

Prospect Community Housing
 Committee Meeting – June 2024
 26 June 2024, 7:00 PM — 9:00 PM BST

Present:	Naomi MacKenzie Mo Connolly Jolly Oluka Milind Kolhakar Alan Gee Sylwia Bogusz Simon Campbell Chuks Ododo Amanda Miller Jolly Oluka Sharon-Lee Bow Nikki Ross Jeremy Hewer Brendan Fowler Catherine Louch Neil Munro Colin James Marianne Wilson James McBride	Chairperson Vice Chair Secretary Committee Member (left after agenda item 9) Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member Director Housing Manager Property Services Manager Finance Manager Corporate Services Officer Azets Audit Serviced Ltd (left after agenda item 3)
Apologies:	Peter Matthews	Treasurer

1	Welcome and Apologies
	Naomi MacKenzie welcomed all attendees to the meeting and apologies were noted for Peter Matthews.
2	Declaration of Interest
	Naomi MacKenzie, Mo Connolly and Milind Kolhatkar declared an interest in agenda item 11.
3	Annual Accounts presented by James McBride from Azets Audit Services Ltd
	<p>Naomi welcomed James McBride to the meeting.</p> <p>Colin gave a brief introduction to the Annual Accounts.</p> <p>James went through the financial statements and letter of representation, explaining in detail the findings from the External Audit.</p> <p>Colin advised that we have permission to use the electronic signatures of the Chair, Secretary and Treasurer to sign the Financial Statements and letter of representation this evening.</p> <p>The Annual Accounts were proposed by Jolly Oluka, seconded by Alan Gee and approved by all members present.</p>

	Naomi thanked James for his presentation and James left the meeting at this point.
4	Minutes of Meeting held on 29 May 2024
	<p>A correction was asked to be made under the agenda item Quarterly KPI's; to amend the line "homeless" to "homeless people".</p> <p>The minutes of the meeting held on 29 May 2024 were proposed by Sylwia Bogusz, seconded by Mo Connolly, and approved by all members present.</p>
5	Matters Arising Report
	<p>Brendan confirmed the briefing session has been arranged for August to cover the approach to Risk Management.</p> <p>The Matters Arising report was noted.</p>
6	Register of Undertakings
	The Register of Undertakings were noted.
7	Policy Review
	<p>PER08 Leave and Time Off policy was presented by Brendan Fowler, who confirmed this has been brought back after last month's discussion on the EQIA. He highlighted the main change, which was regarding time off for fertility treatment. Following further consideration, we have made a change allowing the same time off arrangements for fertility treatment as for other medical appointments.</p> <p>A question was asked around the stage 2 evidence gathering table and can this be tailored to each EQIA, for example, this policy took information from ACAS. It was discussed whether to move the reference to fertility treatment to the pregnancy and maternity protected characteristic section.</p> <p>Further discussion took place around some of the detail within the policy and it was agreed to widen the section on cosmetic treatments to "cosmetic and elective treatments" and also to amend in section 6.9 from staff member to "staff member or partner".</p> <p>PER18 Redundancy policy was presented by Brendan Fowler, who advised that the Management Team looked at this policy and did further research on the age brackets for redundancy pay bandings that the UK Government advise. The Management Team agreed with the UK Government findings on keeping the pay brackets for redundancy different, depending on age.</p> <p>PER20 Staff Contract of Employment & Conditions of Service was presented by Brendan Fowler. Brendan advised this document mirrors the EVH terms and conditions. It was agreed that we would take out the full name "Employers in Voluntary Housing" as EVH now only go as EVH as they deal with other organisations out with the Housing sector.</p> <p>The decision to accept the above policies with agreed changes was proposed by Mo Connolly, seconded by Alan Gee, and approved by all members present.</p>

<p>8</p>	<p>Management Team Report</p>
	<p>Brendan highlighted under 1.1 that the recent audit report for our Voids was successful and we will invite the internal auditor to present this to the committee later this year, potentially with another audit.</p> <p>Neil provided an overview of his section of the report.</p> <p>Catherine advised that the Community Clear ups are now finished, with the last one taking place today.</p> <p>Colin had nothing further to add to his section of the report.</p>
<p>9</p>	<p>Scottish Housing Regulator Annual Returns – Loan Portfolio</p> <p>Colin confirmed this is the same standard return that we see every year, which needs to be submitted next week.</p> <p>The Scottish Housing Regulator Annual Return Loan Portfolio was proposed by Jolly Oluka, seconded by Sylwia Bogusz, and approved by all members present.</p> <p>Milind left the meeting at this point.</p>
<p>10</p>	<p>Notice of AGM</p>
	<p>The decision to accept the Notice of the AGM was proposed by Alan Gee, seconded by Sylwia Bogusz, and approved by all members present.</p>
<p>11</p>	<p>Committee Elections 9 Year Rule</p>
	<p>Brendan confirmed that the rules of the organisation set out who needs to stand down at the AGM. Four Committee members are due to stand down: Peter Matthews, Milind Kolhatkar, Naomi MacKenzie and Mo Connolly. Peter Matthews has confirmed he will not be standing for re-election at the AGM, meaning we have three committee members to approve to allow them to stand for re-election at the AGM under the 9-year rule.</p> <p>Naomi MacKenzie left the meeting at this point; the committee had no questions or objections to Naomi’s application for re-election. Naomi returned to the meeting room.</p> <p>Mo Connolly left the meeting at this point; the committee had no questions or objections to Mo’s application for re-election. Mo returned to the meeting room.</p> <p>The committee had no questions or objections to Milind Kolhatkar’s application for re-election.</p> <p>The decision to approve the applications for the three committee members to stand for re-election at this year’s AGM was proposed by Jolly Oluka, seconded by Alan Gee, and approved by all members present, apart from those who had declared an interest who did not vote.</p>

12	Review of Compliance with Regulatory Standards
	<p>Brendan confirmed that following on from the Committee Residential, the discussions that took place have been incorporated into the regulatory framework sections.</p> <p>A typo was pointed out in section 2 summary paper; change complaint to compliant.</p> <p>Brendan confirmed the next stage is at the end of September, when we will bring a draft assurance statement to approve.</p>
13	Information Only Items
	<p>The following reports were noted:</p> <ul style="list-style-type: none">- Developments- Annual Report on Business Gifts (Staff and Committee)
14	AOCB
	<p>Naomi MacKenzie thanked everyone for attending the meeting.</p>
15	Date of Next Meeting: Wednesday 28 August 2024 at 19:00

Signed:



Date:

28.8.24