

Prospect Community Housing
Committee Meeting - February 2021
Wednesday 24 February 2021, 7:00 PM — 9:00 PM GMT

Present:	Milind Kolhatkar Naomi MacKenzie Sheila Bunt Mary MacRaidl Peter Matthews Alan Gee Shulah Allan Jolly Oluka Amanda Miller Simon Campbell Brendan Fowler Lynne Bell Catherine Louch Neil Munro Julie Thynne	Chairperson Treasurer Vice-Chair 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
Apologies:	Chuks Ododo Mo Connolly	Committee Member Secretary

1 Welcome and Apologies

Milind Kolhatkar welcomed attendees to the meeting. Apologies were received from Mo Connolly and Chuks Ododo.

2 Declaration of Interest

There were no declarations of interest.

3 Minutes of Previous Meeting

The minutes of the meeting held on 27 January 2021 were proposed by Naomi MacKenzie, seconded by Sheila Bunt and approved by 9 members present, 1 member abstained.

4 Matters Arising Report

The Matters Arising report was noted.

5 Register of Undertakings

There were no new items to note on the Register of Undertakings.

6 Policy Review

The PER18 Redundancy policy was presented by Brendan Fowler. He advised of a proposed update to the protection of terms and conditions and salary.

A discussion took place around the staff consultation period and it was agreed the wording at section 2.2 would be reviewed and the consultation period would be clarified. The policy should also include a statement that Committee would be consulted on, and agree the proposed action taken, in any redundancy situation.

It was noted staff consultation would be required prior to implementation of the new policy.

The Redundancy policy was proposed by Alan Gee, seconded by Peter Matthews and approved by all members present, subject to amendments as described above.

7 Management Team Report

Brendan Fowler advised he was in the process of reviewing the latest Covid guidance following the recent Scottish Government update. He advised only emergency and essential repairs could be carried out at present. Routine repairs and planned maintenance would be unable to restart until the end of April under revised guidance.

He advised he had been working with a small staff team on longer term homeworking beyond Covid and he would provide an update to Committee once this had been worked through.

It was noted the new Finance Manager had been appointed and would start on 4 May. Brendan Fowler thanked Naomi MacKenzie and Alan Gee for their help with the recruitment.

Neil Munro advised the Draft Heat in Buildings Strategy had been published and Management Team had discussed the contents. He advised further information would be provided to Committee as necessary. It was noted there were no specific answers around solutions for zero emissions, however staff were linked in with discussions on this topic. The gas boiler replacement programme would continue in the meantime as some would reach the end of their economic life before an alternative solution had been identified. Prospect would be linking in with Changeworks to seek advice in this area. It was noted there was a need to balance fuel poverty, energy efficiency and carbon emissions. Management Team would provide feedback on the draft strategy.

Catherine Louch advised 272 tenants had received fuel vouchers as part of a scheme run by the Welfare Rights Officer. She advised there had been good engagement and it had resulted in further assistance to some tenants to apply to the Scotland Hardship fund. She advised the Wester Hailes Connects project were delivering 5 Chromebooks and 12 months of free Wi-Fi to Prospect tenant families over the next couple of weeks.

Lynne Bell provided an update on the loan facility and advised Prospect's solicitors were finalising comments to go back to RBS. The final documents should be ready in the next few weeks.

8 Debt Write Offs

Catherine Louch presented the former tenant arrears and credits report. The net write off was £15,037, compared to the budgeted level of £40,000.

Lynne Bell presented the non-rent write offs and provisions report. The breakdown consisted of £11,482 written off and a provision of -£1570. This would result in a total charge to the Statement of Comprehensive Income of £9,912 in 2020/21, compared to the budgeted level

of £15,000.

The net former tenant arrears debt write off of £15,037 and the net non-rent write off of £9,912 was proposed by Naomi MacKenzie, seconded by Sheila Bunt and approved by all members present.

It was noted the write offs were an annual accounting exercise required by the auditors and all debts would continue to be pursued where possible.

9 Risk Management Quarterly Review - Reputation Category

Brendan Fowler gave an overview of the Reputation category. Two red risks and one amber risk were presented:

IT Contractor insolvency – Brendan Fowler proposed a reduction in the risk scores due to the management of this risk.

Lack of consultation and participation leading to ill informed decisions – no proposed changes. A discussion took place around the risk scores and it was agreed it was important to maintain focus on this risk so the unmanaged risk should remain red.

Failure to keep to published planned programmes resulting in increased complaints and/or poor perception of Prospect - no proposed changes.

The amended Reputation risk category was proposed by Mary MacRaid, seconded by Jolly Oluka and approved by all members present.

10 Quarterly Key Performance Indicators to 31 December 2020

Management team provided an overview of report. The following items were noted:

- . The drop in complaints was due to a reduction in repairs during the lockdown period
- . Gas safety compliance had been good throughout the restrictions.
- . The Housing Management team had seen a reduction in the number of antisocial behaviour cases reported in the last quarter.
- . Nearly 70% of all lets had been to homeless households. Letting times were much longer due to the revised process as a result of restrictions.
- . Arrears were high at 6.8% and had increased in January to 7.2%. It was noted some of the increased could be attributed to the payment cycle if the end of the month was on a weekend. It was currently difficult to take action through the court and no evictions were possible. The team were working on reducing arrears for the end of the financial year. It was agreed further information on arrears would be provided at a future meeting.

11 Quarterly Health & Safety Report to 31 December 2021

Neil Munro provided an overview of the report and advised the fire safety reports had been received and work was ongoing.

12 Developments

Neil Munro provided an update following a recent conversation with Smarts. He advised discussions were ongoing regarding the removal of Knotweed and there were some queries over the boundary wall. These items were taking longer than expected but were progressing and no concerns had been highlighted.

13 Information Only Items

The annual report on staff training and development was noted.

14 AOCB

There were no items to discuss.

15 Date of Next Meeting: 31 March 2021 at 19:00

Signed:

Date: