

Prospect Community Housing
 Committee Meeting – January 2024
 31 January 2024, 7:00 PM — 9:00 PM BST

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| Present: | Naomi MacKenzie Jolly Oluka Peter Matthews Mo Connolly Milind Kolhatkar Amanda Miller Alan Gee Sylwia Bogusz Sharon-Lee Bow Simon Campbell Brendan Fowler Catherine Louch Neil Munro Colin James Marianne Wilson | Chairperson Secretary Treasurer Vice Chair Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member Director Housing Manager Property Services Manager Finance Manager Corporate Services Officer |
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| Apologies: | Chuks Ododo Committee Member |
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| 1 | Welcome and Apologies |
| | Naomi MacKenzie welcomed all attendees to the meeting and apologies were noted for Chuks Ododo. |
| 2 | Declaration of Interest |
| | There were no declarations of interest. |
| 3 | Minutes of Meeting held on 29 November 2023 |
| | The minutes of the meeting held on 29 November 2023 were proposed by Alan Gee, seconded by Simon Campbell, and approved by all members present. |
| 4 | Matters Arising Report |
| | The Matters Arising report was noted. |
| 5 | Register of Undertakings |
| | The Register of Undertakings were noted. |
| 6 | Policy Review |
| | COR13 Data Protection policy was presented by Brendan Fowler, who noted there were some changes to this policy, mainly that the policy has been slimmed down and the content moved over to the procedure. |

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| | <p>FIN04 Treasury Management policy was presented by Colin James, who noted that the policy was rewritten to comply with the CIPFA treasury management as set out via the SFHA Template. Colin advised that he also worked alongside Manor Estates to draft the new Treasury Management policy. Colin has run the draft by our auditors TIAA, who confirmed that they are happy with the policy. A discussion took place around spreading the risk over different institutions and ESG credentials. The management team confirmed that ESG would be discussed at the Committee residential.</p> <p>It was suggested by the Committee that we replace FM with Finance Manager and MC with Management Committee throughout the policy, and this was agreed.</p> <p>FIN06 Fixed Assets policy was presented by Colin James, who noted a minor change to confirm we have moved to purchase rather than lease our mobile phones.</p> <p>FIN07 Insurances policy was presented by Colin James, noting some changes to include terrorism insurance.</p> <p>The decision to accept these policies was proposed by Peter Matthews, seconded by Mo Connolly, and approved by all members present.</p> |
| 7 | Management Team Report |
| | <p>Brendan gave an overview of his section of the report, highlighting that we will soon be advertising for potential new Management Committee members.</p> <p>Neil had nothing further to add to his section of the report.</p> <p>Catherine spoke about the visit to the Wester Hailes High School and advised we now have two work experience students with us every Tuesday from now until May.</p> <p>Colin had nothing further to add to his section of the report.</p> |
| 8 | Quarterly Management Accounts to 31 December 2023 |
| | <p>Colin James introduced the Quarterly Management Accounts for the period ending 31 December 2023 and noted there was an error throughout the documents which he will amend the year 23-34 to the correct 23-24.</p> <p>Colin gave an overview of the Management Accounts and confirmed the headline results show the surplus is 10% better than expected, however this position may change before year end. Although the planned Maintenance spend is £156k under budget, he advised that if this catches up by year end then there may be lower surplus than budgeted. Reactive maintenance has an overspend, and we have accounted for this for 24/25 by upping the budget to allow for catch up and inflation in contractor costs.</p> <p>A suggestion from the Committee was to have a visual sign on the dashboard to indicate if an area is performing well or not. Colin will take this away to look at options.</p> |

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| <p>9</p> | <p>Budget</p> <p>Colin introduced the covering paper for the Budget and advised that the Budget Working Group have met twice to discuss the proposed Budget being brought to Committee today for approval.</p> <p>Colin talked through the strategic points of the budget pack. He confirmed that a further rent consultation took place, as previously there was a cap at 4%. Stress testing was carried out on maintenance costs and staff costs.</p> <p>Colin advised that the budget is tighter than in previous years due to the significant increase in maintenance spend and other future anticipated pressures.</p> <p>The budget working group members added comment regarding the discussions they had to go below 6% rent increase or at 6% and the repercussions for tenants and the organisation.</p> <p>It was agreed that the graph shown which compares our rent increase to other organisations should be in either alphabetical order or low to high rent increases for it to be easier to read.</p> <p>A question was asked how Prospect will go back to tenants after the rent consultation to explain the outcome of the agreed rent increase. Catherine advised that there will be a communication to tenants outlining the reasons why we came to the decision and offer other ways we can assist.</p> <p>Colin discussed some feedback from the SFHA/Housemark rent affordability tool and the Committee asked if this can be included in future budget working group meetings.</p> <p>It was also agreed that for next year’s Budget, Prospect will look to complete an EQIA.</p> <p>The recommendation was for the committee to approve the budget pack, including the 6% rent increase from 1st April 2024.</p> <p>This was proposed by Mo Connolly, seconded by Peter Matthews, and approved by all members present.</p> |
| <p>10</p> | <p>Corporate Objectives 2024/2025 and KPI Targets</p> <p>Brendan confirmed this is us going into the second year of the three-year business plan and outlined the Corporate Objectives for 2024/25.</p> <p>An Internal audit recommendation was to revamp our approach to KPI reporting and to agree targets with the Management Committee. The targets proposed were discussed and questioned if tenants have been involved in setting them. Catherine advised that the tenants forum have asked for a quarterly report too and they will review this at their meetings. It was suggested that we might want to include additional KPI’s to track tenant satisfaction. Brendan advised that we already track satisfaction with repairs every quarter, but for other satisfaction measures these are collected via our three yearly survey so if we wanted to track this more regularly it would mean a change to this approach.</p> |

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| | The decision to approve the Corporate Objectives and KPI Targets was proposed by Alan Gee, seconded by Milind Kolhatkar, and approved by all members present. | |
| 11 | Information Only Items | |
| | <p>The following reports were noted:</p> <ul style="list-style-type: none"> - Rent Consultation summary - Annual Review of Tenant & Community Participation Strategy Action Plan - Developments | |
| 12 | AOCB | |
| | Naomi MacKenzie thanked everyone for attending the meeting. | |
| 13 | Date of Next Meeting: Wednesday 28 February 2023 at 19:00 | |
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Signed:

Date: