

Prospect Community Housing
Committee Meeting – May 2025
28 May 2025, 7:00 PM — 9:00 PM BST

Present:

Naomi MacKenzie	Chairperson
Nikki Ross	Treasurer
Jolly Oluka	Secretary
Alan Gee	Committee Member
Sharon-Lee Bow	Committee Member
Jeremy Hewer	Committee Member
Simon Campbell	Committee Member
Cheryl Mabon	Committee Member
Sylwia Bogusz	Committee Member
Amanda Miller	Committee Member
Brendan Fowler	Director
Colin James	Finance Manager
Neil Munro	Property Services Manager
Catherine Louch	Housing Manager
Marianne Wilson	Corporate Services Officer
Fiona McLuckie	Welfare Rights Officer (left after agenda item 3)

Apologies:

Mo Connolly	Vice Chair
Milind Kolhatkar	Committee Member

1	Welcome and Apologies	
	Naomi welcomed all attendees to the meeting and apologies were noted for Mo Connolly and Milind Kolhatkar.	
2	Declaration of Interest	
	There were no declarations of interest.	
3	Welfare Rights Update	
	Naomi welcomed Fiona McLuckie to the meeting. Fiona introduced her presentation and advised that some sections of the report are the same as last year due to National Standards requirements. A question was asked around why only pensioners are still receiving housing benefit, Fiona confirmed that people are still receiving their benefits, however just in a different way, with Universal Credit being the most common. Catherine advised that the Welfare Rights Plan has been updated and noted that there is an appendix that Catherine and Fiona work through. Catherine welcomed any questions about the plan. A question was asked round the Scottish National Standards and why it has expired in February 2025. Fiona advised that the national standards contacted Prospect in November 2024 asking if we wished to renew early as they anticipated being busy in the new year. Unfortunately, it wasn't possible for Prospect to renew at that time due	

	to other demands, therefore we are now waiting for them to get back in touch to confirm the renewed status. A question was also asked around the FCA and if it is difficult to stay registered, Catherine noted that we are registered for our debt work, and it is a straightforward renewal each year. The decision to approve the HOU12 Welfare Rights Plan was proposed by Sylwia Bogusz, seconded by Jolly Oluka and approved by all members present. A committee member pointed out their view from a tenant's perspective of how appreciative they are of Fiona and the service she provides. Naomi also thanked Fiona for her time and continued hard work; Fiona McLuckie left the meeting at this point.	
4	Minutes of Meeting held on 30 April 2025	
	The minutes of the meeting held on 30 April 2025 were proposed by Jeremy Hewer, seconded by Sylwia Bogusz, 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	
	Brendan presented the PER13 Dignity at Work policy and noted the changes to the policy. The roles and responsibilities section and appendix 1 are both based on EVH documents. The decision to accept the PER13 Dignity at Work policy was proposed by Nikki Ross, seconded by Simon Campbell, and approved by all members present.	
8	Management Team Report	
	Brendan advised that our Finance software system Homemaster has now been bought over by Aareon. A question was asked about whether we are looking at other options to mitigate the risk – Brendan responded that we are aware of the marketplace for these systems which is limited at present, but there would be options open to us should we need to change systems in the future. A question was asked on section 1.3 and what is meant by local connections, Brendan advised that previously you would have to present as homeless to your local authority, however now you can present to any local authority regardless of a local connection. In Edinburgh last year, 24% of presentations had no local connection to Edinburgh. Neil provided update on component and planned maintenance programmes.	

	Catherine added to her report that the community clear ups started today, and the first one was a great success. A suggestion was made by a committee member that Prospect could let the committee know when they are taking place as some may be interested in helping too. Marianne will send out details to the committee. Catherine also spoke about the submission complied by West Granton to SFHA to a homelessness prevention fund and £170k has been awarded to spend over this financial year amongst all the Archie members. This project is around supporting new tenants that have been homeless, and it will be a good opportunity for us to work with Bethany and other partners. Catherine confirmed that the Housing Minister visit went ahead, and Paul McLennan was impressed with Clovenstone Close. One of our tenants showed the Housing Minister and Prospect around his new home and this proved to be very powerful seeing firsthand the impact of the new development. A question was asked how all the tenants are settling in and Catherine confirmed all were settling in well with positive feedback and the downsizing has gone well. Colin advised that the focus for the finance department is on the audit process at the moment.	
9	Quarterly Key Performance Indicators to 31 March 2025	
	Brendan advised that following the KPI document is the ARC return, however the main statistics are in this KPI document. Catherine advised arrears have gone from 4.7% last year to 4.3% this year. Brendan commented on the complaints and feedback section, highlighting the positive change is due to new procedures and training in place.	
10	Scottish Housing Regulator Annual Return on the Charter	
	Brendan drew attention to the changes between last year's submission and this year's, highlighting some of the areas which Prospect has made improvements on. A question was asked around the void refusals, Catherine advised that we don't get many however we did have 5 this year which was disappointing. These were due to a variety of reasons, some being that if homeless and being offered a property unfurnished, this can put people off as they are coming from furnished temporary accommodation and do not have the funds to furnish a property. The decision to approve the Scottish Housing Regulator Annual Return on the Charter was proposed by Nikki Ross, seconded by Jolly Oluka, and approved by all members present.	
11	Risk Management Quarterly Review – Compliance category	
	Brendan introduced the Risk category on Compliance. Gas and Electric Safety Checks Neil advised we are continuing to tolerate the risk with no proposed change.	

	Failure to comply with H&S Requirements Neil advised we are continuing to tolerate the risk however have added in play parks and lifts in the first box followed a recent ACS audit and new procedures we have in place. Failure to comply with SHR There were no changes to the scoring, but the narrative has been updated. The decision to approve the Risk Management reports presented was proposed by Jolly Oluka, seconded by Jeremy Hewer and approved by all members present.	
12	Acquisition of 7 Clovenstone Close properties	
	Brendan gave an overview of the Clovenstone Close acquisitions and the discount level we have obtained. The grant has not been approved as yet; however we have been assured this will come soon. On this basis, we have approached Smarts, and they have taken the properties off the market. A question was asked around the grant provided for the Ukrainian families and what it would mean going forward for tenancies here. Brendan confirmed that the properties are earmarked for a period of at least 3 years for Ukrainian families. If they are vacant within the 3-year period, we would go back to the Ukrainian team at the council to advise we have a property available again. After 3 years, the properties can be rented via EdIndex. The decision to approve the acquisition of 7 Clovenstone Close properties is subject to obtaining the grant. The decision to approve on this basis was proposed by Simon Campbell, seconded by Jeremy Hewer and approved by all members present.	
13	5 Year Financial Projections	
	Colin gave an overview of the 5-year financial projections, and advised this is the same report format as in previous years, with an identical 31 May submission deadline to the ARC. Colin drew attention to one line that shows very tight headroom on Interest Cover in year 5 The 5 Year Financial Projections were proposed by Cheryl Mabon, seconded by Jolly Oluka, and approved by all members present.	
14	Quarterly H&S report to 31 March 2025	
	Neil confirmed no accidents, incidents or near misses in this period	
15	Information Only Items	
	The following reports were noted:	

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	- Development Update - Quarterly Statistics Report	
16	AOCB	
	Naomi MacKenzie thanked everyone for attending the meeting.	
17	Date of Next Meeting: Wednesday 25 June 2025 at 19:00	

Signed:



Date:

