

Prospect Community Housing
 Committee Meeting – September 2023
 27 September 2023, 7:00 PM — 9:00 PM BST

Present:	Naomi MacKenzie Peter Matthews Alan Gee Simon Campbell Sharon-Lee Bow Milind Kolhatkar Amanda Miller Sylwia Bogusz Brendan Fowler Neil Munro Marianne Wilson Catherine Louch	Chairperson Treasurer Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member Director Property Services Manager Corporate Services Officer Housing Manager
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Apologies:	Mo Connolly Chuks Ododo Colin James	Vice Chair Committee Member Finance Manager
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1	Welcome and Apologies
	<p>Brendan Fowler welcomed all attendees to the meeting. Apologies were noted for Mo Connolly, Chuks Ododo and Colin James.</p> <p>Brendan welcomed Sylwia Bogusz to her first committee meeting.</p>
2	Declaration of Interest
	There were no declarations of interest.
3	Election of Office Bearers
	<p>Brendan Fowler advised there had been one nomination received for all office bearer positions and there would be no requirement for an election process.</p>
3.1	Election of Chairperson
	<p>One nomination had been received from Naomi MacKenzie.</p> <p>The nomination was proposed by Peter Matthews, seconded by Sharon-Lee Bow and approved by all members present. Naomi MacKenzie was duly elected as Chairperson.</p> <p>Naomi MacKenzie took over the chairing of the meeting.</p>
3.2	Review of Treasury Role Remit
	Brendan noted that it was previously discussed about the title of this role however as it is referenced in our Annual Accounts, it was agreed it was best to keep the title the

	<p>same. The description of the role itself was discussed and changed to note that you need to have a strategic understanding of the finances.</p> <p>Election of Office Bearers (Vice Chair, Treasurer, Secretary)</p> <p>Election of Vice Chair</p> <p>One nomination had been received from Mo Connolly.</p> <p>The nomination was proposed by Milind Kolhatkar, seconded by Sharon-Lee Bow and approved by all members present. Mo Connolly was duly elected as Vice-Chairperson</p> <p>Election of Treasurer</p> <p>One nomination had been received from Peter Matthews.</p> <p>The election was proposed by Sylwia Bogusz, seconded by Alan Gee, and approved by all members present. Peter Matthews was duly elected as Treasurer.</p> <p>Election of a Secretary</p> <p>One nomination had been received from Jolly Oluka.</p> <p>The nomination was proposed by Peter Matthews, seconded by Alan Gee and approved by all members present. Jolly Oluka was duly elected as Secretary.</p>
<p>4</p>	<p>Review of Working Group Remits</p>
	<p>Brendan Fowler presented the remits.</p> <p>The remits for the Management Committee, Budget Working Group, Equalities Working Group and Development Working Group were proposed by Sharon-Lee Bow, seconded by Alan Gee, and approved by all members present.</p>
<p>5</p>	<p>Election of Working Group Members</p>
<p>5.1</p>	<p>Budget Working Group The Chair and the Treasurer are part of the Budget Working Group by default. Naomi MacKenzie, Peter Matthews, Alan Gee and Milind Kolhatkar were elected to the Budget Working Group.</p>
<p>5.2</p>	<p>Development Working Group Mo Connolly, Alan Gee, Simon Campbell and Sharon-Lee Bow were elected to the Development Working Group.</p>
<p>5.3</p>	<p>Equalities Working Group Milind Kolhatkar, Peter Matthews and Simon Campbell were elected to the Equalities Working Group.</p>

6	Minutes of Meeting held on 30 August 2023
	<p>The minutes of the meeting held on 30 August 2023 were proposed by Peter Matthews, seconded by Sharon-Lee Bow, and approved by all members present.</p>
7	Matters Arising
	<p>The Matters Arising report was noted.</p>
8	Register of Undertakings
	<p>The Register of Undertakings were noted.</p>
9	Policy Review
	<p>The PER16 Discipline & Appeals policy was presented by Brendan Fowler and noted that there were only minor changes made to this policy.</p> <p>A discussion took place and additional suggestions were made by the committee to amend the policy further.</p> <p>On section 1.3, a question was asked about what rules we are referring to. It was agreed to change this to the SFHA Code of Conduct and any other policies and procedures.</p> <p>It was suggested that there should be a different process for the probation period noted, clarifying that the process would be handled differently, with this being added into the introduction.</p> <p>On section 1.5, we will clarify which procedure we are referring to.</p> <p>In section 4.1, it was agreed to add to parts 2 and 3 any repeat of items listed in part 1.</p> <p>At the end of the policy it is noted that the policy is reviewed every 3 years by the board, this will be changed to the Management Committee to keep in line with all other policies.</p> <p>In the EQIA it has recognised a negative potential impact on race, however a note can be added as to what arrangements could be made to reduce this impact.</p> <p>Brendan confirmed he is happy to make these changes.</p> <p>The COR18 Unacceptable Actions was presented by Brendan Fowler.</p> <p>A discussion took place on amendments to the policy, as noted below.</p> <p>Brendan agreed to bring this policy back with track changes to show the reviewed sections as discussed.</p> <p>Section 4.2, remove the line stating we receive faxes as no longer applicable. Section 3.6, add in a line “We particularly recognise behaviours that have a negative impact on people that have a protected characteristic.”</p>

	<p>To add in a section around seeking legal advice, tenancy enforcement and involving the police where appropriate.</p> <p>A section on how to manage unacceptable behaviour on social media, this could also refer to our Social Media policy.</p> <p>The decision to accept the PER16 above policy, subject to matters arising was proposed by Sharon-Lee Bow, seconded by Milind Kolhatkar, and approved by all members present.</p>
10	Management Team Report
	<p>Brendan discussed the Strategy Day and what the topics could be covered, with two suggestions;</p> <ul style="list-style-type: none"> • ESG; Environmental, Social and Governance reporting • Differential rent levels for new builds/energy efficient homes. <p>A discussion took place around both topics, and it was agreed that although ESG is currently very topical, this could be discussed at the Committee Residential in order to give more time to both subjects.</p> <p>It was agreed the Strategy Day should cover Rent levels for new builds and energy efficient homes and whether or not we look at premiums around these rents and how this will affect our rent policy if it was a route we go down.</p> <p>Catherine highlighted 3.2 on the energy projects and where we are going with this and noted that the Tenants Forum had a good session last week with the energy advisors joining the meeting.</p> <p>Brendan covered 4.1 on Colin’s section of the report, regarding our current insurance policy. As the contract expires in September 2024, we are looking into extending this current contract for a further two years if we receive legal advice confirming this approach. We are due to go to tender in December for an insurance provider, however Brendan discussed the current situation in which housing associations are struggling to find insurers. Some insurance providers have left the market completely and others are offering extremely high rates.</p> <p>A discussion took place with the committee on whether they would be happy to extend the current policy by 2 years with appropriate legal advice in place.</p> <p>If the legal advice was to extend for 1 year, this was agreed by the Committee and with no legal advice for extending, it was agreed we would go out to tender in December.</p> <p>These decisions were proposed by Milind Kolhatkar, seconded by Peter Matthews, and approved by all members present.</p>
11	Annual Report on Equalities
	<p>Catherine presented the report, noting that the graphs had been streamlined and the report looked slightly different to before.</p>

	<p>Catherine talked through the appendices and opened for discussion.</p> <p>The Equalities Action Plan was proposed by Simon Campbell, seconded by Sharon-Lee Bow, and approved by all members present.</p>
12	Risk Management Quarterly Review – Money Category
	<p>The Money category was presented for review.</p>
12.1	<p>Anticipated planned maintenance spend is understated resulting in financial difficulties.</p> <p>Neil Munro presented the report on the above risk with no proposed change to the scoring.</p>
12.2	<p>Significant increase in rent arrears due to external pressures.</p> <p>Catherine Louch presented the report on the above risk and did not see a requirement to change the risk score, but some comments have been amended. After discussion with the committee, it was agreed to reduce the residual risk score down to 2, given the low rent arrears at present.</p>
12.3	<p>Financial models are not accurate resulting in weaker financial position.</p> <p>Brendan Fowler presented the report on the above risk, and discussion took place around the scoring but was agreed to keep as proposed.</p>
12.4	<p>Increase in costs due to legislative and wider political changes.</p> <p>Brendan Fowler presented the report on the above risk. Brendan recommended it is kept as a red high risk.</p>
12.5	<p>Rent Restrictions; Potential Government intervention restricting rent levels for Housing Associations.</p> <p>Brendan Fowler presented the report on the above risk and proposed changing the risk from Red to amber. The committee agreed with the revised risk.</p> <p>The risks were proposed by Peter Matthews, seconded by Alan Gee, and approved by all members present.</p>
13	Annual approval of SHR Regulatory Standards Assurance Statement
	<p>Brendan presented the Assurance Statement that will be submitted to the Scottish Housing Regulator (SHR) by the end of October. This is the culmination of three different meetings over the year where the Management Committee have considered our compliance with the Regulatory Standards. Brendan indicated that there is an additional section which the regulator has requested, on tenant safety.</p>

	The decision to accept the Assurance statement for submission to the SHR was proposed by Sharon-Lee Bow, seconded by Milind Kolhatkar, and approved by all members present.	
14	Membership List Review	
	<p>Brendan confirmed that one person has been removed from the membership list, in accordance with our rules.</p> <p>The decision to accept the membership list was proposed by Peter Matthews, seconded by Alan Gee, approved by all members present.</p>	
15	Developments Update	
	<p>Neil introduced the report, and confirmed the Kingsknowe development is progressing steadily.</p> <p>The other updates are self-explanatory.</p> <p>The report was noted.</p>	
16	Information Only Items	
	<p>The following reports were noted:</p> <ul style="list-style-type: none"> - Annual Report on Committee Attendance & Training - Annual General Meeting Minutes 	
17	AOCB	
	Naomi MacKenzie thanked everyone for attending the meeting.	
18	Date of Next Meeting: Wednesday 25 October 2023 at 19:00	

Signed:

Date: