

**Prospect Community Housing**  
 Committee Meeting – March 2023  
 29 March 2023, 7:00 PM — 9:00 PM BST

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<b>Present:</b>	Naomi MacKenzie Jolly Oluka Peter Matthews Mo Connolly Simon Campbell Alan Gee Sharon-Lee Bow Shulah Allan Brendan Fowler Catherine Louch Neil Munro Colin James Marianne Wilson	Chairperson Secretary Treasurer Vice Chair Committee Member Committee Member Committee Member Committee Member Director Housing Manager Property Services Manager Finance Manager Corporate Services Officer
<b>Apologies:</b>	Mary MacRaid Amanda Miller Chuks Ododo	Committee Member Committee Member Committee Member
<b>Leave of Absence:</b>	Milind Kolhatkar	Committee Member

<b>1</b>	<b>Welcome and Apologies</b>	
	Naomi MacKenzie welcomed all attendees to the meeting and apologies were noted for Mary MacRaid, Chuks Ododo and Amanda Miller.	
<b>2</b>	<b>Declaration of Interest</b>	
	Peter Matthews declared an interest in item 8 on the agenda.	
<b>3</b>	<b>Minutes of Meeting held on 22 February 2023</b>	
	<p>It was noted that Amanda had given apologies for the last meeting and so this will be amended on the minutes.</p> <p>With the above change, the minutes of the meeting held on 22 February 2023 were proposed by Mo Connolly, seconded by Peter Matthews, and approved by all members present.</p>	
<b>4</b>	<b>Matters Arising Report</b>	
	The Matters Arising report was noted.	
<b>5</b>	<b>Register of Undertakings</b>	
	The Register of Undertakings were noted.	

<p><b>6</b></p>	<p><b>Policy Review</b></p> <p>The HOU13 Safeguarding policy was presented by Catherine Louch, this policy has been brought back after discussion at the February Committee meeting. Catherine outlined the changes she has made to the policy under sections 5.3 and 6.4.</p> <p>Catherine advised that she has spoken to other housing associations regarding implementing the policy with training. Catherine is organising a joint training session with other housing associations, which will be a good networking opportunity for the Housing Officers too. The training will be hosted by Edinburgh Council and TC Young, who will offer advice on the legal side.</p> <p>The decision to accept the updated HOU13 Safeguarding policy was proposed by Peter Matthews, seconded by Alan Gee, and approved by all members present.</p>
<p><b>7</b></p>	<p><b>Management Team Report</b></p> <p>Brendan had nothing further to add to his section of the report. The Corporate Objectives are for approval and will be taken for decision after the Management Team report has been discussed.</p> <p>Neil gave an overview of his section of the report. The committee asked if there was anything to note from the SFHA Development Conference that Neil attended. Neil mentioned that there is now a mandatory procurement audit from Scotland Excel that any organisation who develops must sign up to, as well as submitting information to Scotland’s Housing Network development value for money tool.</p> <p>Some organisations are pulling back from developments, and this could offer some opportunities for developments for Prospect.</p> <p>Catherine drew attention to section 3.3; additional write off request. Catherine is looking for sign off on a trust deed that hadn’t been included in the final write off paper, which is £1820.01 from a Trust Deed which dates back to June 2019. It was asked what the feedback was on 3.2; rent review. Catherine advised that we have had some additional follow up calls and emails this year with tenants concerned about the rent increase being higher than it has in a long time. We can offer support via the welfare benefits advice service.</p> <p>Colin had nothing further to add to his section of the report.</p> <p>The decision to agree the Corporate Objectives, and to accept the additional write off request of £1820.01, bringing the total Write Offs for 22/23 to £22962.62, which is within the budget of £40k, was proposed by Mo Connolly, seconded by Sharon-Lee, and approved by all members present.</p>
<p><b>8</b></p>	<p><b>Lettings Plan</b></p> <p>Peter Matthews left the meeting for this agenda item.</p> <p>Catherine presented the Lettings Plan. She advised that there is a slight change to the stock breakdown that she will amend, but this does not affect the overall stock number. Catherine is not proposing any changes this year to the referral arrangements. The expected turnover has been updated to 33 properties.</p>

	<p>The Lettings Plan was proposed by Alan Gee, seconded by Jolly Oluka, and approved by all members present.</p>
<b>9</b>	<p><b>Membership List Review</b></p> <p>Peter Matthews rejoined the meeting at this point.</p> <p>Brendan highlighted the changes to the membership list and noted there are some members being removed. Marianne contacted members that hadn't attended the AGM in a number of years, with some advising they wished to withdraw from their membership and some opting to remain members.</p> <p>We are looking to build it back up with active members. A suggestion from the Committee to get new members could be to contact the current members to see if they know of anyone who would wish to join. It was agreed that we would follow up on this.</p> <p>The decision to accept the new membership list was proposed by Mo Connolly, seconded by Alan Gee, and approved by all members present.</p>
<b>10</b>	<p><b>Review of Compliance with Regulatory Standards, Part 1</b></p> <p>Brendan introduced this item and confirmed that every year we need to submit an assurance statement by the end of October, which is approved by the Committee in September.</p> <p>We bring our evidence of compliance in a 3 part document to committee, rather than all at once. Part 1 is this month, part 2 will be in June and part 3 in August. If any committee member would like further detail on anything in the document, further information can be provided.</p> <p>It was commented that it would be easier to follow if changes were highlighted. Brendan agreed that he can provide a covering paper with any changes noted on it.</p> <p>Brendan also advised that this is the last year of the 5-year framework and the regulator is consulting over summer with new framework coming out in April 2024. There would be an opportunity for the Committee to look in detail at our compliance with the new framework, possibly at the Committee Residential next year.</p> <p>The report was noted.</p>
<b>11</b>	<p><b>Development Update</b></p> <p>Neil advised that we have nearly completed the grant application for Kingsknowe and we hope that approval will be sought to sign the contract with Smarts at the Committee meeting in April.</p> <p>The Committee asked what the discussion has been at the Development Working group around the Woods Centre site and in particular about the density of the development being lower. Brendan noted that there were two options in terms of the lay out of the development, which was 12 or 15 units. The development working group went for the 15 unit option. CCG will come up with a cost plan and we will bring this to</p>

	<p>the Development Working group first. If costs do not look viable, we could consider if it is worthwhile to draw up a plan for 25 units to see if this would be approved by the planning committee.</p> <p>Neil noted that the Gap sites have been submitted for planning approval.</p>
<b>12</b>	<b>Tenant Satisfaction Survey Action Plan</b>
	<p>Catherine introduced the Action plan, arising out of the tenant satisfaction survey from last year.</p> <p>A discussion took place around the trend being slightly down on previous years and Catherine advised the company we used for the survey is well known within the sector and has said this is common across the board with other housing associations. This also takes into consideration the general mood of people from the last 2-3 years and with the current cost of living situation.</p> <p>It was raised on point 6, Equalities and Diversity section that this wording could be changed and Catherine will look at this. Catherine also noted that the Equalities Working Group are due to meet again soon.</p> <p>The decision to accept the Tenant Satisfaction Survey Action plan was proposed by Sharon-Lee, seconded by Alan Gee, and approved by all members present.</p>
<b>13</b>	<b>Information Only Items</b>
	<p>The following reports were noted:</p> <ul style="list-style-type: none"> <li>- None</li> </ul>
<b>14</b>	<b>AOCB</b>
	<p>Naomi MacKenzie thanked everyone for attending the meeting.</p>
<b>15</b>	<b>Date of Next Meeting: Wednesday 26 April 2023 at 19:00</b>

**Signed:**

**Date:**