Prospect Community Housing
Committee Meeting – September 2026
30 September 2026, 7:00 PM — 9:00 PM BST

Present:	Naomi MacKenzie	Chairperson
	Mo Connolly	Vice Chair
	Nikki Ross	Treasurer
	Jolly Oluka	Secretary
	Amanda Miller	Committee Member
	Sharon-Lee Bow	Committee Member
	Chuks Ododo	Committee Member
	Sylwia Bogusz	Committee Member
	Cheryl Mabon	Committee Member
	Brendan Fowler	CEO
	Catherine Louch	Director of Housing
	Colin James	Director of Finance
	Sinclair Young	Director of Property Services
	Marianne Wilson	Corporate Services Officer
	Cameron Boyd	TIAA Auditors (left after agenda item 6)
Apologies:	Simon Campbell	Committee Member
	Milind Kolhatkar	Committee Member

1	**Welcome and Apologies**
	Brendan Fowler welcomed all attendees to the meeting and apologies were noted for Simon Campbell and Milind Kolhatkar.
2	**Declaration of Interest**
	There were no declarations of interest.
3	**Election of Office Bearers**
	Brendan Fowler advised there had been one nomination received for each position of Chairperson, Vice Chair, Secretary and Treasurer.
3.1	**Election of Chairperson** One nomination had been received from Naomi MacKenzie. Naomi MacKenzie was duly elected as Chairperson. Naomi MacKenzie took over the chairing of the meeting.
3.2	**Election of Office Bearers (Vice Chair, Secretary, Treasurer)**

	Election of Vice Chair One nomination had been received from Mo Connolly. Mo Connolly was duly elected as Vice-Chairperson **Election of Treasurer** One nomination was received from Amanda Miller. Amanda Miller was duly elected as Treasurer. **Election of a Secretary** One nomination had been received from Jolly Oluka. Jolly Oluka was duly elected as Secretary. The nominations were proposed by Sylwia Bogusz, seconded by Cheryl Mabon and approved by all members present.
4	**Review of Working Group Remits**
	Brendan Fowler presented the remits and advised the working groups had a couple of minor changes made. The remits for the Management Committee, Budget Working Group and Equalities Working Group were proposed by Amanda Miller, seconded by Cheryl Mabon, and approved by all members present.
5	**Election of Working Group Members**
5.1	**Budget Working Group** The Chair and the Treasurer are part of the Budget Working Group by default Sylwia put her name forward to join this group. Naomi MacKenzie, Amanda Miller, and Sylwia Bogusz were therefore elected to the Budget Working Group.
5.2	**Equalities Working Group** Brendan confirmed it is a minimum of two committee members for this group. Cheryl Mabon, Mo Connolly and Chuks Ododo were elected to the Equalities Working Group. The members of the Budget Working Group and the Equalities Working Group were proposed by Nikki Ross, seconded by Chuks Ododo, and approved by all members present. Marianne will follow up with the committee members who are not in attendance tonight to check if anyone would like to be on either of the Working Groups.
6	**Internal Audit**

	Complaints Audit Outcome Cameron gave an overview of Complaints Audit and confirmed Prospect was given reasonable assurance in this area. Cameron went through six recommendations, four of which are medium risk and two classed as low risk. Brendan wanted to add that this was a good audit on complaints and has flagged some areas for training and improvement. Brendan has time in the diary to attend both the Housing Management and Property Services department team meetings to give some overview and training in these areas. A question was asked about the customer satisfaction survey that the auditor has suggested implementing after complaints are closed off and if this recommendation is taken up with any other RSL's. Cameron recognised that this is not always taken forward, hence a suggestion, rather than a recommendation. Another committee member advised they do this in their own organisation however Brendan advised that we feel we capture information like this in our wider tenant satisfaction survey. **Allocations Audit Outcome** Cameron advised the Allocations audit also received reasonable assurance with two medium risk recommendations. A question was asked regarding settling in visits and if this previously happened, why they were stopped and if they were necessary to start again. Catherine advised that these stopped during covid times and that a lot of tenants were working and didn't want to take time off work so it was done on a risk basis. However, following on from a discussion within the Housing department they concluded that there would be value in reintroducing these as it is a good opportunity for the Housing Officer to check in with tenants. A committee member advised that within their organisation they offer post allocation follow up visits by phone, which could be another approach. Catherine noted she will take this forward for consideration. Naomi thanked Cameron and Cameron left the meeting at this point. The two audit outcomes were proposed by Sylwia Bogusz, seconded by Mo Connolly and approved by all members present.
7	**Minutes of Meeting held on 26 August 2026**
	The minutes of the meeting held on 26 August 2026 were proposed by Cheryl Mabon, seconded by Nikki Ross, and approved by all members present.
8	**Matters Arising Report**
	The matters arising report was noted.

9	**Register of Undertakings**
	The Register of Undertakings report was noted.
10	**Policy Review**
	Brendan advised the committee that the management team reviewed the Policy cycle, following on from a suggestion made at the Committee Residential weekend this year. Brendan advised he will bring a paper to committee in October to discuss further and approve. Brendan presented the COR06 Committee Members Training and Development policy noting not many changes. Brendan presented the COR08 Entitlements, Payments and Benefits policy, noting it was based on the SFHA model policy and advised it hasn't changed significantly. Brendan presented the PER13 Dignity at Work policy and noted the changes are around the Employments Rights Act 2025, in particular around Sexual Harassment. The above policies were proposed by Mo Connolly, seconded by Amanda Miller and approved by all members present.
11	**Management Team Report**
	Brendan covered his section of the report, starting with the EdIndex item and advising Committee that there is a session with partners next week which Brendan, Catherine and one of the Housing Officers will be attending. This should set out the high-level principles on what is expected with the change of policy. Some of the new terminology to be discussed, with "Housing pathways" being proposed instead of starters/movers and silver priority. It was noted that Catherine will come to Committee with the proposed change to allocations in the first Quarter of next year. A question was asked if Prospect can still give priority to our own tenants with this new approach and Brendan confirmed they would. Some further questions were asked about the EdIndex plans and a discussion took place covering various aspects including the housing emergency and how the council will protect the percentage of homes that are required to go to statutory homeless. After some discussion, it was suggested that a separate session on this topic should take place for Committee and Brendan advised he will look to add to the Residential agenda next year, which should tie in with when more information is available. Brendan also advised as part of his update that Prospect are looking at the Housing management system we currently use and alternatives.

	Sinclair gave an overview of the Property Services department and advised a couple of updates including the recruitment and onboarding of staff; the Property Repairs and Estates Officer role has now been offered to a candidate, and we have a start date. This will then mean Property Services department will have a full complement of staff again. Sinclair advised the H&S section has been added on the back of the H&S audit recommendation that this should be included monthly. Sinclair advised that this will now appear as a short update within his management team report each month that the Quarterly H&S doesn't appear. A question was asked about the incident noted and Sinclair advised that we ensure these are recorded to learn lessons from however not giving too much detail in the update. Catherine advised the Pop-up event went well and that Prospect have just finished hosting a 5 week work experience placement with someone via DWP, which was positive and will help continue to build our relationship with DWP. Colin provided an update on insurance, noting that the final forms were completed today and the new policy starts from tomorrow; 1st October. Colin advised that we have saved about £25-30k over next 12 months. As a result of that, we have engaged the consults Gibbs Laidler on a retainer basis, which would cover next tender renewal if we choose to do that. Colin also added that the CAF bank loan was now completed. A question was asked on what % goes to servicing our loans, Colin advised 4p in every £ however it may go up because of the nature of the new loan. Colin will make further reference to it in the quarterly monitoring.
12	**Risk Management Quarterly Review**
12.1	**Risk Matrix – Money Category** The money category was presented for review. **Individual Risk Reports** **Significant increase in Rent Arrears due to external pressures** Catherine Louch presented the report on the above risk with no proposed change to the scoring but reviewed the evidence in the control actions. **Increase in costs due to legislative and wider political changes.** Colin James presented the report on the above risk. Colin advised no change to this. **Financial models are not accurate resulting in weaker financial position**

	Colin James presented the report on the above risk and advised no substantial changes; updates on the control actions. Colin noted that the Finance Officer title was replaced to Accountant as Erin Mullen qualified as an Accountant during the summer. **Anticipated planned maintenance spend is understated resulting in financial difficulties.** Sinclair Young presented the report on the above risk, with no proposed change to the scoring however changes to regular stock condition surveys were made, replacing the 10% stock condition target every year to 20% which brings us in line with best practice. Brendan added that the Management team review all Risks, however only the Red high risks are presented to committee for approval. The risks were proposed by Mo Connolly, seconded by Chuks Ododo, and approved by all members present.
13	**Annual approval of SHR Regulatory Standards Assurance Statement**
	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 work over the year where the Management Committee have considered our compliance with the Regulatory Standards. Brendan drew attention to the reference to specific statement of compliance as an additional area to focus on is around the information we have on our homes; asset information. Brendan read out the new statement within the assurance statement, advising this wording is taken from SFHA. Brendan wanted to highlight this as it is a change to be made aware of within the document. The decision to accept the Assurance Statement for submission to the SHR was proposed by Cheryl Mabon, seconded by Amanda Miller, and approved by all members present.
14	**Membership List Review & New Members Applications**
	Brendan confirmed that one person has been removed from the membership list, in accordance with our rules. There have been two new applications for membership, Brendan presented both new applications. If approved, the total number of members will be 56. The decision to accept the membership list and approve the two new members was proposed by Mo Connolly, seconded by Sharon-Lee, approved by all members present.
15	**Information Only Items**
	- Annual Report on Committee Attendance and Training - Annual General Meeting Minutes

	- Annual Report on Procurement
16	**AOCB**
	Naomi MacKenzie thanked everyone for attending the meeting.
17	**Date of Next Meeting: Wednesday 28 October 2026 at 19:00**

Signed:

Date: