

Prospect Community Housing
 Committee Meeting – October 2024
 30 October 2024, 7:00 PM — 9:00 PM BST

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

1	Welcome and Apologies
	Naomi welcomed all attendees to the meeting and apologies were noted for Sharon-Lee Bow, Mo Connolly and Cheryl Mabon.
2	Declaration of Interest
	There were no declarations of interest.
3	Six monthly review of Community Projects
	<p>Caroline presented her update on the Community Projects she is working on.</p> <p>Caroline highlighted the Link Up Digital Skills project she has been working on alongside Craig and noted the before and after responses to the survey they asked around people using the service. The results of the survey showed people felt safer and more confident online after their time with Craig. The project has progressed to help connect people with health and care services online and digitally.</p> <p>Caroline talked through the recent Trust initiatives.</p> <p>Caroline advised that following on from the Clear Ups, it was agreed that the litter picking element of the clear ups could become a more regular event. This could be introduced towards springtime.</p> <p>Caroline invited any questions the committee had on her report and it was suggested that texts that go out for litter picking volunteers, go to all tenants, regardless of which</p>

	<p>area they live in as some tenants may not be available to help in their own area on the specified date but can help elsewhere.</p> <p>It was asked about funds being cut and how this will affect these projects and Caroline advised some partners are in a vulnerable position but that we will support where we can and lobby alongside them too.</p> <p>Naomi thanked Caroline for her time and work over the past 6 months. Caroline left the meeting at this point.</p>
4	Minutes of Meeting held on 25 September 2024
	<p>Brendan noted some amendments from the minutes that had been picked up, namely the missing name of the new Treasurer and duplicate of attendees that month. With these changes being made, the minutes of the meeting held on 25 September 2024 were proposed by Milind Kolhatkar, seconded by Sylwia Bogusz, and approved by all members present.</p>
5	Matters Arising Report
	<p>The Matters Arising report was noted.</p>
6	Schedule of Authorised Signatories
	<p>Colin asked the committee to approve the document.</p> <p>The schedule of Authorised Signatories was proposed by Jolly Oluka, seconded by Alan Gee, and approved by all members present.</p>
7	Register of Undertakings
	<p>The Register of Undertakings were noted.</p>
8	Policy Review
	<p>Brendan advised that last month we did not take a decision on the three policies presented; HOU07 Antisocial Behaviour, HOU02 Rent Setting and Service Charge and PS05 Development.</p> <p>COR04 Membership of the Association was presented by Brendan Fowler and noted that a part of the membership policy was removed as it was relating to the committee and it was held in other policies.</p> <p>The decision to accept the above policy, along with the 3 policies from the September committee meeting was proposed by Nikki Ross, seconded by Alan Gee, and approved by all members present.</p>
9	Management Team Report
	<p>Brendan noted that ARC consultation document on the indicators is now available in the document vault.</p>

	<p>Brendan advised that although CEC are advising that the baseline homeless lets they expect from all RSL's will increase from 50% to 60%, this will not have any affect on us as we already let in excess of 60% of lets to homeless households.</p> <p>It was asked if all RSL's have agreed to the change and Brendan advised that he is aware the majority have responded now to confirm they are in agreement with the 60%.</p> <p>Neil noted that around 20% of properties will have received new windows by the end of this year. A question was asked about our window contractor and whether we have community benefits with them, Neil advised it is not in our contract but that our contractor has given £500 to the local food bank.</p> <p>Catherine advised Prospect are going to the CIH housing awards next Friday as we have been shortlisted for an award in Excellence in Customer Service for our Community clear-up events. Catherine also noted that the tenant's forum are going to the Edinburgh Tenants Federation awards as they have been shortlisted for an award in Tenant and Resident group of 2024. Catherine spoke about the arrears and it was asked by the Committee how the fact finding from other organisations was going. Catherine advised that her and Ann are working on this have visited Melville and Manor Estates.</p> <p>Colin had nothing further to add to his section of the report.</p>
<p>10</p>	<p>Quarterly Management Accounts to 30 September 2024</p>
	<p>Colin highlighted the main points of the QMA, noting the positive variance of £29k, however advised that this was an unrealistic picture due to the bad debt variance. Colin added that the planned maintenance overspend is the most significant factor here, which Neil will cover in more detail on the next agenda item.</p> <p>Colin added that the reactive spend is £70k under due to re-coding to Planned Maintenance and other savings include salaries which are under by around £35k and other admin heads.</p> <p>Colin finished with stating the cash position is £2.6 million, which is comparatively static and the covenant position remains strongly positive.</p> <p>Some questions were asked about the bad debt provision and write offs figure which Brendan and Colin advised they would look into and bring back to committee next month under matters arising.</p> <p>It was asked if Colin can refer to page numbers when he is running through the accounts and Colin has noted this for the next QMA run through.</p>
<p>11</p>	<p>Property Services – Anticipated Budget Overspend</p>
	<p>Neil advised that the management team agreed it would be good to bring a separate paper for the committee to approve the anticipated overspend on planned maintenance and component replacement spend.</p> <p>Neil ran through the figures within the document, and it was agreed that the heading "Electrical Testing" will be changed to "Electrical Testing and Follow up work" to</p>

	<p>explain the spend under this heading as it includes the work required after testing is carried out. Neil confirmed that component spend can include kitchens, gas boilers and bathrooms, with everything on a replacement programme cycle. Some properties require works sooner than anticipated.</p> <p>Neil noted that the anticipated overspend associated with Planned maintenance is £141,000 and anticipated overspend associated with Component Replacement is £82,000.</p> <p>The decision to accept the budget overspend was proposed by Simon Campbell, seconded by Alan Gee, and approved by all members present.</p>
<p>12</p>	<p>Committee Residential Training Plan</p>
	<p>Brendan ran through the training items under consideration for the residential weekend next year.</p> <p>A discussion took place around each agenda item suggested. Cyber Crime was agreed on for one session. Another session could be joint on Training on effective participation in meetings alongside the role and responsibilities of committee members.</p> <p>Brendan suggested that the Whistleblowing could be covered in a briefing session, however Allocations could be another session which could discuss the wider context of the housing emergency. The Committee suggested the Housing Bill could be added to this session too.</p> <p>It was asked if the ARC indicators should be a session, however Brendan suggested this could perhaps be another briefing session.</p> <p>The committee asked if ESG could be looked at, Brendan confirmed that it was covered last year by Colin. Brendan and Colin will look into the items from last year which were going to be focused on and link it back to our Business plan.</p> <p>The training sessions agreed on for the committee residential are –</p> <ul style="list-style-type: none"> • Cyber Crime • Roles, responsibilities and effective participation for committee members • Allocations <p>The committee agreed to return to Norton House for their Residential Training weekend on 28th February – 2nd March 2025.</p> <p>These decisions were proposed by Sylwia Bogusz, seconded by Alan Gee, and approved by all members present.</p>
<p>13</p>	<p>Information Only Items</p>
	<p>The following reports were noted:</p> <ul style="list-style-type: none"> - Developments - 6 monthly review of Corporate Objectives - 6 monthly review of Internal Audit Recommendations

	- Annual Performance Report	
14	AOCB	
	Naomi MacKenzie thanked everyone for attending the meeting.	
15	Date of Next Meeting: Wednesday 27 November 2024 at 19:00	

Signed:

Date: