paper and noted the change regarding the re-evaluation of the Pension scheme.</p> <p>Colin introduced Nneamaka Ochuba from Azets to present the audit findings. Nneamaka presented the audit findings, stating that everything went very smoothly, and no changes were needed to be made to the figures that were presented by Colin. The only exception being the pension adjustment.</p> <p>Nneamaka discussed the audit findings letter which contains a number of risks, which have all been tested and there are no issues with them. This means no further adjustments are needed.</p> <p>There were a couple of uncorrected errors set out in the papers. These are not material but are included for information.</p>

	<p>Nneamaka asked that the committee look at the letter of representation and sign to confirm that they have been provided with all the information they need to be aware of.</p> <p>Nneamaka asked for any questions and this resulted in a discussion around why the pension scheme needed amended. Nneamaka and Colin confirmed that at the end of every financial year it gets revalued, based on market conditions. As the liability has gone down in the past year, this has resulted in a pension gain for Prospect. In addition there is a full actuarial review carried out every three years and this determines any deficit payments that we have to make. We are expecting the outcome of the 2021 three year review any day now.</p> <p>The Annual accounts were proposed by Naomi MacKenzie, seconded by Simon Campbell and approved by all members present. Mo thanked Nneamaka for her presentation and Nneamaka left the meeting at this point.</p>
<b>4</b>	<b>Minutes of Previous Meeting</b>
	<p>It was noted that the attending and apologies section of the May Committee minutes was incorrect, Jolly was missing from the attending list and Sharon-Lee Bow appeared in attending and apologies. Marianne will amend this accordingly.</p> <p>The minutes of the meeting held on 25 May 2022 were proposed by Alan Gee, seconded by Chuks Ododo, 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>Committee Correspondence</b>
	<p>Brendan Fowler discussed the application from a new member; Ali Uddin, who is present to observe tonight's committee meeting with the view to standing for election for the committee at the AGM in September.</p> <p>Ali was asked to leave the meeting at this point.</p> <p>The Committee agreed they are happy to admit the new member. This was proposed by Shulah Allan, seconded by Simon Campbell and approved by all members present.</p> <p>Ali returned to the room to observe for the remainder of the meeting.</p>
<b>8</b>	<b>Policy Review</b>
	<p>PS07 Contractor Insolvency policy was presented by Neil Munro, Neil noted that there were not many changes to the policy. A section is added in regarding bankruptcy as a type of insolvency.</p>

	<p>COR09 Equality &amp; Diversity Policy and COR29 Equality &amp; Diversity strategy were presented by Catherine Louch. Catherine confirmed that the policy was reviewed following the new guidance on equalities that was published last autumn, which includes how to collect equality data. The guidance also suggested that organisations have an equality strategy as well as a policy in place.</p> <p>Catherine confirmed that the Equalities Working Group helped to develop the strategy presented this evening. It is a good opportunity to provide an overview of how we strive to achieve equality and diversity as an organisation. With the strategy in place, we can hope to move from Amber to Green for our Assurance statement.</p> <p>A discussion took place about the possibility of approaching the SFHA or GWSF to carry out some research around the impact of protected characteristics on issues like affordability and how services might need to be adapted. Catherine agreed to make some enquiries about this.</p> <p>The committee also raised the question of how diverse is Prospect's workforce and it was confirmed that we carry out an annual survey that we ask staff to complete and this is brought to the committee as part of an annual report.</p> <p>Catherine moved onto the policy and noted that we have moved away from a compliance based approach in this policy.</p> <p>The decision to accept these policies was proposed by Peter Matthews, seconded by Jolly Oluka, and approved by all members present.</p>
<p><b>9</b></p>	<p><b>Management Team Report</b></p>
	<p>Brendan Fowler gave an overview of his section of the report, discussing the Sheila Bunt award. The Garden competition has proved popular and the winner of this will receive the Sheila Bunt award, with her son having created a logo for this.</p> <p>Brendan advised that Naomi is looking to stand for chair in September and Mo would stand for the vice chair role beyond September. This leaves gaps in the office bearer positions for a secretary and treasurer. Marianne will send out forms to the committee for the office bearer positions.</p> <p>Brendan confirmed that the second meeting took place earlier this evening for the Business Plan working group, where the rent consultation was finalised (CPI plus 0.5 with a cap of 4% is what we will consult on).</p> <p>Neil Munro had nothing further to add to his section of the report. He mentioned that we are currently looking to recruit 2 estate team members.</p> <p>Catherine Louch and Colin James had nothing further to add to their sections of the report.</p>
<p><b>10</b></p>	<p><b>Scottish Housing Regulator Annual Returns – Loan Portfolio</b></p>
	<p>Colin presented the Loan Portfolio with the Annual Return, which needs to be submitted by the end of June.</p>

	<p>The loan portfolio was proposed by Naomi MacKenzie, seconded by Peter Matthews and approved by all members present.</p>
<b>11</b>	<p><b>Review of Regulatory Standards, Part 2</b></p>
	<p>Brendan presented the Regulatory Standards report, part 2 out of 3 parts.</p> <p>A discussion took place around the section on “Committee members will regularly ask challenging questions” section and some committee members felt there may be less engagement over zoom than in person. After the summer, the focus will be to encourage committee members to attend the meetings in person if possible.</p> <p>It was also noted that the committee would like to include “Informed decision making” in the narrative as the committee feel they are able to make good informed decisions from quality of the reports presented to them and management team being able to answer all their questions raised.</p> <p>The report was noted.</p>
<b>12</b>	<p><b>Notice of AGM</b></p>
	<p>Brendan confirmed that our rules now allow us to have fully online, hybrid or in person AGM’s. We are intending to host the meeting in our office so we can comfortably use the hybrid option.</p> <p>The Notice of AGM was proposed by Jolly Oluka, seconded by Alan Gee and approved by all members present.</p>
<b>13</b>	<p><b>Committee Elections 9 Year Rule</b></p>
	<p>Brendan Fowler advised under Prospect’s rules the Committee were required to consider the continued effectiveness of any members seeking re-election after 9 years’ service as a Committee member. The rule applied to two Committee Members this year and they had both provided information on their continued effectiveness as detailed in the report to Committee.</p> <p>Alan Gee was asked to leave the meeting at this point.</p> <p>Following a discussion, the Committee agreed Alan Gee was a valuable member and they were satisfied he met the criteria and would be permitted to stand for re-election.</p> <p>The request for Alan Gee to stand for re-election was proposed by Mary MacRaild, seconded by Jolly Oluka and approved by all members present.</p> <p>Alan Gee re-joined the meeting and was advised he would be permitted to stand for re-election.</p> <p>Mary MacRaild was asked to leave the meeting at this point.</p>

	<p>Following a discussion the Committee agreed Mary MacRaild was a valuable member and they were satisfied she met the criteria and would be permitted to stand for re-election.</p> <p>The request for Mary MacRaild to stand for re-election was proposed by Naomi Mackenzie, seconded by Shula Allan and approved by all members present.</p> <p>Mary MacRaild re-joined the meeting and was advised she would be permitted to stand for re-election.</p>
<b>14</b>	<b>Developments</b>
	<p>Neil advised we are looking for a decision to appoint a design team for the Woods Centre site with the estimated costs. This part of the paper is looking for committee agreement to press ahead to the next stage. The Gyle site Heads of Terms document (which is not binding) is waiting to be signed off.</p> <p>Following a question, Brendan gave an overview on the land sale progress for the Woods Centre and confirmed that the legal documentation is now through from council. The council have tight timescales on when they want us to submit our plans. The offer is subject to planning and we won't purchase until we have the planning approved. We are currently considering the offer to purchase documents.</p> <p>The decision on appointing a design team for Woods Centre was proposed by Chuks Ododo, seconded by Simon Campbell and approved by all members present.</p>
<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 Business Gifts and Hospitality</li> <li>· Annual Report on Borrowing and Investment Activity</li> </ul>
<b>16</b>	<b>AOCB</b>
	<p>Mo Connolly thanked everyone for attending the meeting.</p>
<b>17</b>	<b>Date of Next Meeting: 31 August 2022 at 19:00</b>

**Signed:**

**Date:**