

Prospect Community Housing
Committee Meeting – January 2025
29 January 2025, 7:00 PM — 9:00 PM BST

Present:	Naomi MacKenzie Mo Connolly Jolly Oluka Nikki Ross Milind Kolhakar Alan Gee Amanda Miller Chuks Ododo Jeremy Hewer Sharon-Lee Bow Sylvia Bogusz Brendan Fowler Catherine Louch Colin James Neil Munro Marianne Wilson	Chairperson Vice Chair Secretary Treasurer Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member Director Housing Manager Finance Manager Property Services Manager Corporate Services Officer
Apologies:	Cheryl Mabon Simon Campbell	Committee Member Committee Member

1	Welcome and Apologies	
	Naomi welcomed all attendees to the meeting and apologies were noted for Cheryl Mabon and Simon Campbell.	
2	Declaration of Interest	
	There were no declarations of interest.	
3	Minutes of Meeting held on 27 November 2024	
	The minutes of the meeting held on 27 November 2024 were proposed by Jeremy Hewer, seconded by Chuks Ododo, 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. A question was asked about the Grant from Edinburgh council and why this was listed and Brendan confirmed that we must list all new undertakings, including any grants we receive.	

6	<p>Policy Review</p> <p>Brendan presented COR11 Business Continuity policy and noted this was updated to reflect what we have learnt through Covid. A question was asked about how often we test this plan. Brendan confirmed we carried out a test in Oct/Nov last year when we were able to re-create Cx from a backup on a different server in less than two hours. Brendan added that we don't want to disrupt tenants and staff too often with tests but that we will do a simulation around once a year and aim for this not to be disruptive. The red weather warning storm from this month will also be documented.</p> <p>Catherine presented the HOU11 Tenancy Sustainment policy. Catherine confirmed there were no major changes, however did run through some of the amendments within the document. A question was asked about our experience with any Housing First Allocations and whether this helped shape the policy. Catherine advised that we haven't received any Housing First applications as they prefer to stay in the centre of town. Another question was about tenants paying rent at sign up, Catherine confirmed that we agree the amount that is due and any over payments are refunded if appropriate once any benefits are paid directly to us.</p> <p>Colin presented FIN08 Non-Rent Recovery Arrangements policy, and apologised for a sentence not complete in the covering paper. This will be corrected.</p> <p>The decision to accept the above policies was proposed by Sharon-Lee Bow, seconded by Mo Connolly, and approved by all members present.</p>
7	<p>Management Team Report</p> <p>Brendan added to his section of the report, regarding the 4-day working week or 9-day fortnight. Brendan advised that some staff have responded positively to the Management Team's decision not to go ahead with the reduced days working week, and no negative feedback has been received so far. A discussion took place, it was asked what the argument is for the 4 day working week. Brendan advised that on a personal level, it can mean a better work life balance for staff, and in turn this could lead to better productivity and retention of staff for the organisation.</p> <p>It was asked how staff are monitored while working from home, Brendan confirmed that all managers are in regular contact with staff, and we have a level of trust that their team members are working productively at home.</p> <p>Another question raised was whether consideration had been given to the recruitment and retention of staff if we do not go down the route of the 4-day working week. Brendan advised that currently there is not an issue with recruitment, as not many organisations have gone down this route. Brendan also noted that further flexible working options are being considered and will be available for staff.</p> <p>A question was asked on Neil's section of the report about the tender being used for the Kitchen contract. Neil advised we are using Scottish Procurement alliance. It was asked if there have been many repairs logged after the storm, Neil confirmed there have been around 60-70 repairs, mainly fences and roof tiles, most of which should be able to be claimed through insurance.</p> <p>Catherine added to her section of the report about the equalities working group meeting which took place this evening, directly before the main committee meeting. We had a speaker; Jen Ang, attend who is a human rights lawyer. Jen talked</p>

	<p>through our role of human rights as a housing organisation and gave us some good input. Catherine will bring something to the committee at a later date as a follow up.</p> <p>Colin advised that the interim External Audit was taking place this week and that we no longer had Nneamaka working on this for us.</p>	
8	Quarterly Management Accounts to 31 December	
	<p>Colin James introduced the Quarterly Management Accounts for the period ending 31 December 2024 and noted that this quarter's management accounts include more detail with respect to revised outturn projections.</p> <p>Colin gave an overview of the Management Accounts and confirmed the headline results show the surplus as £1.172m, which is almost exactly on target at this point. However, the position at the end of the year is likely to change with a shortfall against budget of over £100k now projected. Colin ran through some further headings to note, such as planned maintenance and service costs which are projected to be above budget. The savings projected are on admin costs, mainly due to the underspend on salaries and the reduced bad debt figure.</p> <p>A question was asked around planned maintenance, and why it is nearly double to what was expected. Neil advised that the figure is in line with the October out-turn figures with the main reasons being the window programme and re-allocation from reactive to planned maintenance spend.</p>	
9	Budget	
	<p>Colin confirmed that the Budget Working Group have met twice prior to tonight's meeting to discuss the budget and bring forward for approval this evening.</p> <p>Colin focused on the main strategic points from the Working group discussions. The projected surplus is just over £1.3m, which meets covenant targets for both 25/26 and for the 25 year projections. The 15 additional units at Clovenstone Close, replaces previous plans for the Woods centre.</p> <p>Colin confirmed that the working group is proposing a rent increase of 2.7% this year, this is based on the August 2024 inflation plus 0.5%. This is in accordance with the rent consultation of CPI Inflation + 0.5%, subject to a ceiling of 4%.</p> <p>Colin gave a background on the rent increases over the past few years. There is an additional specific recommendation tonight that future rent policy in the Business Plan should be flexible enough to account more for higher increases which match our cost base and support our future ambitions.</p> <p>Colin also explained that for the first time per the new Treasury Management policy there was a requirement for Committee to approve specific aspects of Treasury Planning as part of the budget process. These recommendations were listed in an appendix and had been accepted in full by the Budget Working Group.</p> <p>A question was asked why it looks like Prospect is less profitable than before. Colin and Brendan advised that this was due to lower rent increases, which sit significantly below other Scottish Housing Associations. It was advised that the Business Plan Working Group will consider more flexibility on rent increases.</p>	

	<p>The recommendation was for the committee to approve the budget pack, including the 2.7% rent increase from 1st April 2025 in tandem with the proposal for greater flexibility in future rent policy and approval of the specific Treasury Planning points.</p> <p>This was proposed by Sharon- Lee Bow, seconded by Nikki Ross, and approved by all members present.</p>	
10	Corporate Objectives 2025/26 and KPI Targets	
	<p>Brendan ran through the Corporate objectives, and confirmed that after the management committee approve this evening, the individual department objectives will be looked at by the managers.</p> <p>Brendan drew attention to the KPI figures for the committee to approve for the 25/26 KPI reports.</p> <p>The new KPI figures and corporate objects were proposed by Mo Connolly, seconded by Jolly Oluka and approved by all members present.</p>	
11	Information Only Items	
	<p>The following reports were noted:</p> <ul style="list-style-type: none"> - Developments - Lettings Plan for Clovenstone Close 	
12	AOCB	
	Naomi MacKenzie thanked everyone for attending the meeting.	
13	Date of Next Meeting: Wednesday 26 February 2025 at 19:00	

Signed: 

Date: 28/5/25