

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

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

<b>1</b>	<b>Welcome and Apologies</b>
	Naomi welcomed all attendees to the meeting and apologies were noted for Alan Gee, Amanda Miller, Chuks Ododo and Sharon-Lee Bow.
<b>2</b>	<b>Declaration of Interest</b>
	There were no declarations of interest.
<b>3</b>	<b>Internal Audit</b>
<b>3.1</b>	<p>Naomi welcomed Cameron Boyd to the meeting.</p> <p><b>Presentation of the Development Audit</b></p> <p>Cameron gave an overview of the Development Audit and advised it was finalised in March 2026 and confirmed Prospect was given reasonable assurance in this area. Cameron went through three recommendations, two of which are medium risk and one classed as low risk. Brendan flagged up a mistake in the report noting an amendment will need to be made; changing Clovenstone Gardens to Clovenstone Close. Brendan advised the first two recommendations will be incorporated into the procedures.</p> <p>A question was asked whether the procedures are in hand and Neil advised these would be amended by the end of April.</p> <p>A discussion took place around the disclaimer within TIAA's report which states that the report should not be published elsewhere. Brendan noted that under FOI we may have an obligation</p>

	<p>to share our audit report and Jeremy added the regulator may ask to see it. Cameron advised he would speak to Mark at TIAA and come back to Brendan.</p>
<b>3.2</b>	<p><b>Follow Up</b></p> <p>Cameron advised that the follow up audit was on the two recommendations from last year, which relate to the investment programme audit carried out in 24/25. Cameron noted that one has been marked as completed and there is still one outstanding with a target date of June 2026. Brendan confirmed that this date will change due to change of Director of Property Services and will be completed later this year.</p>
<b>3.3</b>	<p><b>Annual Report</b></p> <p>Cameron presented the report and confirmed that Prospect has Substantial and Reasonable Assurance in the areas which were audited in 2025/26.</p>
<b>3.4</b>	<p><b>Internal Audit Plan 2026-27</b></p> <p>Cameron ran through the proposed Audit scope for 2026/27, which includes Complaints Management, Allocations and Tenant &amp; Resident Safety with a total of 15 days audit work.</p> <p>A question was asked if there was a particular focus on Tenant &amp; resident safety with it being programmed for 5 days. Brendan confirmed that tenant safety is a key topic just now and although we use a company called ACS Risk for a H&amp;S audit, Brendan is keen that we have extra assurance in this area. A question was asked around why the complaints management area was being audited. Brendan confirmed that although we have a lower number of complaints, we changed our procedure last year and it would be good for this area to be audited.</p> <p>Cameron left the meeting at this point.</p> <p>The decision to approve the Audit Plan for 2026/27 was proposed by Nikki Ross, seconded by Sylwia Bogusz, and approved by all members present.</p>
<b>4</b>	<p><b>Minutes of Meeting held on 25 February 2026</b></p> <p>The minutes of the meeting held on 25 February 2026 were proposed by Mo Connolly, seconded by Cheryl Mabon, and approved by all members present.</p>
<b>5</b>	<p><b>Matters Arising Report</b></p> <p>The matters arising report was noted.</p>
<b>6</b>	<p><b>Register of Undertakings</b></p> <p>The Register of Undertakings report was noted.</p>
<b>7</b>	<p><b>Policy Review</b></p> <p>Catherine presented the HOU13 Safeguarding policy, noting there are minor changes which are noted in the covering policy review document.</p>

	<p>A question was asked on signs of abuse through repairs and if this is something we could attach to Safeguarding. Catherine advised that Housing Associations are looking to extend domestic abuse training and to consider including contractors undergoing training too. Some points were raised around the language used and Catherine took some notes and advised some would be updated.</p> <p>Brendan presented the COR20 IT System Security &amp; Use policy, noting that the main changes are around the language and more focus on our cyber measures.</p> <p>A question was asked around the concern of AI, with Brendan advising that we are seeing phishing attempts that are now more advanced due to AI. Brendan added that the strategic objective this year is to investigate in house the use of AI and noted he would add a line in this policy to advise staff should not use any info that has personal or sensitive data into AI platforms that would risk going out into the public domain.</p> <p>The decision to accept the above policies was proposed by Simon Campbell, seconded by Mo Connolly and approved by all members present.</p>
<p><b>8</b></p>	<p><b>Management Team Report</b></p> <p>Brendan thanked the committee for the feedback for the residential.</p> <p>Neil advised tenders are out for the paintwork and will provide an update on this next month.</p> <p>Catherine advised an update to the write offs; the former write off total has now changed to £24,016.37 and this was proposed by Nikki Ross, seconded by Jeremy Hewer and approved by all members present.</p> <p>Colin had nothing to add to his section of the report.</p>
<p><b>9</b></p>	<p><b>Outcome of Loan Funding Procurement</b></p> <p>Colin advised that this was a follow up to the discussion at the residential weekend, and that the Allia report now includes the answers to the questions raised at the residential weekend. Colin confirmed the main purpose was to replace the existing revolving credit with RBS which expires in September this year.</p> <p>Colin advised that 9 potential lenders were approached, of which 6 put forward bids, with RBS being one of them. We decided not to proceed with RBS due to their rates being higher and the complex way they required fixed rates to be arranged.</p> <p>Colin ran through the recommendations: these included amendment of Treasury Policy to enable us to borrow from recent market entrants who specialised in funding charities. The main recommendation was to ask Committee for approval to negotiate a loan agreement with CAF bank for £6.5m, based on the terms discussed and within the report.</p> <p>A discussion took place with questions around the stock value and whether upgrades to some of the older properties will increase the value of our properties. Brendan also advised that the funding needed to develop the gap sites is included in the amount we are borrowing.</p> <p>The decision in principle to seek a loan of £6.5m from CAF bank and to amend the Treasury Policy was proposed by Cheryl Mabon, seconded by Jolly Oluka and approved by all members present.</p>

<b>10</b>	<b>Membership List Review</b>
	<p>The membership list was noted, as there was no decision to approve any new memberships or members coming off.</p>
<b>11</b>	<b>Lettings Plan</b>
	<p>Catherine advised that there were not many changes to the content, however it has moved to a new format. Catherine confirmed she is expecting the lets to go back to the normal figures; with 60% of vacancies to go to starters, 25% for movers and 15% for transfers.</p> <p>The decision to approve the updated Lettings Plan was proposed by Jeremy Hewer, seconded by Mo Connolly, and approved by all members present.</p>
<b>12</b>	<b>Review of Regulatory Standards, Part 1</b>
	<p>Brendan provided an overview of the regulatory standards document. A question was asked around 1.3 and the rules being based on the SFHA model rules adopted in 2020 and whether these were adopted by us in 2020 or by the SFHA. Brendan advised that is when Prospect adopted them, and that these are the latest version of the model rules.</p> <p>The review of Regulatory Standards, part 1 was proposed by Mo Connolly, seconded by Nikki Ross, and approved by all members present.</p>
<b>13</b>	<b>Information Only Items</b>
	<p>The following report was noted:</p> <ul style="list-style-type: none"> <li>- Developments</li> </ul>
<b>14</b>	<b>AOCB</b>
	<p>Naomi MacKenzie thanked everyone for attending the meeting.</p>
<b>15</b>	<b>Date of Next Meeting: Wednesday 29 April 2026 at 19:00</b>

Signed: 

Date: