

**Prospect Community Housing**  
 Committee Meeting – September 2024  
 25 September 2024, 7:00 PM — 9:00 PM BST

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<b>Present:</b>	Naomi MacKenzie	Chairperson
	Mo Connolly	Vice Chair
	Jolly Oluka	Secretary
	Milind Kolhakar	Committee Member
	Alan Gee	Committee Member
	Sylwia Bogusz	Committee Member
	Simon Campbell	Committee Member
	Sharon-Lee Bow	Committee Member
	Nikki Ross	Committee Member
	Amanda Miller	Committee Member
	Cheryl Mabon	Committee Member
	Brendan Fowler	Director
	Catherine Louch	Housing Manager
	Colin James	Finance Manager
	Marianne Wilson	Corporate Services Officer

<b>Apologies:</b>	Jeremy Hewer	Committee Member
	Chuks Ododo	Committee Member
	Neil Munro	Property Services Manager

<b>1</b>	<b>Welcome and Apologies</b>
	<p>Brendan welcomed all attendees to the meeting and apologies were noted for Jeremy Hewer, Chuks Ododo and Neil Munro.</p> <p>Brendan welcomed Cheryl Mabon to her first committee meeting.</p>
<b>2</b>	<b>Declaration of Interest</b>
	There were no declarations of interest.
<b>3</b>	<b>Election of Office Bearers</b>
<b>3.1</b>	<p>Brendan Fowler advised there had been one nomination received for Chairperson, Vice Chair and Secretary and a position was still available to be filled for Treasurer Role.</p> <p><b>Election of Chairperson</b></p> <p>One nomination had been received from Naomi MacKenzie.</p> <p>The nomination was proposed by Simon Campbell, seconded by Sylwia Bogusz and approved by all members present. Naomi MacKenzie was duly elected as Chairperson.</p> <p>Naomi MacKenzie took over the chairing of the meeting.</p>

<p><b>3.2</b></p> <p><b>3.3</b></p> <p><b>3.4</b></p>	<p><b>Election of Office Bearers (Vice Chair, Secretary, Treasurer)</b></p> <p><b>Election of Vice Chair</b></p> <p>One nomination had been received from Mo Connolly.</p> <p>The nomination was proposed by Nikki Ross, seconded by Sharon-Lee Bow and approved by all members present. Mo Connolly was duly elected as Vice-Chairperson</p> <p><b>Election of Treasurer</b></p> <p>Brendan gave a brief overview of the Treasurer role. Nikki Ross put herself forward for nomination.</p> <p>The nomination was proposed by Simon Campbell, seconded by Jolly Oluka, and approved by all members present. Nikki Ross was duly elected as Treasurer.</p> <p><b>Election of a Secretary</b></p> <p>One nomination had been received from Jolly Oluka.</p> <p>The nomination was proposed by Mo Connolly, seconded by Simon Campbell and approved by all members present. Jolly Oluka was duly elected as Secretary.</p>
<p><b>4</b></p>	<p><b>Review of Working Group Remits</b></p> <p>Brendan Fowler presented the remits and advised the working groups do not currently have a minimum number of committee members listed for the quorum for meetings and suggested we look to introduce this.</p> <p>It was agreed the following minimum number and quorums for meetings -</p> <p>Budget Working Group: minimum 4 committee members, quorum for meetings 1.          Development Working Group: minimum 3 committee members, quorum for meetings 2.          Equalities Working Group: minimum 2 committee members, quorum for meetings 1.          Business Plan Working Group – minimum 3 committee members, quorum for meetings 2.</p> <p>Brendan advised that going forward, if working group members can advise if they are able to attend scheduled meetings to Marianne. If the minimum quorum is then not met, the meeting will be re-scheduled in advance.</p> <p>The remits for the Management Committee, Business Plan Group, Budget Working Group, Equalities Working Group and Development Working Group were proposed by Mo Connolly, seconded by Jolly Oluka, and approved by all members present.</p>

5	<p><b>Election of Working Group Members</b></p>
	<p>Brendan advised that this year we require the Business Plan working group as the new Business Plan is due in April 2026 and the process will start from January 2025.</p> <p><b>Budget Working Group</b> The Chair and the Treasurer are part of the Budget Working Group by default. Naomi MacKenzie, Nikki Ross, Alan Gee and Amanda Miller were elected to the Budget Working Group.</p> <p><b>Business Plan Working Group</b> Jolly Oluka, Simon Campbell and Amanda Miller were elected to the Business Plan Working Group.</p> <p><b>Equalities Working Group</b> Milind Kolhatkar, Sharon-Lee Bow and Cheryl Mabon were elected to the Equalities Working Group.</p> <p><b>Development Working Group</b> Alan Gee, Cheryl Mabon, Mo Connolly, Simon Campbell and Sharon-Lee Bow were elected to the Development Working Group. Brendan advised that at the first meeting of the Development Working Group, the remit could be discussed.</p>
6	<p><b>Minutes of Meeting held on 28 August 2024</b></p>
	<p>The minutes of the meeting held on 28 August 2024 were proposed by Alan Gee, seconded by Nikki Ross, and approved by all members present.</p>
7	<p><b>Matters Arising Report</b></p>
	<p>The Matters Arising report was noted.</p> <p>Brendan advised that we have viewed two possible alternative venues for the Committee Residential weekend. Brendan advised Barony Castle would not be suitable, however Dunblane Hydro ticked a lot of boxes for the requirements the Committee like to have at a venue.</p> <p>A discussion took place around the facilities at Dunblane Hydro as an alternative venue and it was agreed by the committee that they would be happy for the residential weekend in 2025 to be hosted there.</p>
8	<p><b>Register of Undertakings</b></p>
	<p>The Register of Undertakings were noted.</p>
9	<p><b>Policy Review</b></p>
	<p>Catherine gave an introduction to the new format of the policies and advised she would explain further as she went through the first policy up for review.</p>

	<p>Catherine started by outlining the change to the policy format, which will be used for all policies going forward as they are reviewed. This included the review dates on the front page and a contents page now in the policy which will include hyperlinks when viewing online on our website so user friendly for when people are reading the policies.</p> <p>HOU07 Antisocial behaviour policy was presented by Catherine Louch, who advised the policy has had a lot of changes.</p> <p>Some minor spelling and grammatical changes were picked up and these will be changed.</p> <p>It was asked why the policy was revised significantly, Catherine advised some new sections have been added however overall it was to ensure that the tenants expectations were managed. Examples are given on what Prospect can and cannot get involved with and staff are happy to have the policy back up what they are saying to tenants. Catherine confirmed other housing organisations have taken a similar approach.</p> <p>The committee commended Catherine and the Housing team on how well the policy was put together.</p> <p>Some feedback and questions on part of the policy were raised by a committee member, and it was agreed that they would email Catherine directly. If there are any significant changes on the back of this then the policy can be brought back for review by the full management committee next month.</p> <p>It was agreed that a leaflet or shorter version pulling out the appropriate information for tenants would be pulled together and put onto our website, along with social media and an article in our newsletter.</p> <p>Catherine noted that the data tables have been removed from the EQIA's of the policies – these are available in the document area of Convene.</p> <p>HOU02 Rent Setting and Service Charges policy was presented by Catherine Louch, who noted not many changes.</p> <p>PS05 Development policy was presented by Brendan Fowler, in Neil's absence. It was asked if the Design brief could be incorporated into the Development Working Group.</p>
<p><b>10</b></p>	<p><b>Management Team Report</b></p>
	<p>Brendan gave an overview on his section of the report and discussed the new staff appraisal system that is being introduced in 2025.</p> <p>Brendan welcomed any questions on Neil's section of the report, of which none were asked.</p> <p>Catherine added to her section of to the report, noting we have been shortlisted for the CIH awards under the Excellence in Customer service category for our Community Clear up's initiative.</p>

<b>11</b>	<b>Risk Management Quarterly Review</b>
<p><b>11.1</b></p> <p><b>11.2</b></p> <p><b>11.3</b></p>	<p>The money category was presented for review.</p> <p><b>Significant increase in Rent Arrears due to external pressures</b></p> <p>Catherine Louch presented the report on the above risk with no proposed change to the scoring. It was asked how we mitigate external pressures, Catherine advised we would try to lobby.</p> <p><b>Anticipated planned maintenance spend is understated resulting in financial difficulties.</b></p> <p>Brendan Fowler presented the report on the above risk, with no proposed change to the scoring.</p> <p>A question was asked about the regular stock condition surveys and why the target is 10% of stock. Brendan confirmed this was set by the regulator.</p> <p><b>Increase in costs due to legislative and wider political changes.</b></p> <p>Colin James presented the report on the above risk. Colin recommended it is kept as a red high risk.</p> <p>A question was asked about “full approval delayed” and what does this mean. Colin advised we wouldn’t give the green light to a project if the costs were running out of control. Brendan gave an example of Kingsknowe project for this control measure.</p> <p>The risks were proposed by Jolly Oluka, seconded by Alan Gee, and approved by all members present.</p>
<b>12</b>	<b>Annual Approval of SHR Regulatory Standards Assurance Statement</b>
	<p>Brendan presented the Assurance Statement that will be submitted to the Scottish Housing Regulator (SHR) by the end of October. This is the culmination of work over the year where the Management Committee have considered our compliance with the Regulatory Standards. This year has been slightly different as the regulator updated their regulatory standards.</p> <p>The decision to accept the Assurance statement for submission to the SHR was proposed by Mo Connolly, seconded by Sylwia Bogusz, and approved by all members present.</p>
<b>13</b>	<b>Membership List Review</b>
	<p>Brendan confirmed that one person has been removed from the membership list, in accordance with our rules.</p> <p>The decision to accept the membership list was proposed by Simon Campbell, seconded by Nikki Ross, approved by all members present.</p>

<b>14</b>	<b>Information Only Items</b>	
	<p>The following reports were noted:</p> <ul style="list-style-type: none"> <li>- Developments</li> <li>- Annual Report on Committee Attendance &amp; Training</li> <li>- Annual General Meeting Minutes</li> <li>- Annual review of Tenant Satisfaction Survey Action Plan</li> </ul>	
<b>15</b>	<b>AOCB</b>	
	Naomi MacKenzie thanked everyone for attending the meeting.	
<b>16</b>	<b>Date of Next Meeting: Wednesday 30 October 2024 at 19:00</b>	

**Signed:**

**Date:**