

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

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<b>Present:</b>	Naomi MacKenzie Jolly Oluka Alan Gee Simon Campbell Chuks Ododo Brendan Fowler Neil Munro Colin James Catherine Louch Marianne Wilson Caroline Richards	Chairperson Secretary Committee Member Committee Member Committee Member Director Property Services Manager Finance Manager Housing Manager Corporate Services Officer Community Projects Officer
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<b>Apologies:</b>	Peter Matthews Mo Connolly Sharon-Lee Bow Amanda Miller Milind Kolhatkar Sylwia Bogusz	Treasurer Vice Chair Committee Member Committee Member Committee Member Committee Member
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<b>1</b>	<b>Welcome and Apologies</b>
	Naomi MacKenzie welcomed all attendees to the meeting. Apologies were noted for Peter Matthews, Mo Connolly, Amanda Miller, Sylwia Bogusz, Milind Kolhatkar and Sharon-Lee Bow.
<b>2</b>	<b>Declaration of Interest</b>
	There were no declarations of interest.
<b>3</b>	<b>Six Monthly Review of Community Projects</b>
	Naomi welcomed Caroline Richards to the meeting. Caroline presented her Community Projects update.  Caroline spoke about the Link Up project which focuses on people who are not online or have low or no digital skills and may be isolated. The project aims to help build online confidence, learn basic digital skills, and be connected. Caroline is working closely with Craig from WHALE on this project.  Some questions were raised around whether people who are not online have access to connectivity and Caroline had advised that a lot of people have the devices however do not know how to use them.

	<p>Caroline spoke about the Energy Pop up Prospect are running next week, as well as other energy advice we offer alongside partnerships.</p> <p>Naomi thanked Caroline for her presentation and Caroline left the meeting at this point.</p>
<b>4</b>	<b>Minutes of Meeting held on 27 September 2023</b>
	<p>The minutes of the meeting held on 27 September 2023 were proposed by Simon Campbell seconded by Alan Gee, and approved by all members present.</p>
<b>5</b>	<b>Matters Arising</b>
	<p>The Matters Arising report was noted.</p>
<b>6</b>	<b>Schedule of Authorised Signatories</b>
	<p>Colin presented the document.</p> <p>The decision to approve the authorised signatories was proposed by Alan Gee, seconded by Chuks Ododo, and approved by all members present.</p>
<b>7</b>	<b>Register of Undertakings</b>
	<p>The register of undertakings were noted.</p>
<b>8</b>	<b>Policy Review</b>
	<p>Brendan presented the COR18 Unacceptable Actions policy with track changes on to show the changes made after the discussion at September’s committee meeting. No further questions were asked about the changes.</p> <p>The PER04 Staff Appraisal policy was presented by Brendan Fowler and noted there were only minor changes and the main detail for staff appraisals is in the procedure.</p> <p>The PER17 Grievance policy was presented by Brendan Fowler and noted no significant changes and again the main detail is in the procedure.</p> <p>The PER21 Staff Code of Conduct policy was presented by Brendan Fowler. It was advised that this mirrors the new SFHA model staff code of conduct which came out April 2021.</p> <p>The decision to accept the above policies was proposed by Simon Campbell, seconded by Alan Gee, and approved by all members present.</p>
<b>9</b>	<b>Management Team Report</b>
	<p>Brendan spoke about the Internal Audit and the Treasury Management audit that is due to take place in February 2024. We are proposing we delay this audit into the following financial year as Colin is currently reviewing our Treasury Management policy. If the Committee approves this policy in November, there won’t be a long period of time to fully implement the policy prior to the audit in February.</p>

	<p>The decision to approve the Treasury Management Audit being moved to year 24/25 was proposed by Jolly Oluka, seconded by Alan Gee, and approved by all members present.</p> <p>Brendan confirmed that the advice from our solicitors regarding extending our insurance contract came back to advise this was acceptable. We have now extended as per the approval from the Committee at the last meeting.</p> <p>Neil advised the planned maintenance works are all ongoing and the recruitment of the Estates team is now complete, bringing the team up to 5 members.</p> <p>Catherine touched on the Energy Pop Up event again that Caroline previously mentioned. This is a good opportunity for us to engage with tenants on how to get the best out of their heating system. Previous experience has shown that this can have a big impact on helping tenants to save money.</p> <p>Colin discussed the pension deficit and advised this will be discussed as part of the budget.</p>
<b>10</b>	<b>Quarterly Management Accounts to 30 September 2023</b>
	<p>Colin presented the Quarterly Management Accounts in a new format.</p> <p>A question around the repayment of loans was raised. We are due to pay off one of our RBS fixed rate loans next year, and this would give us an issue in terms of the high proportion of variable loans we have. We are getting prices on moving some of our existing borrowing to a fixed rate and will bring a paper on this to Committee at a future meeting, hopefully in November.</p> <p>The committee discussed the new layout of the report. The Committee members present liked the new layout and found it easy to read. Some changes to the dashboard can be made to make all text white, and white text to be used on the red section of the table on the second page. It was also asked that we use a standard colour through all the appendices.</p> <p>Colin discussed the appendices and asked if the committee were happy with the ones included. It was agreed to leave out the administrative convenience appendix but keep the others. Further changes can be made when the QMA document next comes to the Committee in January.</p>
<b>11</b>	<b>Committee Residential Training Plan</b>
	<p>Brendan discussed the proposed topics for the Residential weekend. He advised that the topic coming out of the committee appraisal forms was for equalities training. The Equalities Working Group are meeting at the end of November and will discuss different options for this training.</p> <p>The other potential topics being proposed by the Management Team were ESG, Regulatory standards and horizon gazing. Brendan asked the committee to discuss and choose three topics they would like covered. It was agreed that ESG, SHR and Equalities training should be covered.</p>

	<p>However, if there are any further topics that the committee wish to discuss, Committee members were asked to email Marianne over the next couple of weeks.</p> <p>It was agreed we would check the availability with Norton House as a venue for the Residential weekend. This venue had positive feedback last year, although we will ask for mealtimes to be earlier.</p>	
<b>12</b>	<b>Information Only Items</b>	
	<p>The following reports were noted:</p> <ul style="list-style-type: none"> <li>- 6 monthly review of Corporate Objectives</li> <li>- Developments</li> </ul>	
<b>13</b>	<b>AOCB</b>	
	Naomi MacKenzie thanked everyone for attending the meeting.	
<b>14</b>	<b>Date of Next Meeting: Wednesday 29 November 2023 at 19:00</b>	

**Signed:**

**Date:**