

**Prospect Community Housing**  
**Committee Meeting – June 2025**  
**25 June 2025, 7:00 PM — 9:00 PM BST**

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| <b>Present:</b>   | Naomi MacKenzie<br>Mo Connolly<br>Nikki Ross<br>Jolly Oluka<br>Alan Gee<br>Sharon-Lee Bow<br>Chuks Ododo<br>Jeremy Hewer<br>Simon Campbell<br>Cheryl Mabon<br>Sylwia Bogusz<br>Brendan Fowler<br>Colin James<br>Neil Munro<br>Catherine Louch<br>Marianne Wilson<br>James McBride | Chairperson<br>Vice Chair<br>Treasurer<br>Secretary<br>Committee Member<br>Committee Member<br>Committee Member<br>Committee Member<br>Committee Member<br>Committee Member<br>Committee Member<br>Director<br>Finance Manager<br>Property Services Manager<br>Housing Manager<br>Corporate Services Officer<br>Azets Audit Services Ltd (left after agenda item 3) |
| <b>Apologies:</b> | Amanda Miller<br>Milind Kolhatkar                                                                                                                                                                                                                                                 | Committee Member<br>Committee Member                                                                                                                                                                                                                                                                                                                                |

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| <b>1</b> | <b>Welcome and Apologies</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|          | Naomi welcomed all attendees to the meeting and apologies were noted for Amanda Miller and Milind Kolhatkar.                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>2</b> | <b>Declaration of Interest</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
|          | There were no declarations of interest.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <b>3</b> | <b>Annual Accounts presented by James McBride from Azets Audit Services Ltd</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
|          | Naomi welcomed James McBride to the meeting.<br><br>James presented the Annual Accounts. These were proposed by Mo Connolly, seconded by Alan Gee, approved by all members present.<br><br>Colin thanked James for his work with Prospect over the last 7 years. Naomi added her thanks to James and he left the meeting at this point.<br><br>Brendan highlighted that it was unusual that the auditors found no errors and therefore nothing to note on the audit findings letter. Brendan expressed thanks to Colin and Erin for their hard work in achieving this. |  |
| <b>4</b> | <b>Minutes of Meeting held on 28 May 2025</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
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|          | Brendan noted two amendments and with these changes now made, the minutes of the meeting held on 28 May 2025 were proposed by Sylwia Bogusz, seconded by Cheryl Mabon, and approved by all members present.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>5</b> | <b>Matters Arising Report</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
|          | The Matters Arising report was noted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>6</b> | <b>Register of Undertakings</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
|          | <p>The Register of Undertakings were noted.</p> <p>A question was asked on the register with regard to the £60k sign off on heat pumps and the staff member authorising this expenditure. Brendan confirmed that if something is in the budget or we receive grant funding for a project, it can then be approved by staff members.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>7</b> | <b>Policy Review</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
|          | <p>Catherine presented the COR09 Equality &amp; Diversity policy and the COR29 Equality &amp; Diversity Strategy and noted the changes that these have been reviewed by the Equalities Working Group. The policy has been updated to reflect the current approach in developments.</p> <p>A question was asked about the scrutiny group. Catherine confirmed that we now have the tenant's forum focusing on achieving the same outcomes the scrutiny group achieved.</p> <p>Catherine presented the HOU15 Pet Policy and advised this is a new policy introduced, using a template from the Dogs Trust, which Manor Estates have also been piloting.</p> <p>A question was asked how many dogs are allowed in a property and Catherine advised that anything over 1 pet we would expect tenants to ask permission. Another question was asked on how we will know what pets are in each property, Catherine advised that we could potentially ask an additional question in the household survey, however this is voluntary and not everyone will complete it.</p> <p>The decision to accept the above policies was proposed by Nikki Ross, seconded by Cheryl Mabon, and approved by all members present.</p> |  |
| <b>8</b> | <b>Management Team Report</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
|          | <p>Brendan advised the Business Plan Working group has met three times now and advised that we have a series of draft objectives attached for the committee to look at tonight. Brendan confirmed there will be a change under objective 4, to clarify that this objective refers to social housing. Brendan also advised that over the summer Prospect will be carrying out the rent consultation, consulting on up to CPI+2%. It was suggested that Prospect give some context in the document that goes out to highlight how low Prospect rents are in comparison to other RSL's.</p> <p>A question was asked under objective 4 and why the wording states a home is "as far as possible, for life". Brendan discussed that regardless of what we build, we</p>                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |

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|           | <p>cannot guarantee any home is for life, for several reasons such as someone's personal situation may change, including medical needs.</p> <p>Neil provided an update on current contracts and confirmed painting had been done.</p> <p>Catherine advised the tenant satisfaction survey will go out over the summer and noted that we were successful as part of the ARCHIE bid for the project "Get Settled" and we are looking forward to working with Bethany Christian Trust, which will be a new partnership for us.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>9</b>  | <b>Scottish Housing Regulator Annual Returns- Loan Portfolio</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|           | <p>Colin confirmed that this is the annual return, which is a standard template form provided by the SHR. It sets out the position regarding our loans.</p> <p>The Scottish Housing Regulator Annual Return Loan Portfolio was proposed by Simon Campbell, seconded by Jeremy Hower, and approved by all members present.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>10</b> | <b>Notice of AGM</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|           | <p>Brendan confirmed that the AGM notice needs to be approved by committee this evening.</p> <p>The decision to accept the Notice of the AGM was proposed by Mo Connolly, seconded by Cheryl Mabon, and approved by all members present.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>11</b> | <b>Committee Elections 9 year rule</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
|           | <p>Brendan confirmed that the rules of the organisation set out who needs to stand down at the AGM. Two Committee members affected by the 9 year rule are due to stand down: Alan Gee and Chuks Ododo. Both have chosen to stand for re-election at the AGM.</p> <p>Alan Gee was put into the waiting room on zoom at this point; the Committee had no questions or objections to Alan's application for re-election. The decision to approve Alan Gee to stand for re-election at this year's AGM was proposed by Nikki Ross, seconded by Simon Campbell and approved by all members present. Alan returned to the meeting.</p> <p>Chuks Ododo was put into the waiting room on zoom at this point; the committee had no questions or objections to Chuk's application for re-election. The decision to approve Chuks Ododo to stand for re-election at this year's AGM was proposed by Jeremy Hower, seconded by Sharon-Lee Bow and approved by all members present. Chuks returned to the meeting.</p> |  |
| <b>12</b> | <b>Review of Compliance with Regulatory Standards, Part 2</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
|           | <p>Brendan confirmed that this is the second part of the regulatory standards being brought to the committee for comment and noting. The next section will be brought in August, and that the next stage is at the end of September, when we will bring a draft assurance statement for approval.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |

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|           | The report was noted without any changes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>13</b> | <b>External Audit Tender Outcome</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
|           | <p>Colin advised that following the tender closing for our External Audit himself, Naomi and Brendan carried out the interview stage of the process and are recommending that CT are appointed.</p> <p>A committee member noted that they have heard positive reviews of CT from other RSL's.</p> <p>The decision to approve CT (formerly Chiene &amp; Tait) external audit services for the years 2025/26 to 2031/32 was proposed by Nikki Ross, seconded by Mo Connolly, and approved by all members present. This approval would remain subject to formal ratification at Prospect's forthcoming AGM in September 2025.</p>                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>14</b> | <b>Lettings Plan Phase 2 of Clovenstone Close</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
|           | <p>Catherine confirmed this lettings plan is looking to take the same approach as the last phase of Clovenstone Close, whereby Prospect let half to Prospect tenants and half to applicants through the waiting list on EdIndex. Catherine advised that Prospect would try to support our tenants to downsize and free up larger properties as we have done previously. A question was asked about the 3-year period on these homes for Ukranian families. Brendan confirmed that although it states 3 years, it is not confined to 3 years and tenancies could go beyond this.</p> <p>A question was asked if any of the new properties had been allocated yet and Catherine advised we are carrying out inspections of properties and discussing with tenants, but none have been allocated. The properties will be advertised from July/August.</p> <p>The decision to approve the Lettings plan for phase 2 of Clovenstone Close was proposed by Cheryl Mabon, seconded by Jolly Oluka and approved by all members present.</p> |  |
| <b>15</b> | <b>Information Only Items</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
|           | <p>The following reports were noted:</p> <ul style="list-style-type: none"> <li>- Development Update</li> <li>- Annual Report on Business Gifts (staff and committee)</li> <li>- Annual Report on Procurement</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>16</b> | <b>AOCB</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
|           | <p>Brendan confirmed we have received a membership application from someone who is interested in joining the Management Committee. While Brendan and Naomi have not yet had a meeting to discuss the committee responsibilities, he is keen to approve the Prospect membership for him, to allow him to join the Committee at the AGM if he wishes.</p> <p>The decision to approve the membership application was proposed by Simon Campbell, proposed by Mo Connolly and approved by all members present.</p> <p>Naomi MacKenzie thanked everyone for attending the meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |

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| 17 | Date of Next Meeting: Wednesday 27 August 2025 at 19:00 |  |
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Signed:



Date:

