

**Prospect Community Housing**  
 Committee Meeting – February 2024  
 28 February 2024, 7:00 PM — 9:00 PM BST

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<b>Present:</b>	Naomi MacKenzie	Chairperson
	Jolly Oluka	Secretary
	Peter Matthews	Treasurer
	Milind Kolhatkar	Committee Member
	Amanda Miller	Committee Member
	Alan Gee	Committee Member
	Sharon-Lee Bow	Committee Member
	Sylwia Bogusz	Committee Member
	Simon Campbell	Committee Member
	Brendan Fowler	Director
	Catherine Louch	Housing Manager
	Neil Munro	Property Services Manager
	Colin James	Finance Manager
	Marianne Wilson	Corporate Services Officer

**Apologies:**

Mo Connolly	Vice Chair
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<b>1</b>	<b>Welcome and Apologies</b>
	Naomi MacKenzie welcomed all attendees to the meeting and apologies were noted for Mo Connolly.
<b>2</b>	<b>Declaration of Interest</b>
	There were no declarations of interest.
<b>3</b>	<b>Minutes of Meeting held on 31 January 2024</b>
	The minutes of the meeting held on 31 January 2024 were proposed by Jolly Oluka, seconded by Alan Gee, and approved by all members present.
<b>4</b>	<b>Matters Arising Report</b>
	The Matters Arising report was noted.
<b>5</b>	<b>Register of Undertakings</b>
	The Register of Undertakings were noted.
<b>6</b>	<b>Policy Review</b>
	FIN09 Debt Recovery and Write Off's for Bad Debts policy was presented by Colin James, who noted there were some changes to this policy, mainly introducing an EQIA for the first time within this policy, which closely mirrors the arrears management policy EQIA. A discussion took place around the EQIA statistics, and it was agreed the Equalities Working group will discuss patterns arising from the EQIA data.

	<p>COR16 Signing&amp; Witnessing of Documents policy was presented by Colin James, who noted that it has been updated to reflect that we are no longer using the company seal.</p> <p>PER05 Flexible Working policy was presented by Brendan Fowler, who explained the policy has been updated to reflect the changes to legislation this year on flexible working requests. It was agreed that a line could be put in the introduction to say “This is different to our home working policy and procedure”.</p> <p>PER15 Alcohol/Chemical dependency or abuse policy was presented by Brendan Fowler who noted that there were no major changes to this policy. It was discussed if the points in this policy could be put into a broader health and wellbeing policy. Marianne will add this note to the policy database for Managers to consider at the next review.</p> <p>The decision to accept these policies was proposed by Peter Matthews, seconded by Jolly Oluka, and approved by all members present.</p>
<b>7</b>	<b>Management Team Report</b>
	<p>Brendan gave an overview of his section of the report, noting the salary increase has not yet been agreed by EVH and is now involving ACAS. It may be that the salary increase is delayed, however any increase applied would be backdated to apply from April.</p> <p>A question was asked as to what would happen if EVH and ACAS cannot come to an agreement on salary increase. Brendan will ask the question to EVH and bring back as matters arising next month.</p> <p>Brendan will feed back to the Committee on the Housing Emergency after the EdIndex partners event at the end of March.</p> <p>Neil highlighted the window and door replacement programme is going well, typically installing 1-2 properties a day. Neil also advised that the Scottish Housing Regulator have given us a follow up Reinforced Autoclaved Aerated Concrete (RAAC) survey. We are aiming to complete the inspections in time for this survey to be completed and are not expecting an RAAC to be found.</p> <p>Catherine did not have anything further to add to her section of the report, she advised the team are currently aiming for an increased focus on rent arrears in March.</p> <p>Colin had nothing further to add to his section of the report.</p>
<b>8</b>	<b>Debt Write Off's</b>
<b>8.1</b>	<p><b>Tenant Arrears Write Off's</b></p> <p>Catherine advised this year is slightly higher this year, asking committee to sign off just under £28k. Catherine noted the driver for the increase was due to more trust deeds and bankruptcies this year, with these totaling around £11k this year, whereas last year there were two totaling £1k.</p>

<p><b>8.2</b></p>	<p>A question was asked around the trends and differences in years and a discussion took place around the arrears process and what happens when we receive credits.</p> <p><b>Non-Rent Write-Off's and Provisions</b></p> <p>Colin advised the main reason for the non-rent write-offs is an increase in rechargeable repairs. The proposed write-off of £29k compares to the budget of £15k.</p> <p>A discussion took place around rechargeable repairs, and an understanding of why we operate the way we do.</p> <p>The decision to approve both the Tenant Arrears Write-Off's at £27,965.63 and the non-rent Write-off's at £29,114 was proposed by Peter Matthews, seconded by Jolly Oluka, and approved by all members present.</p>
<p><b>9</b></p>	<p><b>Risk Management Quarterly Review</b></p>
<p><b>9.1</b></p> <p><b>9.2</b></p>	<p>Brendan introduced the Risk Matrix, Reputation category.</p> <p><b>Consultation</b> Catherine gave an overview of the Risk and advised that after discussion at Management team, it was agreed there should be no change to the risk score.</p> <p><b>Planned Programmes</b> Neil advised there was no change to the scores on this Risk and that the control actions remain the same. A discussion took place around the likelihood and should this score come down, but it was agreed not to change it.</p> <p>The Reputation Risk matrix was discussed and a suggestion of a new additional Reputation Risk for bad Social Media press. This will be looked at by the Management Team.</p> <p>The decision to approve the risks was proposed by Milind Kolhatkar, seconded by Sylwia Bogusz, and approved by all members present.</p>
<p><b>10</b></p>	<p><b>Quarterly Key Performance Indicators to 31 December 2023</b></p>
	<p>Brendan introduced the report and advised that arrows have been added.</p> <p>It was asked if there could be some comments under the Homeless Lets section to give more narrative. It was agreed, given the current priority of this area, that a comment will be added. Brendan advised that the additional statistics document gives more information on some of these areas, however if something is amber or red in the main KPI document, a comment will always be added.</p> <p>It was agreed that the top of the document should have an explanation of the Red, Amber or Green decisions by Management team.</p>

<b>11</b>	<b>Quarterly Health &amp; Safety Report to 31 December 2023</b>	
	Neil gave an overview of the report and advised the H&S action log has been updated.	
<b>12</b>	<b>Annual report on Stock Condition Surveys</b>	
	Neil advised that going forward we will increase the number of properties we can gain access to for surveys. Neil confirmed that nothing major was found within the portion of stock that was visited.	
<b>13</b>	<b>Information Only Items</b>	
	<p>The following reports were noted:</p> <ul style="list-style-type: none"> <li>- Annual Report on Staff Training and Development</li> <li>- Quarterly Statistics Report</li> <li>- Developments</li> </ul>	
<b>14</b>	<b>AOCB</b>	
	Naomi MacKenzie thanked everyone for attending the meeting.	
<b>15</b>	<b>Date of Next Meeting: Wednesday 27 March 2023 at 19:00</b>	

**Signed:**

**Date:**