

Prospect Community Housing
 Committee Meeting – April 2023
 26 April 2023, 7:00 PM — 9:00 PM BST

Present:	Naomi MacKenzie Jolly Oluka Peter Matthews Mo Connolly Simon Campbell Alan Gee Mary MacRaid Chuks Ododo Shulah Allan Brendan Fowler Catherine Louch Neil Munro Marianne Wilson	Chairperson Secretary Treasurer Vice Chair Committee Member Committee Member Committee Member Committee Member Committee Member Director Housing Manager Property Services Manager Corporate Services Officer
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Apologies:	Sharon-Lee Bow Amanda Miller	Committee Member Committee Member
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Leave of Absence:	Milind Kolhatkar	Committee Member
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1	Welcome and Apologies	
	Naomi MacKenzie welcomed all attendees to the meeting and apologies were noted for Sharon-Lee Bow and Amanda Miller.	
2	Declaration of Interest	
	There were no declarations of interest.	
3	Internal Audit Reports with recommendations	
	<p>Naomi welcomed Martin Ritchie from TIAA to the meeting to present the internal audit findings.</p> <p>Martin went through the recommendations in the Corporate Performance Management report, highlighting the two Priority 2, and one Priority 3, recommendations.</p> <p>The first priority 2 recommendation was to clearly define performance targets and have additional narrative with the data to provide context on the performance figures. The second Priority 2 recommendation was to include Electrical Safety Compliance as part of the performance framework. Martin noted that Prospect do this as part of our regulator reporting for ARC however it is recommended to include in the Quarterly Management Committee’s performance reports.</p>	

	<p>The Priority 3 recommendation is to ensure the gas servicing programme compliance is explicitly reported beyond forced entry information.</p> <p>The Management Team have accepted all 3 recommendations and noted comments in the report.</p> <p>Martin covered the second report around Rent Setting Collection and Arrears and advised there was one Priority 2 and three priority three recommendations. ,</p> <p>The Priority 2 recommendation is to implement a maximum credit threshold trigger to ensure that we are informing tenants of credit balances and options for refunds. This will help reduce credit write-offs.</p> <p>The three priority 3 recommendations were; 1) review and update the rent arrears procedure, 2) develop and implement an income and expenditure assessment tool to support arrears management and 3) action former arrears promptly, recording full audit trails housing management system.</p> <p>Martin moved on to discuss the Audit plan for 23/24. There are normally 3 audits planned per year, however due to the later start with us they have completed 2 in 2022/23.</p> <p>The ICT section was discussed, and Brendan added that we are already accredited with Cyber Essentials Plus, which means we have an annual audit on this area. Therefore, rather than duplicate this audit, it was amended to cover business continuity in the event of a Cyber attack.</p> <p>The decision to accept the Internal Audit Reports, recommendations and future Audit plan was proposed by Jolly Oluka, seconded by Mary MacRaild, and approved by all members present.</p> <p>Naomi thanked Martin for his time and Martin left the meeting at this point.</p> <p>Committee commented on how good the presentation was from Martin, and the thoroughness of the report. A discussion took place around the larger balances on tenants rent accounts. Catherine advised that some people pay 6 months or a year in advance and like to have credit built up on their rent account, however she did mention this is in the minority and all tenants receive a quarterly rent statement which advises on it to contact us if they want any credit refunded.</p>
4	Minutes of Meeting held on 29 March 2023
	<p>The minutes of the meeting held on 29 March 2023 were proposed by Mo Connolly, seconded by Jolly Oluka, and approved by all members present.</p>
5	Matters Arising Report
	<p>The Matters Arising report was noted.</p>
6	Register of Undertakings
	<p>The Register of Undertakings were noted.</p>
7	Policy Review

	<p>The FIN10 Preventing Bribery and Fraud policy was presented by Brendan Fowler, Brendan noted the amendment in section 2.2.</p> <p>The committee asked if in section 6.1, there should be a reference to the IT policy and state it should be used in line with this policy. Brendan confirmed this can be added in.</p> <p>The decision to accept the FIN10 Preventing Bribery and Fraud policy with the above mentioned amendment was proposed by Peter Matthews, seconded by Alan Gee, and approved by all members present.</p>
8	Management Team Report
	<p>Brendan said that he had nothing to add to his section, and there were no questions.</p> <p>Neil gave an overview on his section of the report, discussing the windows and doors replacement on properties which goes towards our EESH objectives, the ongoing tender for the new gas contract, and recruitment within his department.</p> <p>Catherine added to her section of the report about energy projects that Caroline is working on and advised that Caroline will join us next month to give an update. There is a new Energy Advisor appointed for all ARCHIE members and Prospect will meet with them over the coming weeks.</p> <p>Brendan covered Colin’s finance section of the report noting the new finance system is now in use and is running smoothly. Brendan also highlighted the Insurance arrangements and as some underwriters are pulling out of the sector, we are anticipating a fairly significant increase on cost here in future.</p>
9	Quarterly Management Accounts to 31 March 2023
	<p>Brendan Fowler presented the Quarterly Management Accounts.</p> <p>Brendan gave a broad summary and noted that the overall surplus for the year was budgeted for £1.3 million however it has come in at £1.2 million, lower than anticipated which is reflective of the cost pressures over the past year.</p> <p>The bottom-line surplus at year end will be impacted by the pension position, which we do not yet know.</p> <p>Brendan covered the other headings and the differences in the budgeted spends. Brendan also noted that the cash flow is still strong, with balances in excess of £6m held pending start to the development spend. The accounts are in a positive place, despite some higher costs.</p> <p>A question from the committee was raised about the increased spend on repairs and if this was the labour/material costs and not an increase in repairs being carried out. It was confirmed we have seen increases in both labour and material costs and that we will look at these before we do the next budget round.</p> <p>The Quarterly Management Accounts were noted.</p>

10	External Audit 22/23 Plan	
	<p>Brendan Fowler presented the External Audit 22/23 Plan.</p> <p>Naomi pointed out that on the document, Mo Connolly did not have vice chair next to her name. Also, Brendan indicated that he would update the outcome of the strategic objectives to include that we are no longer looking to do any Mid Market Rent properties.</p> <p>The External Audit 22/23 Plan was proposed by Mo Connolly, seconded by Shulah Allan, and approved by all members present.</p>	
11	Annual Review of progress towards Strategic Objectives for 22/23	
	<p>Brendan noted that we are looking back on where we are with the objectives that were set out last year. No questions were asked about the report.</p> <p>The report was noted.</p>	
12	Kingsknowe Site Approval	
	<p>Brendan introduced the report, which set out both the background and financial position regarding the Kingsknowe site.</p> <p>A discussion took place around the potential change from the Scottish Government on upping grant rates. It was agreed that as we have a deadline to agree to the current offer from Smarts, we should proceed with the current grant level with the possibility that we may get the higher levels depending on when they are announced.</p> <p>Neil added that we will either recruit or appoint additional internal resources before April next year when works start.</p> <p>The Kingsknowe Site approval, subject to confirmation of grant, was proposed by Simon Campbell, seconded by Alan Gee, and approved by all members present.</p>	
13	Information Only Items	
	<p>The following reports were noted:</p> <ul style="list-style-type: none"> - None 	
14	AOCB	
	<p>A question was asked about the painterwork programme in Westburn. The Committee member was asked to contact Neil direct outwith the meeting with the details.</p> <p>Naomi MacKenzie thanked everyone for attending the meeting.</p>	

15	Date of Next Meeting: Wednesday 31 May 2023 at 19:00	

Signed:

Date: