

Prospect Community Housing
Committee Meeting – March 2025
26 March 2025, 7:00 PM — 9:00 PM BST

Present:	Mo Connolly Nikki Ross Chuks Ododo Jeremy Hewer Sharon-Lee Bow Cheryl Mabon Sylwia Bogusz Amanda Miller Milind Kolhatkar Simon Campbell Brendan Fowler Catherine Louch Colin James Neil Munro Marianne Wilson Cameron Boyd	Vice Chair Treasurer Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member Director Housing Manager Finance Manager Property Services Manager Corporate Services Officer TIAA Auditors (left after agenda item 3)
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Apologies:

Naomi MacKenzie Jolly Oluka Alan Gee	Chairperson Secretary Committee Member
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1	Welcome and Apologies	
	Mo welcomed all attendees to the meeting and apologies were noted for Naomi MacKenzie, Jolly Oluka and Alan Gee.	
2	Declaration of Interest	
	There were no declarations of interest.	
3	Internal Audit	
	Mo welcomed Cameron Boyd from TIAA to the meeting.	
3.1	Presentation of Investment Audit Cameron gave an overview of the Investment Audit and advised Prospect was given reasonable assurance in this area. Cameron went through the recommendations. One of the recommendations was regarding the stock condition database. Brendan advised that the reason we have not got this in place is because we are unable to use our existing system as it relies on a piece of software that is no longer supported. Discussions are ongoing with our provider, Civica, who are looking at solutions to this.	
3.2	Presentation of the Treasury Management Audit Cameron gave an overview of the Treasury Management Audit and advised Prospect was given substantial assurance in this area, which is the highest assurance you can get. Cameron went through the recommendations.	

3.3	<p>A question was asked regarding the recommendation to have a treasury management/finance expert on the Committee. Brendan advised that sometimes it can be a disadvantage if you have an expert as the Committee may then rely on that person as opposed to engaging in that area of business, however it will be something that the committee will look into as part of the follow up session on Governance.</p> <p>Presentation of the Review Audit</p> <p>Cameron advised that the report looks at last year's internal audit plan recommendations. There were six recommendations, and all have now been implemented.</p> <p>The decision to approve the Audit Reports was proposed by Nikki Ross, seconded by Sylwia Bogusz, and approved by all members present.</p>	
4	Minutes of Meeting held on 26 February 2025	
	<p>Brendan confirmed there were some small errors that Naomi is passing on to Marianne to amend.</p> <p>The minutes of the meeting held on 26 February 2025 were proposed by Jeremy Hewer, seconded by Cheryl Mabon, and approved by all members present.</p>	
5	Matters Arising Report	
	<p>Catherine advised the amendment to the former tenant arrears write off figure.</p> <p>The Matters Arising report was noted.</p>	
6	Register of Undertakings	
	<p>The Register of Undertakings were noted.</p>	
7	Policy Review	
	<p>Catherine presented the HOU08 Tenancy and Community Participation Strategy and advised that it was updated, with the help of suggestions from the Tenants Forum. A question was asked if there was scope to include the community participation ahead of applications for new developments. Catherine and Neil agreed this was a positive step to take and confirmed that this can be incorporated into the Development policy. Brendan advised that it was their intention to do this for the gap sites, however the architects moved quicker on this than expected.</p> <p>Another question was asked about the support we offer to new tenants, alongside the translation service, could there be other types of support for young tenants or people leaving care. Catherine advised that this overlaps with our Tenancy Sustainment policy and it is covered there.</p> <p>It was asked if the action plan will be developed, separate from the tenant satisfaction survey. Catherine advised the action plan runs along with the strategy, which the Management Team will bring back to committee every 6 months for review. Catherine advised this is to check how are in terms of achieving the aims of the strategy, and that we work closely with the tenant's forum to do this.</p> <p>Brendan presented the PER11 Absence Management policy and advised there are not many changes to this policy. A question was asked regarding the short-term and</p>	


	<p>long-term absences and if there are triggers for this in the procedure. Brendan confirmed that there are and that the Corporate Services Officer monitors this and advises Managers of any triggers reached.</p> <p>A discussion took place regarding the minor changes and how it would be useful for the committee to know these minor changes, whether it be track changes on the document or explained in the policy covering paper. It was agreed that in future the management team would expand the description in the summary paper to list the minor changes.</p> <p>Brendan presented the COR05 Appraisal of Committee Members policy and advised a suggestion from Naomi has been put forward for the appraisal form; to only answer questions 5 and 6 if you answered yes to Q4.</p> <p>It was asked about the wider review on appraisals on the back of the training weekend, Brendan confirmed that he will organise a 5-6pm session ahead of a committee meeting to pick up some of those points, which included the appraisal process for chair and vice chair.</p> <p>Brendan presented the COR10 Risk Management policy and noted there were no changes to this policy. A question was asked regarding tenant's contents insurance and it was confirmed that we have a scheme that we publicise to tenants.</p> <p>The decision to accept the above policies was proposed by Simon Campbell, seconded by Sylwia Bogusz, and approved by all members present.</p>	
8	Management Team Report	
	<p>Brendan gave an overview of his section of the report. Although not in the report, Brendan provided an update on the Social Housing Net Zero Standard, and advised a timeline is now in place for this and we should have further clarity on it towards the summer. Brendan also confirmed that the SHR now requires additional information on our development programme and Brendan will bring post completion reports on development to Committee to assist with this.</p> <p>Neil advised he was at the Changeworks conference in March. A question was asked on the kitchen replacement programme and what determines which properties are due replacement kitchens. Neil confirmed that this initially goes on the date they were installed, as they are replaced every 15 years. Some are surveyed if it has been reported that the kitchen requires replaced sooner.</p> <p>Catherine advised it has been a busy period with the Clovenstone Close properties. It was asked if it is expected to take long to occupy the older properties tenants have moved out of. Catherine advised we are not anticipating a significant void period as all are in good condition.</p> <p>Colin indicated to the Committee that Clovenstone Close grant monies had yet to be received from City of Edinburgh Council and gave an update on the progress of the external audit tender.</p>	

9	Membership List Review and Approve New Member	
	<p>Brendan confirmed that we have a new member application through and gave the committee details of who had applied.</p> <p>A question was asked about the number of members we have at present, Brendan confirmed that we carried out a drive for new members last year which was successful, and that Prospect are happy with the number of members we have.</p> <p>The decision to approve both the Membership List and David Laird as a new member was proposed by Cheryl Mabon, seconded by Nikki Ross, and approved by all members present.</p>	
10	Lettings Plan	
	<p>Catherine ran through the Lettings plan, noting that we are anticipating around 30-33 lets in the year 2025-26, with Prospect receiving 120+ bids per property.</p> <p>Catherine advised she did not include a plan for the remaining phase of Clovenstone Close properties as this will be covered by a separate lettings plan.</p> <p>Following a question on downsizing, Catherine confirmed that you do not need to be part of Edindex if you are downsizing.</p> <p>The decision to approve the Lettings Plan was proposed by Jeremy Hewer, seconded by Cheryl Mabon, and approved by all members present.</p>	
11	Review of Regulatory Standards, Part 1	
	<p>Brendan provided an overview of the regulatory standards document. There were no questions on the document.</p> <p>The review of Regulatory Standards, part 1 was proposed by Nikki Ross, seconded by Simon Campbell, and approved by all members present.</p>	
12	Development Update	
	<p>Neil gave an overview of his development report.</p> <p>The committee mentioned the nursing home being demolished and Neil advised that the Council are keeping this site for their own house building programme. It was also asked about the Woods centre and whether this had a future. Neil advised that we are attempting to have a new agreement with CEC that will give us time to decide on how we proceed.</p> <p>A video was shared of one of the new properties at Clovenstone Close, which was received with positive feedback. Catherine confirmed all the tenants housed here are extremely happy with their property.</p>	

13	Information Only Items	
	The following reports were noted: - Cost of Living paper	
14	AOCB	
	Mo Connolly thanked everyone for attending the meeting.	
15	Date of Next Meeting: Wednesday 30 April 2025 at 19:00	

Signed:

Date:


28/5/25

