

Prospect Community Housing
 Committee Meeting – August 2024
 28 August 2024, 7:00 PM — 9:00 PM BST

Present:	Naomi MacKenzie	Chairperson
	Mo Connolly	Vice Chair
	Jolly Oluka	Secretary
	Peter Matthews	Treasurer
	Milind Kolhakar	Committee Member
	Alan Gee	Committee Member
	Sylwia Bogusz	Committee Member
	Simon Campbell	Committee Member
	Chuks Ododo	Committee Member
	Sharon-Lee Bow	Committee Member
	Nikki Ross	Committee Member
	Jeremy Hewer	Committee Member
	Brendan Fowler	Director
	Catherine Louch	Housing Manager
	Neil Munro	Property Services Manager
	Colin James	Finance Manager
	Marianne Wilson	Corporate Services Officer
	Cheryl Mabon	Observing

Apologies:	Amanda Miller	Committee Member
	Jolly Oluka	Committee Member

1	Welcome and Apologies	
	Naomi MacKenzie welcomed all attendees to the meeting and apologies were noted for Amanda Miller and Jolly Oluka. Naomi welcomed Cheryl to the meeting to observe and noted that this was Peter’s last meeting as he is standing down as a Committee member at the AGM.	
2	Declaration of Interest	
	There were no declarations of interest.	
3	Minutes of Meeting held on 26 June 2024	
	The minutes of the meeting held on 26 June 2024 were proposed by Chuks Ododo, seconded by Alan Gee, and approved by all members present.	
4	Matters Arising Report	
	The Matters Arising report was noted.	
5	Register of Undertakings	
	The Register of Undertakings were noted.	

6	<p>Policy Review</p>
	<p>PER07 Parental Leave policy was presented by Brendan Fowler, who noted that there were only minor changes to this policy.</p> <p>A question was asked under 3.5 on why the leave needed to be taken in week blocks, unless a child was disabled. Brendan advised he will check and come back to Committee on this under Matters Arising in October. It was also suggested that the policy clarifies the carers leave allowance of 1 week and whether this is for the year or otherwise.</p> <p>A discussion took place around why the 2011 Edinburgh census data was still being used in the EQIA and Catherine confirmed that not all the data from the 2022 census has been made available yet. Catherine is monitoring this.</p> <p>The decision to accept the above policy was proposed by Mo Connolly, seconded by Milind Kolhatkar, and approved by all members present.</p>
7	<p>Management Team Report</p>
	<p>Brendan highlighted under 1.1 that we are still looking for the Treasurer office bearer role to be filled. Brendan asked the committee to consider this role further and to contact Marianne if interested.</p> <p>Brendan asked the committee to discuss their thoughts on the committee residential weekend venue and if they still want to go back to Norton House. It was agreed that the committee were open to looking at other hotels, including Barony House Hotel and Marine Hotel. Brendan confirmed we would bring information back to the Committee at the October meeting.</p> <p>Neil provided an overview of his section of the report. A discussion took place around questions that the regulator may ask going forward as part of a more in-depth look at data around Health & Safety for the ARC. Brendan indicated that a consultation was due on the revised ARC indicators and this would be shared with the Committee when available.</p> <p>Catherine discussed section 3.1 and the proposal of a new role in the Housing Management department - "Service Development Officer". Catherine gave an overview of some of the projects that could be part of this role. A discussion took place to clarify that it would still be the same staff compliment, just with one carrying out a different role.</p> <p>It was asked about funding and the budget cuts from the Scottish government and what are Prospect doing to support our tenants. Catherine advised that we may not have the fuel vouchers this year, but we do have energy advisors shared within the ARCHIE members.</p> <p>Colin gave an overview of his section of the report. It was asked if we would consider a group insurance policy with other ARCHIE members, however Colin and Brendan confirmed this would not be an option due to many complications.</p>

8	Committee Correspondence – New Members	
	<p>Brendan advised we have had two new member applications, from Patricia Rattray and Susie Whiteford. Brendan read from the information in their membership application forms.</p> <p>The decision to approve the new members was proposed by Mo Connolly, seconded by Simon Campbell, and approved by all members present.</p>	
9	Quarterly Management Accounts to 30 June 2024	
	<p>Colin gave an overview of the QMA and highlighted the main headings. Colin advised the bottom line is surplus of £422k, which is higher than the budget by £28k.</p> <p>Although the surplus currently exceeded budget, this masked underlying issues with this year’s maintenance spend, in particular Planned Maintenance. Management Team was aware of this and was examining maintenance costs in more detail with a view to producing a revised forecast outturn within the next set of quarterly accounts which would go to Committee in October.</p>	
10	Quarterly Key Performance Indicators to 30 June 2024	
	<p>The management team gave an overview of the report and it was noted by Committee.</p>	
11	Quarterly Health & Safety Report to 30 June 2024	
	<p>Neil drew attention to the accidents reported and staff training undertaken in the period reported.</p> <p>A question was asked around the actions from the H&S Audit and how we are tracking them. It was agreed that Simon would send over a template document that he uses that contains more detail.</p> <p>Brendan advised that in Appendix 1, the signatures have now been obtained for the H&S statement from committee. This will now drop off the list for next quarter.</p> <p>The ARC indicators were discussed again at this point and Brendan advised he will bring a paper to committee of the ARC indicators.</p>	
12	Annual Report on Compliance with Rules 62 to 68	
	<p>Brendan confirmed the process for the benefit of new committee members and noted that this has been carried out.</p>	
13	Developments	

	<p>Neil gave an update on the Woods Centre to advise we have heard from Edinburgh Council and there was no grant funding available to purchase the site right now. We have spoken to our solicitor to try and extend the deadline by three years and also open up a conversation about the land valuation.</p>
14	Annual Report on Treasury Management
	<p>Colin highlighted some sections of the report for discussion, mainly noting that we are a low debt organisation in comparison to many other RSL's</p> <p>Colin noted an amendment to a figure within the pack on page 63, which shows a table where the numbers don't add up. The movement on other instant cash accounts should be a reduction of £3,212 rather than £212 shown, Colin thanked Naomi for spotting this correction.</p> <p>A discussion took place around grant funding and cash flow.</p> <p>An appendix shows the updated version of the risks approved back in January as part of the Treasury Management policy. There is one additional risk that has been identified (highlighted in yellow) which reflects the delay to receipt of HAG funding described in the summary of the Association's cash position. The decision to accept the new risk was proposed by Peter Matthews, seconded by Milind Kolhatkar and approved by all members present.</p>
15	Information Only Items
	<p>The following reports were noted:</p> <ul style="list-style-type: none"> - Quarterly Statistics Report - Annual Report on Equalities
14	AOCB
	<p>Naomi MacKenzie thanked everyone for attending the meeting and a special thanks was given to Peter for his contribution to the committee over the last 15 years.</p>
15	Date of Next Meeting: Wednesday 27 September 2024 at 19:00

Signed:

Date: