

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

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<b>Present:</b>	Naomi MacKenzie Mo Connolly Jolly Oluka Peter Matthews Milind Kolhakar Alan Gee Sharon-Lee Bow Sylwia Bogusz Simon Campbell Chuks Ododo Brendan Fowler Neil Munro Colin James Marianne Wilson Caroline Richards  Nikki Ross	Chairperson Vice Chair Secretary Treasurer Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member Director Property Services Manager Finance Manager Corporate Services Officer Community Projects Officer (left after agenda item 3) Observing (left after agenda item 11)
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<b>Apologies:</b>	Amanda Miller Catherine Louch	Committee Member Housing Manager
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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 Catherine Louch and Amanda Miller.
<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>
	<p>Naomi welcomed Caroline Richards to the meeting.</p> <p>Caroline started her update covering the Warm and Well project, highlighting the success of energy pop up events and the vouchers, cash first and fuel debt support offered.</p> <p>Caroline advised the Link Up project is going well, which helps people with low or no ability to get online. We have funding for a further 6 months to develop further.</p> <p>Caroline covered some progress points on the Wester Hailes Local Place Plan and recommended that Committee read the housing section.          Marianne will make sure the Place Plan is on Convene, in the document library for all to access and look over.</p>

	<p>Caroline advised that Wester Hailes Community Trust is moving forward with an “Active Travel Hub” and the council are keen to progress this.</p> <p>Caroline also gave some details on the Fun Run which is planned for Sunday 2<sup>nd</sup> June, starting at Clovenstone Community Centre.</p> <p>A question was asked around the cash first and how to get around possible impact on benefit claims. Caroline advised that we always check with Fiona first and she advises if there are any issues.</p> <p>It was also asked how we identify who receives cash first, vouchers or warm packs. Caroline advised the Housing Officers and Fiona identify who would benefit from this. It was commented that it is important for us to have the data on the projects, and whether tenants are on benefits or working. Caroline advised our projects help a variety of groups. Brendan advised that we want Committee discussions to be strategic and not focused on granular detail, and that Management Team will take this away and come back to Committee.</p> <p>Naomi thanked Caroline for her continued hard work and the presentation this evening. Caroline left the meeting at this point.</p>
<b>4</b>	<b>Minutes of Meeting held on 27 March 2024</b>
	<p>The minutes of the meeting held on 27 March 2024 were proposed by Simon Campbell, seconded by Alan Gee, and approved by all members present. Peter abstained from approving as he was not present for the whole meeting.</p>
<b>5</b>	<b>Matters Arising Report</b>
	<p>The Matters Arising report was noted.</p>
<b>6</b>	<b>Register of Undertakings</b>
	<p>The Register of Undertakings were noted.</p>
<b>7</b>	<b>Policy Review</b>
	<p>COR12 Complaints policy was presented by Brendan Fowler, who noted that the complaints policy is based on the SPSO guidance and that we are currently working through reviewing our Complaints procedure with a staff working group.</p> <p>A typo in section 3.5 was highlighted, which will be amended.</p> <p>The decision to accept this policy was proposed by Mo Connolly, seconded by Sylwia Bogusz, and approved by all members present.</p>
<b>8</b>	<b>Management Team Report</b>
	<p>Brendan advised that the council have approached us for the pilot of the heat energy project for solar panels and heat pumps. It was asked if this was for 5 of our properties, Brendan advised yes it likely will be ours as the council are looking for houses rather than flats. If the council receive the funding, Prospect should have the opportunity to do all 5.</p>

	<p>Neil noted the good progress made towards the porches. It was asked if there was any feedback from tenants who have had the new windows installed. Neil advised we will get feedback through the contactors, but early anecdotal feedback was positive.</p> <p>Brendan took a question on the Housing Management update regarding the energy advice project and why this is happening over the summer. He advised that this is an ongoing project, and we are responding to tenant feedback on the type of support they want.</p> <p>It was asked how people access this service, Brendan advised that we advertise in the newsletter and tenants can ask for this service or we can suggest at various contact points with tenants.</p> <p>Colin had nothing further to add to his section of the report.</p>
<b>9</b>	<b>Quarterly Management Accounts to 31 March 2024</b>
	<p>Colin presented the QMA report advising this quarter to the end of March is subject to amendment.</p> <p>He advised that we have an overspend of £100k, mainly due to the acceleration of reactive maintenance, catch-up and inflation over the last couple of years. Colin advised that the budget has been adjusted going forward and it was hoped that we would be closer to this target during the coming year.</p> <p>Peter pointed out that so much is driven by the high inflation, and to bear in mind with future budget setting.</p> <p>A question was asked about the rent arrears trend. Brendan advised there has been a slight downward trend over the last couple of years, but this has levelled out over the past year they are now fairly static. As Easter weekend this year fell at the end of March, there was a slight timing issue which could have contributed to the higher figure compared to last year.</p> <p>More detail was requested on the component replacement underspend. The underspend was largely under the headings of windows, doors and porches. Colin advised that the management team are looking at monitoring this in more detail each quarter, going forward. Brendan added that one of the reasons for the lower spend was the switch at the start of last financial year of some spend from external painting to windows and doors.</p>
<b>10</b>	<b>External Audit 23/24 Plan</b>
	<p>Colin advised this was the standard report presented to the committee each year in advance of the statutory audit of the accounts. He explained that the engagement letters in 10.1 and 10.2 needed to be signed by a committee member tonight. Colin explained the purpose of the audit planning letter in section 10.3 and the statement on internal controls in section 10.5.</p> <p>The decision to approve the 10.4 draft management committee report was proposed by Peter Matthews, seconded by Jolly Oluka, and approved by all members present.</p>

11	<b>Annual Review of progress towards Strategic Objectives for 2023/24</b>
	<p>Brendan introduced the report, explaining that this was the annual report on progress. It was asked if the section on supporting vulnerable and older tenants meant that we were not focusing on other groups. Brendan explained that we continue to support all groups, but vulnerable and older tenants were identified in the Business Plan as an area where we were perhaps weaker and needed more attention.</p> <p>Nikki Ross, our observer, left the meeting at this point.</p>
12	<b>Co-opt Two New Committee Members</b>
	<p>Brendan confirmed after advertising and interviewing for new committee members, two applicants were invited to observe our committee meeting tonight. Jeremy was unable to join to observe tonight's meeting, however he has advised he would like to join the Committee if he is approved this evening.</p> <p>Naomi and Brendan both discussed Nikki Ross and Jeremy Hewer's background and welcomed any questions regarding their application extract.</p> <p>The decision to approve co-opting Nikki Ross and Jeremy Hewer onto the Management Committee was proposed by Peter Matthews, seconded by Mo Connolly, and approved by all members present.</p>
13	<b>Information Only Items</b>
	<p>The following reports were noted:</p> <ul style="list-style-type: none"> <li>- Development Update</li> <li>- Cost of Living Award</li> </ul>
14	<b>AOCB</b>
	<p>Naomi MacKenzie thanked everyone for attending the meeting.</p>
15	<b>Date of Next Meeting: Wednesday 29 May 2024 at 19:00</b>

**Signed:**

**Date:**