

Prospect Community Housing
 Committee Meeting – November 2023
 29 November 2023, 7:00 PM — 9:00 PM BST

Present:	Naomi MacKenzie Peter Matthews Mo Connolly Sharon-Lee Bow Amanda Miller Milind Kolhatkar Sylwia Bogusz Alan Gee Simon Campbell Chuks Ododo Brendan Fowler Neil Munro Colin James Catherine Louch Marianne Wilson Martin Ritchie	Chairperson Treasurer Vice Chair Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member Director Property Services Manager Finance Manager Housing Manager Corporate Services Officer Internal Auditor, TIAA
 Apologies:	Jolly Oluka	Secretary

1	Welcome and Apologies	
	Naomi MacKenzie welcomed all attendees to the meeting. Apologies were noted for Jolly Oluka.	
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. Martin presented his reports for Corporate Governance and Procurement, noting that Appendix C gives more of a breakdown of the key findings.</p> <p>A discussion took place around the suggestion from TIAA to consider sub committees. Brendan confirmed we will consider this on an ongoing basis, but our smaller working groups are currently working well.</p> <p>It was noted in the audit that the Treasury Management policy has been delayed due to the joint work with Manor Estates on this. Colin noted it will now be presented in January 2024.</p> <p>The decision to approve the recommendations from the internal audit were proposed by Alan Gee, seconded by Milind Kolhatkar and approved by all members present.</p>	

	Naomi thanked Martin for his presentation and Martin left the meeting at this point.
4	Minutes of Meeting held on 25 October 2023
	<p>On the minutes of the meeting in October, a committee member was noted as giving apologies to which this was queried. The Corporate Services Officer will check this and amend it accordingly.</p> <p>The minutes of the meeting held on 25 October 2023 were proposed by Alan Gee, seconded by Chuks Ododo, and approved by all members present.</p>
5	Matters Arising
	The Matters Arising report was noted.
6	Register of Undertakings
	The register of undertakings were noted.
7	Policy Review
	<p>Brendan presented the COR07 Standing Orders policy indicating that they have to mirror our rules, as well as some additional information.</p> <p>The FIN05 Banking policy was presented by Colin James and noted there were minor changes made, mainly noting to phase out cash and cheques.</p> <p>The decision to accept the above policies was proposed by Peter Matthews, seconded by Alan Gee, and approved by all members present.</p>
8	Management Team Report
	<p>Brendan confirmed that the IT audit took place, and we will see the report come to the Committee in February or March with some recommendations.</p> <p>Neil noted that we have never identified any RAAC concrete but are opening the balconies at Clovenstone to check and there will be a further update on this in a future report.</p> <p>Catherine highlighted from her report that she recently attended a Housing Summit at the Scottish Parliament. Edinburgh Council have declared a housing emergency. A discussion took place around private lets, covid housing legislation, freezing private rents and the impact this then had on landlords and the market. Catherine advised that the housing minister was present at the summit and took questions around freezing council tax.</p> <p>EdIndex partners have been asked to increase our lets to homeless households from December 2023 until March 2024. We are recommending that our homeless lets for this period rise to 75%. There is an Edinex partners in person event next year to look at the position after March.</p>

	<p>Brendan also met with the head of homelessness this week who will take over as the chair of the EdIndex board.</p> <p>A point was raised around referrals, and questioned if this would have a significant impact on the referral agencies, with regards to tenancy sustainment. Peter declared his interest in this item but there was no further discussion on this and no decisions, so he did not have to leave the room.</p> <p>The committee were asked to agree to the change in the allocations policy, as set out by Catherine in her report. This was proposed by Mo Connolly, seconded by Alan Gee, and approved by all members present. Peter Matthews abstained from this decision item due to his declared interest.</p> <p>Colin advised the first meeting of the Budget Working Group took place last Wednesday and noted that the key point that came from the meeting was that the group felt it appropriate to re-consult tenants on rents. The potential increase of up to 6% will go to tenants for consultation in early December with a closing date of 10th January 2024. This will then be discussed at the next Budget Working Group meeting on the 17th of January.</p>
<p>9</p>	<p>Risk Management Quarterly Review – People Category</p>
	<p>Brendan confirmed we have three Risks to review in the People category.</p> <p>Safety of Staff at Risk Neil advised no change to this risk or the scoring matrix, and noted the narrative has been updated.</p> <p>IT Systems Failure Risk Brendan noted the IT systems being down risk has not had any change to the scoring. A discussion took place around the control measures and the cloud-based system that we use.</p> <p>Brendan confirmed that if we have an issue with Microsoft, we can look to our back up. The internal audit and Cyber essentials had commented on how impressed they have been with our measures in place for an organisation of our size.</p> <p>A question arose around a control measure relating to having only one IT staff member. Brendan advised we have external support providers who provide our back up when Leigh is not here, as well as support from our software suppliers.</p> <p>Inability to Recruit Risk Brendan advised that this next risk is a new risk that wasn't on the risk matrix previously but that the Management team have identified. It was noted that another control action can be added around the training Prospect provides to staff members and the apprenticeship schemes we have in place.</p> <p>The decision to approve these risks and the risk matrix was proposed by Peter Matthews, seconded by Milind Kolhatkar and approved by all members present.</p>

<p>10</p>	<p>Quarterly Key Performance Indicators to 30 September</p> <p>Brendan introduced the new KPI document and advised that it is a slimmed down document focusing on the KPI's rather than general statistics, as Committee had asked, and the Internal auditor had suggested. Some of the statistics information will be included in a separate information only report for Committee.</p> <p>Brendan noted that where there is not a target set yet, the previous year's information is input.</p> <p>The committee asked if the targets could be changed for area's 5 and 8 and the management team will take this away for discussion.</p> <p>Further area's that the committee have asked to be considered are;</p> <ol style="list-style-type: none"> 1. Anti-social behaviour - include an indicator. 2. Information on bidding to be included in the statistics document. 3. The current tenant arrears graph over long term trend. 4. Damp, mould issues section when the regulator brings this out. 5. EESH2 compliance. <p>A discussion took place around whether it would be better to have the statistics report each quarter as an information only item as opposed to an annual report. The management team will take away the above points and look at whether they can sit in the KPI or the statistics report.</p> <p>The following was noted for the layout and formatting of the document –</p> <ul style="list-style-type: none"> • Headings in blue to stay blue, however the writing within in not to be bold and trial with white writing • The current year to date performance should state which quarter • Up and down arrows to go in to know if getting better or worse than previous quarter • Amber colour to be looked at and changed <p>Management Team will consider these comments when producing the next KPI report and statistics report.</p>
<p>11</p>	<p>Quarterly Health & Safety Report to 30 September</p> <p>Neil noted that there was 1 accident this quarter, where a staff member tripped and hurt their ankle. Neil also advised that the legionella contract is currently going out to tender.</p> <p>There has been a recent Health and Safety meeting and Neil advised of some updates on the H&S action log appendix.</p>
<p>12</p>	<p>Proposed Loan Hedging</p> <p>Colin presented the loan hedging document and explained that, when a significant loan is repaid in March 2024, Prospect will find itself in breach of its Treasury Management policy in terms of the required proportion of fixed to variable rate debt. In order to avoid this, it was proposed to apply a fixed rate to two separate RBS loans (facilities B & C respectively) for a period of five years and to delegate</p>

	<p>authority to the Finance Manager to complete this transaction at the prevailing market rate.</p> <p>After discussion, this action was proposed by Peter Matthews, seconded by Simon Campbell and approved by all members present.</p>	
13	Developments	
	<p>Neil introduced the latest information on the Woods Centre and a discussion took place around the delays and changes to costs here. Brendan confirmed that we need to have a conversation with the council to see if the funding gap can be bridged. It was discussed that it may need to be paused until costs come down or grant levels increase.</p>	
14	Information Only Items	
	<p>The following reports were noted:</p> <ul style="list-style-type: none"> - None 	
15	AOCB	
	<p>Naomi MacKenzie thanked everyone for attending the meeting.</p>	
16	Date of Next Meeting: Wednesday 31 January 2024 at 19:00	

Signed:

Date: