

Prospect Community Housing
Committee Meeting – August 2025
27 August 2025, 7:00 PM — 9:00 PM BST

Present:	Naomi MacKenzie Nikki Ross Jolly Oluka Chuks Ododo Jeremy Hewer Simon Campbell Cheryl Mabon Sylwia Bogusz Amanda Miller Milind Kolhatkar Brendan Fowler Colin James Neil Munro Catherine Louch Marianne Wilson	Chairperson Treasurer Secretary Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member Director Finance Manager Property Services Manager Housing Manager Corporate Services Officer
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Apologies:	Mo Connolly Alan Gee Sharon-Lee Bow	Vice Chair Committee Member Committee Member
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1	Welcome and Apologies	
	Naomi welcomed all attendees to the meeting and apologies were noted for Mo Connolly, Sharon-Lee Bow and Alan Gee.	
2	Declaration of Interest	
	There were no declarations of interest.	
3	Minutes of Meeting held on 25 June 2025	
	The minutes of the meeting held on 25 June 2025 were proposed by Jolly Oluka, seconded by Jeremy Hewer and approved by all members present.	
4	Matters Arising Report	
	Brendan advised that the person who was interested in joining the Management Committee is no longer going to stand at the AGM for committee but has been accepted as a member and if his circumstances should change in the future, he will be back in touch. The Matters Arising report was noted.	
5	Register of Undertakings	
	The Register of Undertakings were noted.	
6	Policy Review	

	<p>Brendan Fowler presented PER22 Settlement Agreements noting a few minor changes as laid out in the policy review. It is a policy that the Scottish regulator requires us to have as it would be a notifiable event should we need to use it.</p> <p>A question was asked on section 8 of the policy and the statement about a full report being provided to the Committee and if this was necessary, given that some sensitive information that may be in the report. A discussion took place around this, and Brendan advised he would re word this statement, removing the word “full” and confirming it would be a confidential item brought to Committee.</p> <p>Catherine Louch presented COR27 Tackling Domestic Abuse and confirmed it was a refresh of the current policy with no substantial changes. A question was asked about the permanent rehousing and if a tenant needed to be re-housed outwith Edinburgh, how we would support this. Catherine confirmed that we would help tenants apply for other areas such as West Lothian, Midlothian or work with Women’s Aid if it requires to be further afield.</p> <p>Another question was asked around how to support tenants with pets, as often this can be a barrier for people leaving domestic abuse situations. Catherine confirmed that the Dogs Trust have an initiative to support tenants that have pets and leaving an abusive situation and confirmed she will add some information on this to the policy.</p> <p>Neil Munro presented PS07 Contractor Insolvency and advised no changes to the policy. There were no questions about this policy.</p> <p>Neil Munro presented PS09 Design Guide. Neil advised that our development consultant has been working with us on this. Neil gave an overview explaining the design guide is a template, however each development is discussed and dealt with individually. Some developments are purchased at different stages, so it is not always possible to apply to the Design Guide, for example we purchased a Clovenstone block with white goods already in place.</p> <p>A discussion took place around the Design Guide and whether a thought had been made within the housing sector in Edinburgh to have one singular design guide for all Housing Associations, as some other areas do in Scotland. Neil and Brendan both advised that this isn’t something that has been spoken about before and if this were to be a possibility it would need the support of Edinburgh Council and the other developing Housing Associations.</p> <p>It was asked about the reference to a tram or bus stop being within 2km of each development and whether this should be closer. Neil confirmed that all our developments are within Wester Hailes area, which is a well serviced area with bus stops closer than 2km.</p> <p>A further discussion took place around the adaptation of properties for applicants with disabilities such as wheelchair users, Neil confirmed there is a second stage of funding for this following an assessment with the applicant.</p> <p>The decision to accept the above policies, with the agreed amendments, was proposed by Nikki Ross, seconded by Jolly Oluka, and approved by all members present.</p>
<p>7</p>	<p>Management Team Report</p>
	<p>Brendan advised that next month the Committee will be agreeing the remits of the working groups. Brendan noted we are not anticipating any further discussion next year in detail around developments, therefore it would make sense not to have the Development Working Group in place next year. Brendan touched on the housing emergency and that recently the Council had put forward a proposal to suspend lettings until March 2027, their committee did not agree to</p>

	<p>this and it will remain under review. This will mean there will likely be an increase in bids for our properties whilst lettings are suspended.</p> <p>Neil clarified the wording around bathroom works and noted that we are coming across a lot more works of this type requiring significant spend.</p> <p>Catherine highlighted that her team are working hard on allocating the next batch of properties at Clovenstone Close, with staff busy with viewings and signups.</p> <p>Colin advised his section of the management team report is a repeat of his update in June in error. Colin confirmed he had an interim update from our insurance broker, which indicated that the main property insurance was likely to go up by 5% on top of construction industry inflation of 4.7%, which would mean an increase of about 10%. We are going to procure insurance services after this renewal, so will hopefully be able to secure a reduced cost for next year.</p>
<p>8</p>	<p>Quarterly Management Accounts to 30 June 2025</p> <p>Colin ran through the QMA, highlighting the key points.</p> <p>Colin noted the cash balance of £1.56m at the end of June, which has reduced by £1.9m from the previous quarter because the RCF loan was repaid to reflect the receipt of grant for the Clovenstone Close flats purchased in March. The cash held since has reduced again by a large payment made in August with respect to the windows replacement programme</p> <p>Colin confirmed the component spend (£60k under at Q1) shows as well under the budget but this will change significantly with the recent windows payment as mentioned above of £381k. Colin confirmed that there are some overspend issues, with some potential underspends which the Management Team will look at in the near future to determine whether we need to make any compensating savings.</p> <p>A question was asked about the finance dashboard and the loan portfolio and why the 63% excludes the Revolving Credit Facility. Colin confirmed that the nature of it is that you need flexibility through the course of the year to use, so we view it similar to an overdraft and this is normal practice.</p>
<p>9</p>	<p>Quarterly Key Performance Indicators to 30 June 2025</p> <p>Catherine confirmed the arrears performance continues to do well this year, noting that a huge benefit is having the Welfare Rights Officer who is able to support tenants moving over to Universal Credit.</p> <p>Catherine noted the void turnaround has increased and it was asked how much notice tenants are required to give before leaving a property. Catherine confirmed it was 28 days' notice period in the tenancy agreement however if a tenant passes away then we have no notice. Neil also advised that because there has been a low turnover in our properties, some tenants have been in for many years meaning that significant works sometime are required when they leave.</p> <p>Brendan noted the increase in Stage 2 complaints and advised ARCHIE members have confirmed that they have also seen an increase. It was noted how good the response time on Stage 1 complaints was. Brendan advised that this is a combination of things with some complaints being resolved almost immediately, a new procedure and Marianne sending out reminders for complaints to be completed so they are resolved quickly.</p>

	<p>Neil noted the figures were positive for repairs.</p> <p>Some general questions on the KPI document were asked, mainly if we should show the previous year to date as well as the current year to date. However, it was agreed to keep the comparison as they are currently. It was asked how the targets are set and Brendan confirmed that every January we bring the targets to the committee to agree on and then it filters through into the KPI document once agreed.</p>
10	Quarterly Health & Safety Report to 30 June 2025
	<p>Neil noted there was one accident and one incident in the previous quarter and that there are 2 outstanding actions on the H&S log which are being worked on.</p> <p>A question was asked where the damp and mould information would be reported, as per the new indicator in the ARC next year. Brendan confirmed that after we have compiled the ARC next year, we will then track damp and mould through our KPI document as a separate indicator.</p>
11	Annual Report on Compliance with Rules 62 to 68
	<p>Brendan confirmed this has taken place between Marianne and the Secretary.</p> <p>It was asked if this is still required and Brendan confirmed it was a requirement of our model rules.</p>
12	Developments
	<p>Neil gave an overview of the development report, highlighting the current work at Clovenstone Close.</p> <p>A discussion took place around block B of Clovenstone Close and Brendan confirmed that the council have advised there is no acquisition money available now and noted that some of the block has been reserved already.</p>
13	Annual Report on Treasury Management
	<p>Colin confirmed that this report was first seen last year, as per the new Treasury Policy which has a similar format and provides in-depth detail on current treasury issues & changes over the course of last year.</p> <p>Colin confirmed that most of the report is self-explanatory and goes over ground mainly covered previously in monitoring & budgets, however it brings all treasury issues together in one single annual summary</p> <p>The risk matrix contained within the report was proposed by Chuks Ododo, seconded by Sylwia Bogusz and approved by all members present.</p>
14	Review of Compliance with Regulatory Standards, Part 3

	<p>Brendan confirmed that this is the third part of the regulatory standards being brought to the Committee for comment and noting. The next stage is the draft Assurance Statement being brought in September for approval.</p> <p>The report was noted without any changes.</p>	
15	New Membership Application	
	<p>Brendan confirmed we have had a new member application that has come through from a prospect tenant, who has paid their £1 and Brendan outlined their reason for wanting to become a Prospect Member.</p> <p>The decision to accept Rehab Eltayeb as a new member was proposed by Cheryl Mabon, seconded by Jolly Oluka and approved by all members present.</p>	
16	Information Only Items	
	<p>The following report was noted:</p> <ul style="list-style-type: none"> - Quarterly Statistics Report 	
17	AOCB	
	<p>Naomi MacKenzie thanked everyone for attending the meeting.</p>	
18	Date of Next Meeting: Wednesday 24 September 2025 at 19:00	

Signed:



Date:

