

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

Present:	Naomi MacKenzie Mo Connolly Jolly Oluka Nikki Ross Milind Kolhakar Alan Gee Simon Campbell Amanda Miller Chuks Ododo Jeremy Hewer Sharon-Lee Bow Cheryl Mabon Brendan Fowler Catherine Louch Colin James Neil Munro Marianne Wilson Cameron Boyd	Chairperson Vice Chair Secretary Treasurer Committee Member 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 Azets Audit Services Ltd (left after agenda item 3)
 Apologies:	Sylwia Bogusz	Committee Member

1	Welcome and Apologies	
	Naomi welcomed all attendees to the meeting and apologies were noted for Sylwia Bogusz.	
2	Declaration of Interest	
	There were no declarations of interest.	
3	Internal Audit with Recommendations	
	<p>Naomi welcomed Cameron Boyd from Azets Audit Services Ltd to the meeting. Cameron presented his reports for Voids and Financial Controls.</p> <p>Cameron noted that the Voids audit resulted in a Substantial Assurance outcome, which is the best result the auditor can award. Cameron talked through the three priority three recommendations for the Voids Audit, which have been reviewed and commented on by Management Team.</p> <p>The Financial Controls audit was presented and we again received Substantial Assurance for this audit. There were three priority three recommendations for this audit, two of which MT are recommending we accept and one that we do not agree should be implemented.</p>	

	<p>The one in which we are not in agreement with, relates to the purchase order recommendation. Brendan advised that so few staff at Prospect are involved in making spending decisions and we don't feel it is a business requirement to introduce a purchase order system as the cost/benefit is not proportionate for our organisation.</p> <p>It was asked when a supplier invoice comes in, how is it monitored. Brendan confirmed that the invoices go through CX, or direct to Homemaster for approval.</p> <p>A question was asked if they would it appear on register of undertakings, and Brendan confirmed that if a new contract was agreed with a new supplier, it would go on here. Brendan used an example; if we appoint a new solicitor it would go on the register of undertakings but not each individual invoice that is from that same supplier.</p> <p>A question was asked about the functionality on our Cx system and Brendan confirmed the functionality is there.</p> <p>The decision to approve the recommendations from the internal audit and the Management responses were proposed by Jeremy Hewer, seconded by Nikki Ross and approved by all members present</p>
4	Minutes of Meeting held on 30 October 2024
	<p>The minutes of the meeting held on 30 October 2024 were proposed by Mo Connolly, seconded by Alan Gee, and approved by all members present.</p> <p>A question from a committee member that was not present at the October meeting was asked regarding the Residential weekend topics and whether these had been finalised. They suggested that the new Housing bill might be included. Brendan confirmed that this was discussed and agreed that it would be included as part of a briefing session before a committee meeting next year.</p>
5	Matters Arising Report
	<p>Colin explained the Bad Debt credit entry was correct, the actual charge was likely to remain volatile between periods.</p> <p>The Matters Arising report was noted.</p>
6	Register of Undertakings
	<p>The Register of Undertakings were noted.</p>
7	Policy Review
	<p>Neil presented PS01 Asset Management and Maintenance policy and noted that the policy has had significant changes, taking into consideration the recent publication from the regulator.</p> <p>An in-depth discussion took place around this policy covering questions asked by the committee around if a strategy was available for this policy and how we will measure the principles set out in section 3.</p>

	<p>Neil confirmed that there is no separate strategy and that the policy is at a strategic level rather than going into detail. The detail of how we will implement and measure this area are covered in the procedure.</p> <p>A committee member raised how they might be able to answer a question if it was asked of them how Prospect achieve these aims and principles set out in the policy. It was confirmed that the procedures are available on request to anyone that wishes to view them however the management team also produce statistics and information each quarter via the KPI's to management committee.</p> <p>Neil confirmed that following on from the recent Investment audit, we are looking to hold all our records in one place to be able to easily see how an asset is performing. We currently have repairs logged on Cx and planned works on an excel spreadsheet.</p> <p>A further question was asked if targets for EESH2 and net zero should be included in this policy and Brendan confirmed that this information comes through the budget.</p> <p>Neil presented PS02 Tenant Alterations and Improvements policy and advised no major changes were made to this policy. A question was asked about the rights to compensation, Neil advised this information is in the procedure.</p> <p>The decision to accept the above policies was proposed by Cheryl Mabon, seconded by Milind Kolhatkar, and approved by all members present.</p>
<p>8</p>	<p>Management Team Report</p>
	<p>Brendan discussed his section on the report regarding the council and confirmed that people in unsuitable temporary accommodation are now going into vacant properties.</p> <p>Neil advised the window and door programme has made good progress and the Kitchen tender is going out to tender via a framework.</p> <p>Catherine asked if there were any questions on her section of the report. The committee congratulated Catherine on the recent award in Excellence in Customer Service that Prospect won at the CIH Awards.</p> <p>Colin had nothing further to add to his section of the report.</p>
<p>9</p>	<p>Clovenstone Close Acquisitions</p>
	<p>Brendan gave an overview of the development and confirmed in addition to the 24 units we have already agreed to take, this would be an additional 15 properties, bringing the total to 39 that we would acquire. The council are giving a significant grant to fund these 15 units.</p> <p>Brendan advised the breakdown of costs, and how it is funded; which is a mixture of our own funds and grants.</p> <p>Catherine advised what the Letting Plan would look like. Eight of the fifteen units would be let to current prospect tenants, and the resulting vacancies being let to homeless households. These would be for tenants looking to downsize or other</p>

	<p>current prospect tenants to move into. This will then mean the remaining 7 properties would be available to accommodate homeless families and we can work with Edinburgh Council to facilitate this. Catherine confirmed that Prospect are keen for a mix, so that Prospect tenants who have relationship with us already are able to help settle other households coming into the community. It was asked if the accommodation for homeless families would be temporary accommodation, Catherine and Brendan confirmed that it was for permanent accommodation.</p> <p>It was asked if any other properties were going to become available “off the shelf”. Brendan advised that the Scottish Government announced this funding in January 2024, which was then only allocated in September. Brendan advised that we need to wait until Edinburgh get the allocation from Scottish government, and this may be too late for the other Clovenstone Close properties.</p> <p>Another comment was made about how positive it was that we were acquiring these additional units that are finished to a higher spec, and it is great that they will be available for Prospect tenants.</p> <p>It was noted that the white goods are likely to be gifted to tenants and any repairs for these will not fall onto Prospect.</p> <p>The recommendation for this report was threefold:</p> <ul style="list-style-type: none"> • It is recommended that Committee agree to Prospect purchasing an additional 15 units at Clovenstone Close at a cost of £4,038,495, subject to receiving the offer of grant from CEC for the amount indicated above. • Further it is recommended that Committee agree to us developing a lettings plan that is approved by Management Team for this site, taking account the funding restrictions on what these properties can be used for. • Finally, it is recommended that our rent policy is amended to add 10 rent points for the en-suite shower room that these properties have. <p>The decision to approve the report and recommendations was proposed by Simon Campbell, seconded by Cheryl Mabon, and approved by all members present.</p>
<p>10</p>	<p>Risk Management Quarterly Review – People Category</p>
<p>10.1</p>	<p>The people category was presented for review.</p> <p>Inadequate number of Management Committee Members</p> <p>Brendan confirmed that he changed the scoring to reflect that if we did nothing, it would prove a greater risk.</p> <p>10.2</p> <p>IT Systems Failure</p> <p>Brendan confirmed that we do a lot of work in this area, which confirmed why the residual impact is down at two. It was suggested that this risk is changed to “If IT systems are down”.</p>

<p>10.3</p>	<p>Safety of Staff at Risk</p> <p>Neil confirmed no change to the scores of this risk.</p> <p>The risks were proposed by Nikki Ross, seconded by Mo Connolly, and approved by all members present.</p>
<p>11</p>	<p>Quarterly Key Performance Indicators to 30 September</p> <p>Catherine confirmed her team have had some good results in arrears work recently, bringing the arrears to under 5% at the moment.</p> <p>Brendan and Neil noted the figures in their sections remain positive.</p>
<p>12</p>	<p>Quarterly Health & Safety Report to 30 September</p> <p>Neil noted 2.2 of the report where there was one incident reported this quarter and item 3 noted that 5 items remain outstanding from the H&S log and advised they are listed in the appendix with notes.</p>
<p>13</p>	<p>Chemical Use in Landscaping</p> <p>Neil advised that the purpose of report is for committee to make an informed decision around the chemicals we use to control the weeds in our areas.</p> <p>Neil went into detail about the chemicals used, as referred to in the report and proposed that we ask committee to approve continuing using the spray we use to control weeds in the area.</p> <p>The decision to approve chemical use in landscaping was proposed by Alan Gee, seconded by Nikki Ross, and approved by all members present.</p>
<p>14</p>	<p>Information Only Items</p> <p>The following reports were noted:</p> <ul style="list-style-type: none"> - Developments - Quarterly Statistics Report - Prospect Performance Summary for Tenants
<p>15</p>	<p>AOCB</p> <p>Naomi MacKenzie thanked everyone for attending the meeting.</p>
<p>16</p>	<p>Date of Next Meeting: Wednesday 29 January 2025 at 19:00</p>

Signed:

Date: