

**Prospect Community Housing**  
 Committee Meeting – April 2026  
 29 April 2026, 7:00 PM — 9:00 PM BST

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<b>Present:</b>	Mo Connolly Nikki Ross Sharon-Lee Bow Chuks Ododo Sylwia Bogusz Milind Kolhatkar Jeremy Hewer Simon Campbell Cheryl Mabon Brendan Fowler Colin James Neil Munro Marianne Wilson Caroline Richards  Stuart Beattie	Vice Chair Treasurer Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member CEO Director of Finance Director of Property Services Corporate Services Officer Community Projects Officer (left after agenda item 3) CT Auditors (left after agenda item 4)
<b>Apologies:</b>	Naomi MacKenzie Jolly Oluka Alan Gee Amanda Miller Catherine Louch	Chairperson Secretary Committee Member Committee Member Director of Housing

<b>1</b>	<b>Welcome and Apologies</b>
	<p>Mo Connolly welcomed all attendees to the meeting and introduced Stuart Beattie from CT Auditors and apologies were noted for Naomi MacKenzie, Alan Gee, Jolly Oluka, Amanda Miller and Catherine Louch.</p> <p>Brendan added that Alan Gee has requested a leave of absence for committee meetings up to and including the August meeting. This was proposed by Milind Kolhatkar, seconded by Simon Campbell and approved by all members present.</p>
<b>2</b>	<b>Declaration of Interest</b>
	There were no declarations of interest.
<b>3</b>	<b>6 monthly Review of Community Projects</b>
	<p>Mo welcomed Caroline Richards to the meeting.</p> <p>Caroline presented her update on the past 6 months' community projects, including the Welcome Home Project, a group aimed at bringing together new and existing tenants in the Clovenstone area. A question was asked around the rebate from the Scottish Procurement Alliance that is funding this project. Brendan advised that because we had spent a certain amount doing the window and door replacement programme, the SPA hand out a dividend to be used for community initiatives.</p> <p>Caroline also covered some of the other projects currently ongoing, such as the Getting Settled - preventing homelessness initiative, the sentinel Archive, Community forum group and the upcoming Wester Hailes Fun Run.</p>

	<p>A question was asked around the sentinel Archive and if any of the universities would be interested in helping store some documents, Caroline advised that the person we had in our office advised Napier and Heriot Watt may be interested.</p> <p>A question was asked about the Ask and Act referral pathways and a discussion took place regarding the data protection side of things. Brendan advised that there is a challenge around third-sector organisations and data transfer with Ask and Act due to the way that the legislation is set out.</p> <p>Mo and the committee thanked Caroline for her update and Caroline left the meeting at this point.</p>
<b>4</b>	<b>External Audit 25/26 Plan</b>
	<p>Colin advised he would come back to items 4.3 and 4.4 after Stuart had run through item 4.2 the audit plan. Colin then handed over to Stuart Beattie from CT.</p> <p>Stuart advised the document sets out the key risks and key members of the audit team. He confirmed it also details the audit timetable, which has been agreed with Colin and the management team.</p> <p>Stuart then ran through the key work planned for this year and opened up for questions from the committee.</p> <p>A question was asked if CT use AI products in their data analysis and if data received from Prospect is anonymised and kept secure. Stuart confirmed that all the information received from Prospect will come through their secure server, which is cloud based and only the audit team or Prospect team will have access to it. Stuart confirmed that CT do not currently use AI or send data to third parties, however they are currently looking into a piece of AI software so this may be introduced in the future.</p> <p>Colin then ran through the draft management statement advising it is the same as last year. Colin noted the error on the footer of the page which refers to 2025 and will change this to 2026. It was agreed that the list of committee members' layout will be changed.</p> <p>Colin advised the recommendation tonight was to note the audit plan and approve the draft report and internal control statement. This was proposed by Nikki Ross, seconded by Sylwia Bogusz, and approved by all members present.</p> <p>Stuart left the meeting at this point.</p>
<b>5</b>	<b>Minutes of Meeting held on 25 March 2026</b>
	<p>The minutes of the meeting held on 25 March 2026 were proposed by Simon Campbell, seconded by Sylwia Bogusz, and approved by all members present.</p>
<b>6</b>	<b>Matters Arising Report</b>
	<p>The matters arising report was noted.</p>
<b>7</b>	<b>Register of Undertakings</b>
	<p>The Register of Undertakings report was noted.</p>

<p><b>8</b></p>	<p><b>Policy Review</b></p> <p>Colin presented the FIN10 Preventing Bribery and Fraud policy, noting no significant changes apart from new format and out of date references. Colin also advised that the main development here over the last few years has been the increasing prevalence of Cyber Fraud and noted that when we last updated this policy 3 years ago, it expanded the references to the types of Cyber Fraud, and this time more has been mentioned on prevention. Colin noted that the fraud response plan within this policy deals with non cyber situations and there is a separate Cyber Incident response plan.</p> <p>Some questions were asked about the arrangements to protect committee and staff from being influenced by gifts and hospitality. Brendan advised we have clear rules of what is acceptable and what is not in our Entitlements, Payments and Benefits policy, including that if gifts are received, they are logged in the gifts register.</p> <p>A question was asked regarding the effective governance for CEO and Committee. Brendan confirmed that the Committee primarily help set the policy framework and the CEO responsibility is to ensure that this is carried through with staff and reported to the committee.</p> <p>The decision to accept the above policy was proposed by Nikki Ross, seconded by Cheryl Mabon and approved by all members present.</p>
<p><b>9</b></p>	<p><b>Management Team Report</b></p> <p>Brendan covered his section of the report and added that he is currently attending around 2-3 meetings a month now on the allocations policy, with the council originally setting March 2027 as the target date. However, Brendan noted that this date will not be met.</p> <p>Brendan also discussed the recent recruitment process for the new Director of Property Services and gave thanks to Naomi and Simon for their part in the interviews.</p> <p>Brendan advised that ARCHIE have discussed further the potential of their board members meeting and it has been agreed that initially the Chair and Vice chair for each board will meet, in a facilitated session for information sharing purposes and peer support.</p> <p>Neil thanked the committee for their support over his past 13 years at Prospect.</p> <p>Brendan advised that as Catherine has given apologies for tonight's meeting, he is happy to take any questions on her section of the report -there were no questions.</p> <p>Colin provided an update on the CAF bank loan agreement, noting the draft loan agreement may be ready by June.</p> <p>Colin also advised that the insurance tender through Gibbs Laidler has received bids from 5 brokers, who are all through to the next phase.</p> <p>A question was asked about legal barriers to the provision of loan security: Colin noted that some Housing Associations have restrictions on future use of properties that mean they cannot be used for security if on an open market basis. We do not expect that any of our properties will have this restriction, but our solicitor TC Young will check this for us.</p>

<b>10</b>	<b>Quarterly Management Accounts to 31 March 26</b>
	<p>Colin advised the final quarter of the year is effectively a draft position for accounts and will be subject to later accruals in due course.</p> <p>Colin ran through the dashboard headlines which shows a surplus of just under £1.35m which is better than the revised budget by about 10%.</p> <p>Colin highlighted that current tenant arrears were down to 3.9% which was the best that Prospect had achieved here in several years.</p> <p>A question was asked about the Westburn Woods spend and Colin confirmed that there was a re-scheduling of this spend as it was lower than anticipated and has now moved to 26/27 rather than 25/26.</p>
<b>11</b>	<b>Annual Review of Progress towards Strategic Objectives from 25/26</b>
	<p>Brendan advised that these are the old objectives from our old Business Plan, with the document noting various comments and updates on the progress of the objectives.</p> <p>A question was asked about the corporate action plan and item 3 supporting tenants; what kind of additional support is given to vulnerable or elderly tenants. Brendan advised we have several projects where the majority of participants will fall into this category including some of our community project work, welfare rights provision and energy advice.</p> <p>A discussion took place around the gap sites at Clovenstone and if Prospect had planning permission for them. Brendan confirmed we do and the rough plan is when the new Director of Property Services is in post this would be looked at further, which is likely to be around September. A question was asked regarding the Woods Centre and Brendan confirmed that it does not belong to Prospect, bar a small section. It was asked whether communication should go out to tenants regarding this site however Brendan advised it wasn't necessary.</p> <p>A question was asked on the Net Zero section and Brendan confirmed we are holding back to see what is published further for Net Zero standards by the government and the council.</p>
<b>12</b>	<b>Information Only Items</b>
	<p>There were no information only items this month.</p>
<b>13</b>	<b>AOCB</b>
	<p>Mo Connolly thanked everyone for attending the meeting and gave special thanks to Neil for his contribution to Prospect over the past 13 years.</p>
<b>14</b>	<b>Date of Next Meeting: Wednesday 27 May 2026 at 19:00</b>

Signed: 

Date: 27.5.26