

**Prospect Community Housing**  
Committee Meeting - May 2020  
Wednesday 27 May 2020, 7:00 PM — 9:00 PM BST

---

<b>Present:</b>	Milind Kolhatkar Naomi MacKenzie Sheila Bunt Chuks Ododo Kaydee Moyo Mary MacRaild Peter Matthews Alan Gee Shulah Allan Amanda Miller Simon Campbell Brendan Fowler Lynne Bell Catherine Louch Neil Munro Julie Thynne Fiona McLuckie	Chairperson Treasurer Vice-Chair Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member Director Finance Manager Housing Manager Property Services Manager Corporate Services Officer Welfare Rights Advice Officer (Items 1-3 only)
<b>Apologies:</b>	Mo Connolly Jolly Oluka	Secretary Committee Member

**1 Welcome and Apologies**

Milind Kolhatkar welcomed all attendees to the meeting. Apologies were noted from Mo Connolly and Jolly Oluka.

**2 Declaration of Interest**

There were no declarations of interest.

**3 Annual Report on Welfare Rights Advice Service**

Milind Kolhatkar welcomed Fiona McLuckie to the meeting. Fiona McLuckie presented her report and provided an update on the Welfare Rights Advice service provided over the past year and changes to arrangements in recent weeks.

A discussion took place over the potential changes required to provide a service over the forthcoming months.

Committee members congratulated Fiona McLuckie on her work and the results she had achieved over the last year along with overcoming recent challenges.

Milind Kolhatkar thanked Fiona McLuckie for her work and she left the meeting at this point.

**4 Minutes of Previous Meeting**

The minutes of the previous meeting held on 29 April 2020 were proposed by Alan Gee, seconded by Simon Campbell and approved by all members present.

## **5 Matters Arising Report**

The matters arising report was noted.

## **6 Register of Undertakings**

The Register of Undertakings report was noted.

## **7 Policy Review**

It was noted there were no changes proposed to the PER05 Flexible Working, PER14 Personal Relationships at Work and COR08 Entitlements, Payments & Benefits policies.

A query was raised over the wording in section 3 of the Flexible working policy. It was agreed this would be checked and the policy be represented for approval at the next meeting.

The revised PER14 and COR08 policies were proposed by Sheila Bunt, seconded by Amanda Miller and approved by all members present

## **8 Management Team Report**

Brendan Fowler provided an update on the current situation. He advised Management team were working on a recovery plan and engagement with all staff was ongoing. He confirmed further details would be provided to Committee in June.

Brendan Fowler advised Committee member appraisals were due to be completed over the next few weeks. He proposed all appraisals be conducted online with the option for a virtual appraisal to be held with the Chair or Vice-Chair offered if required. This approach was agreed.

A query arose over the use of PPE and Neil Munro confirmed the Estates Team had access to masks, gloves and hand sanitizer. He advised the use of masks and gloves was not a mandatory requirement and all work was being carried out with social distancing observed.

Lynne Bell provided an update on the financial picture to the end of April and advised there were no concerns.

Lynne Bell advised there would be amendments to the five year financial projections due to be submitted to the Scottish Housing Regulator. She confirmed this information would be presented to Committee for approval at their meeting in June.

## **9 Quarterly Key Performance Indicators to 31 March 2020**

The quarterly report to the end of March was presented.

The figures for the average number of bids at section 5.2 of the report were queried and Catherine Louch provided details with a breakdown of the numbers of each property type. This information would be incorporated into future reports.

Shulah Allan commented it was useful to have a visual report and she appreciated the work that went into producing the performance behind the report.

**10 Risk Management Quarterly Review - Compliance Category**

Brendan Fowler presented the compliance category of the risk register and four specific risks were reviewed.

No significant changes were proposed to the risks.

The Compliance section of the risk register was proposed by Chuks Ododo seconded by Kaydee Moyo and approved by all members present.

**11 Quarterly Health and Safety Report to 31 March 2020**

Neil Munro presented the report.

It was noted there had been further incidents reported where staff had been subjected to verbal assaults. Neil Munro advised staff had been encouraged to report incidents and Housing Management addressed specific incidents with tenants as appropriate. Catherine Louch advised there had been no repeat cases to date and no incidents had raised significant concerns. It was agreed further work would be investigated to help prevent incidents of this type in the future.

**12 Information Only Items**

The following reports were noted:

Development Update  
Annual Procurement Report

**13 AOCB**

There were no further items to discuss. Milind Kolhatkar thanked all for attending the meeting.

**14 Date of Next Meeting: 24 June 2020 at 7pm**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_