

Prospect Community Housing
 Committee Meeting – June 2023
 28 June 2023, 7:00 PM — 9:00 PM BST

Present:	Naomi MacKenzie Jolly Oluka Peter Matthews Mo Connolly Simon Campbell Alan Gee Chuks Ododo Shulah Allan Sharon-Lee Bow Brendan Fowler Catherine Louch Colin James Neil Munro Marianne Wilson Nikola McCombie (left after item 3)	Chairperson Secretary Treasurer Vice Chair Committee Member Committee Member Committee Member Committee Member Committee Member Director Housing Manager Finance Manager Property Services Manager Corporate Services Officer Azets Audit Services
Apologies:	Mary MacRaid	Committee Member
Leave of Absence:	Milind Kolhatkar	Committee Member

1	Welcome and Apologies	
	Naomi MacKenzie welcomed all attendees to the meeting. Apologies were noted from Mary MacRaid.	
2	Declaration of Interest	
	There were no declarations of interest.	
3	Annual Accounts presented by Nikola McCombie from Azets Audit Services Ltd	
	Colin gave an overview of the Annual Accounts, noting some alterations, mainly from the pension deficit. Colin welcomed Nikola McCombie to the meeting who went through the Financial Statements and Audit Findings letter. Colin advised that the Financial statements would be signed by the Chair, Secretary and Treasurer and the committee members agreed to the electronic signature being used. The Annual Accounts were proposed by Jolly Oluka, seconded by Peter Matthews, and approved by all members present.	

4	Minutes of Meeting held on 31 May 2023
	The minutes of the meeting held on 31 May 2023 were proposed by Mo Connolly, seconded by Peter Matthews, and approved by all members present.
5	Matters Arising
	The Matters Arising report was noted.
6	Register of Undertakings
	The Register of Undertakings were noted.
7	Committee Correspondence – New Member
	<p>Brendan confirmed that we have received a membership application for Prospect, the application is from a local resident, Michael Grant, who has a keen interest in Prospect.</p> <p>The decision to accept the new member to Prospect was proposed by Alan Gee, seconded by Simon Campbell and approved by all members present.</p>
8	Policy Review
	<p>The COR01 Committee Code of Governance was presented by Brendan Fowler and Brendan advised that we follow the SFHA model document. A question was asked around the role descriptions and whether the title Treasurer could be changed to Chair of the Budget Working Group. Brendan advised we can look into this further ahead of September’s Committee meeting when the office bearer roles are put forward again. In Prospect’s rules, we require a chair and secretary. It was also agreed that the wording around the roles would be changed so it did not reference that a committee member had to be chair of each working group as this can be a member of staff.</p> <p>The COR02 Committee Code of Conduct was presented by Brendan Fowler and noted that this does not mirror the SFHA model as we feel our own code of conduct is more comprehensive.</p> <p>With regards to the EQIA, it was agreed that the Code of Conduct would have a positive impact on people who share Protected Characteristics by ensuring the Committee was an inclusive space.</p> <p>It was also suggested that a column could be added to all EQIA's to assess impact for socio-economic or social class status, as although not a protected characteristic, it should be considered.</p> <p>The COR08 Entitlements, Payments and Benefits was presented by Brendan Fowler and advised it follows the SFHA model.</p> <p>The COR24 Procurement Strategy was presented by Neil Munro and advised this was brought back after last month’s committee discussion. A question was asked about the fair work first, and the statement not including the fact about this is for our</p>

	<p>contractors. It was agreed to amend the statement to add reference to our contractors.</p> <p>The PER12 Health, Safety and Welfare was presented by Neil Munro and noted that there are no significant changes to this policy. A discussion took place around this after the committee undertook Health & Safety training this year and would like Wellbeing included in the Health and Safety policy. Brendan advised that this is available through the Health and Safety Manual and Wellbeing policies but that a statement can be added into this policy.</p> <p>The decision to accept the above policies with noted changes was proposed by Chuks Ododo, seconded by Peter Matthews, and approved by all members present.</p>
9	Management Team Report
	<p>Brendan highlighted 1.2 on his report to advise that a member of our tenants forum is putting herself forward at the next AGM to join our Management Committee.</p> <p>Neil advised we have sent out our unsuccessful letters for the gas tender, and we are awaiting to officially appoint the contractor selected.</p> <p>Catherine thanked Mo for agreeing to the “Monday Meets” on our social media pages and encouraged other Committee members to email Catherine if they are interested. Catherine presented the SFHA Housing video to the committee which features Prospect and one of our tenants. Catherine noted how positive it is that SFHA approach us regularly.</p> <p>Colin noted he has been focussing on the year end accounts and reviewing our new Finance system.</p>
10	Scottish Housing Regulator Annual Returns - Loan Portfolio
	<p>Colin advised that the return needed to be submitted to SHR by the end of this week and noted that the total of outstanding loans is £5,062,700 as of 31st March 2023.</p> <p>The decision to approve the submission of the Loan Portfolio was proposed by Peter Matthews, seconded by Jolly Oluka and approved by all members present.</p>
11	Review of Regulatory Standards, Part 2
	<p>Brendan advised that the changes to the document are now highlighted in red, following a request for them to be more visible.</p> <p>Brendan went through the highlighted changes and the committee had no further questions on these</p>
12	Notice of AGM

	<p>Brendan advised that we are proposing the AGM will be in person only this year at our Prospect Office.</p> <p>Brendan advised why the paper regarding the 9-year rule was not accompanying the AGM notice – this is due to the members standing not having been on the Committee for nine years.</p> <p>A question was asked if there would be a presentation this year and Brendan advised we are looking into a development presentation.</p> <p>The notice for the AGM was proposed by Alan Gee, seconded by Jolly Oluka and approved by all members present.</p>
13	Developments
	<p>Neil advised that Kingsknowe contracts are still progressing. Neil noted that we are hoping to host a Development Working Group to discuss the Gyle drawings soon.</p> <p>Neil advised that the new Development report is still being looked at with regards to additional information requested to be included in the report such as the budget for each development, loans and what has been spent so far.</p> <p>Brendan noted that we are considering the possibility of an external planning consultant for the Woods Centre, who can liaise with the council and push back on certain things on our behalf. Those present were supportive of this.</p> <p>A committee member questioned why the application for the gap sites had been withdrawn and Neil advised he would report back at the next meeting.</p>
14	Information Only Items
	<p>The following reports were noted:</p> <ul style="list-style-type: none"> - Annual Report on Business Gifts - Annual Report on Borrowing & Investment Activity
15	AOCB
	<p>Naomi MacKenzie thanked everyone for attending the meeting.</p>
16	Date of Next Meeting: Wednesday 30 August 2023 at 19:00

Signed:

Date: