

Prospect Community Housing
 Committee Meeting – March 2024
 27 March 2024, 7:00 PM — 9:00 PM BST

Present:	Naomi MacKenzie Mo Connolly Jolly Oluka Peter Matthews Amanda Miller Alan Gee Sharon-Lee Bow Sylwia Bogusz Simon Campbell Brendan Fowler Catherine Louch Neil Munro Colin James Marianne Wilson Cameron Boyd	Chairperson Vice Chair Secretary Treasurer Committee Member Committee Member Committee Member Committee Member Committee Member Director Housing Manager Property Services Manager Finance Manager Corporate Services Officer TIAA (left after agenda item 3)
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Apologies:	Milind Kolhatkar	Committee Member
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1	Welcome and Apologies	
	Naomi MacKenzie welcomed all attendees to the meeting and apologies were noted for Milind Kolhatkar.	
2	Declaration of Interest	
	Peter declared his interest in Item 10 and advised he would leave the meeting at this point.	
3	Internal Audit	
3.1	<p>Naomi welcomed Cameron Boyd from TIAA to the meeting.</p> <p>Presentation of the IT Audit Cameron gave an overview of the IT Audit and advised Prospect was given reasonable assurance in this area. Cameron went through the recommendations.</p> <p>Brendan added that this is a fast-moving area in terms of Cyber. This area is taking up more and more time and our IT Officer's role has changed to focus more on cyber security and she is currently undertaking an accredited course in this area.</p> <p>A question was raised on the end date against recommendations and Brendan confirmed this is an estimated completion date. When the auditor comes back next year, they will report if this has happened or not. Brendan confirmed that progress will be monitored via the quarterly action tracker report.</p>	

<p>3.2</p> <p>3.3</p> <p>3.4</p>	<p>A committee member shared the recommendation to use a Third-party testing for the business continuity area and agreed to share this information.</p> <p>Presentation of the Review Audit</p> <p>Cameron advised the report looks at last year’s internal audit plan recommendations. There were three recommendations, and all have now been implemented.</p> <p>End of year Audit Report</p> <p>Cameron noted that although not on the agenda, TIAA have now issued the End of year Annual report and asked to share his screen and give an overview of this report.</p> <p>Brendan advised that we will put this report on Convene in the document library.</p> <p>Presentation of the Future Year Audit Plan</p> <p>Cameron ran through the future audit plan for 24/25.</p> <p>Brendan confirmed the changes made to this plan since it was last reviewed by the Committee. The treasury management audit was pushed back from this year as previously discussed. The developments audit is being pushed back to a future year due to Prospect being mid-way through development at the moment. In place of this we have brought in an audit on void management.</p> <p>The decision to approve the Audit Plan was proposed by Mo Connolly, seconded by Sylwia Bogusz, and approved by all members present.</p>
<p>4</p>	<p>Minutes of Meeting held on 28 February 2024</p>
	<p>The minutes of the meeting held on 28 February 2024 were proposed by Peter Matthews, seconded by Alan Gee, and approved by all members present.</p>
<p>5</p>	<p>Matters Arising Report</p>
	<p>The Matters Arising report included a new figure to be approved.</p> <p>This was proposed by Peter Matthews, seconded by Alan Gee, approved by all members present.</p>
<p>6</p>	<p>Register of Undertakings</p>
	<p>A question was raised around the weed killing and grass cutting and if we are using environmentally friendly products.</p> <p>Neil advised this is for common areas such as paths, slabbed areas at the back of properties, car park spaces and that the materials used are up to current legislation. The committee agreed to hold off on this conversation until later in the agenda, under the Estate Management Policy.</p> <p>The Register of Undertakings were noted.</p>

<p>7</p>	<p>Committee Correspondence – New Members</p> <p>Brendan advised that we recently ran a drive for new Prospect Members. We have had several tenants come forward to apply for membership.</p> <p>The decision to accept the new members listed in the covering paper to Prospect was proposed by Sylwia Bogusz, seconded by Sharon-Lee Bow and approved by all members present.</p>
<p>8</p>	<p>Policy Review</p> <p>HOU03 Rent Arrears Prevention and Control policy was presented by Catherine Louch, who noted that there were minimal changes due to no recent change in legislation.</p> <p>A question was raised under section 6.3 and whether there should be some caveats to the restrictions of replacements/improvements to ensure compliance for Boilers etc. Catherine agreed and advised she will add more information on this section around compliance.</p> <p>HOU09 Estate Management Policy & Strategy policy was presented by Catherine Louch, who noted that the strategy was discussed with the tenants forum and that they wanted to emphasise the partnership approach they take. Catherine advised she has updated the strategy with the neighbourhood initiatives such as the community clear ups.</p> <p>A discussion took place around section 4 and our aspirations around biodiversity and net zero. The committee would like Prospect to think about what chemicals we are using in stair cleaning and weed killing. Catherine will add a section on biodiversity and Brendan confirmed that the Management Team will come back to Committee later in the year with a paper on a future plan around chemicals used and what our approach should be.</p> <p>The decision to accept these policies was proposed by Simon Campbell, seconded by Mo Connolly, and approved by all members present.</p>
<p>9</p>	<p>Management Team Report</p> <p>Before Brendan covered his section of the management team report, he updated the committee with the interviews that took place this week for new Management Committee members. Brendan advised that he will invite two candidates to observe the April committee meeting and if committee approve at the end of the meeting, they can be co-opted onto the committee from May 2024.</p> <p>Brendan then covered the salary increase on his section of the report and advised we should hear back on 28th March 2024 if 6% has been agreed. Brendan will bring the Cost-of-Living Paper with sector comparisons to Committee in April. A question was raised before on what would happen if the union could not agree on an increase and Brendan advised EVH would consult with their members around imposing a settlement if an agreement could not be reached.</p> <p>Neil advised we have now surveyed our properties that we thought may be at risk of Reinforced Autoclaved Aerated Concrete (RAAC), no RAAC was found and regulator has been advised.</p>

	<p>Catherine advised the tenants forum have had some new members, and that we are looking to move to a more structured approach. Catherine asked if the Tenants forum can bring a paper to present to the committee at the end of the year.</p> <p>Colin had nothing further to add to his section of the report.</p>
10	Lettings Plan
	<p>Peter left the meeting for this agenda item.</p> <p>Catherine advised that she is proposing half of our vacancies will be advertised for starters, a quarter for movers and another quarter for starters or movers. Currently about 70% of our lets are going to statutory homeless households, and this is likely to be in line with any request from CEC.</p> <p>Catherine advised we still work closely with local partners, such as Score Scotland, women’s aid, asylum and immigration support scheme.</p> <p>A question was asked around any tenants requesting to downsize. Catherine advised we will encourage tenants to downsize when they can and mutual exchanges still happen. It was agreed this will be advertised again through our Tenant Newsletter.</p> <p>A question was asked on how we plan to advertise our new developments coming through in 2025. Catherine advised these will be advertised through EdIndex.</p> <p>Amanda and Simon advised they would share best practice with their new developments and the lettings plans they have in place.</p> <p>The decision to approve the Lettings Plan was proposed by Alan Gee, 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"> - Development Update
12	AOCB
	<p>Naomi MacKenzie thanked everyone for attending the meeting.</p>
13	Date of Next Meeting: Wednesday 24 April 2024 at 19:00

Signed:

Date: