

Prospect Community Housing
 Committee Meeting – November 2022
 30 November 2022, 7:00 PM — 9:00 PM BST

Present:	Naomi MacKenzie	Chairperson
	Jolly Oluka	Secretary
	Peter Matthews	Treasurer
	Mo Connolly	Vice Chair
	Chuks Ododo	Committee Member
	Amanda Miller	Committee Member
	Mary MacRaild	Committee Member
	Alan Gee	Committee Member
	Sharon-Lee Bow	Committee Member
	Shulah Allan	Committee Member
	Simon Campbell	Committee Member
	Brendan Fowler	Director
	Catherine Louch	Housing Manager
	Neil Munro	Property Services Manager
	Colin James	Finance Manager
	Marianne Wilson	Corporate Services Officer
	Martin Ritchie (left after item 3).	TIAA


Apologies:

1	Welcome and Apologies
	Naomi MacKenzie welcomed all attendees to the meeting.
2	Declaration of Interest
	There were no declarations of interest.
3	Audit Strategy and Annual Internal Audit Plan
	<p>Naomi welcomed Martin Ritchie to the meeting.</p> <p>Martin advised he would be doing two audits in quarter 4.</p> <p>Martin opened up for some questions and a discussion took place around our developments and whether we should be including this in our audit plan earlier than planned. Brendan advised we have not completed a site yet and that's when the Internal auditors can check how we are managing the development.</p> <p>Martin and Brendan agreed to review when developments get underway and incorporate into the schedule where appropriate.</p> <p>The plan was proposed by Mary MacRaild, seconded by Jolly Oluka, and approved by all members present.</p>
4	Minutes of Meeting held on 26 October 2022

	The minutes of the meeting held on 26 October 2022 were proposed by Shulah Allan, seconded by Alan Gee, and approved by all members present.
5	Matters Arising Report
	The Matters Arising report was noted.
6	Register of Undertakings
	The Register of Undertakings were noted.
7	Policy Review
	<p>HOU06 Empty Homes Management policy was presented by Catherine Louch, who noted no changes to the policy.</p> <p>COR17 Whistleblowing policy was presented by Brendan Fowler, who noted that there are some minor changes.</p> <p>The decision to accept these policies was proposed by Mo Connolly, seconded by Jolly Oluka, and approved by all members present.</p>
8	Management Team Report
	<p>Brendan gave an overview of his section of the report, discussing the EVH cost of living award. The employers and unions are currently voting on the proposal from EVH. We will be able to bring a full paper in January which will show comparisons.</p> <p>Brendan spoke about the dampness, condensation and mould issue that is in the press at the moment with housing associations, following the tragic death of a child in England.</p> <p>A discussion took place around the condition of Prospect’s properties, and while we have no particular issues with the fabric of the buildings, there can be damp, mould and condensation issues within any property. Additional ventilation and adequate heating can help, and we will give advice to tenants in our January newsletter. We are reviewing our approach to reports of this nature, and will provide additional training for all staff who deal with tenants and we will review properties that have recurring issues.</p> <p>Neil had nothing to add on to his section of the report.</p> <p>Catherine thanked everyone that was able to attend the tenant satisfaction survey session earlier in the evening and noted that the report will be added to Convene in the documents section.</p> <p>Catherine advised that we have a lot of funding applications in progress at the moment. Caroline is applying to the lottery which is a bid for community anchor cost of living award; the bid is for £25k of fuel packs. We need a board member to be on the application form to verify that we are a community anchor organisation and Mo agreed to put her name on this application.</p> <p>Colin provided an overview advising the budget is being worked on and will go to Budget WG on 12th December.</p>

9	Risk Management Quarterly Review
	<p>Brendan presented two risks, inadequate MC Skills and IT Systems failure. The risk colour doesn't match the table on the IT systems failure, this will be amended. It was agreed that we reduce the residual risk impact score from 3 down to 2.</p> <p>Neil advised no change to the safety of staff at risk, it was discussed and agreed that the likelihood of the residual risk score should be a 1, not 2.</p> <p>The decision to accept the above risks with these changes was proposed by Peter Matthews, seconded by Alan Gee and approved by all members present.</p>
10	Quarterly Key Performance Indicators to 30 September
	<p>The KPI report was presented by the Management Team.</p> <p>It was discussed that although the figures are still very good, the tenant satisfaction survey indicates that satisfaction has dropped in some areas. There was a question about the repairs being satisfactory - Brendan noted that for this indicator we gather this information on the back of each repair, so can keep an eye on it each quarter.</p>
11	Quarterly Arrears Report
	<p>Catherine drew attention to point 6 on the report, which is a new section on welfare rights trends with background on areas Fiona has been working on this year. There are no big changes from the previous quarter.</p> <p>A discussion took place around other data that we track. Catherine will look at how we can present further breakdown of information in some of the graphs to indicate if single parent households and size of households and occupants.</p>
12	Quarterly Health & Safety Report to 30 September
	<p>Neil provided an overview of the Health & Safety report.</p>
13	Annual report on Stock Condition Surveys
	<p>Neil went over the summary of the work that has been undertaken.</p>
14	Developments
	<p>Neil advised that we have now met with the architect for the Woods Centre. The development is progressing quickly here, Brendan advised that the contractors are proactive and give a good flow of information on the project. We are anticipating that we should meet their original deadlines.</p>

	We still have to agree the contract on the Kingsknowe development, along with confirmation of the grant and then we can bring to committee for approval. We are aiming for the end of February.	
15	Information Only Items	
	- No information only items	
16	AOCB	
	Naomi MacKenzie thanked everyone for attending the meeting.	
17	Date of Next Meeting: 25 January 2023 at 19:00	

Signed: 

Date: January 2023