

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

Present:	Milind Kolhatkar Mo Connolly Sheila Bunt Naomi MacKenzie Alan Gee Shulah Allan Simon Campbell Jolly Oluka Mary MacRaild Peter Matthews Brendan Fowler Colin James Catherine Louch Neil Munro Marianne Wilson	Chairperson Secretary Vice Chair Treasurer Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member Director Finance Manager Housing Manager Property Services Manager Corporate Services Officer
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1	Welcome and Apologies	
	Milind Kolhatkar welcomed all attendees to the meeting. Apologies were noted from Amanda Miller.	
2	Declaration of Interest	
	None	
3	Minutes of Previous Meeting	
	The minutes of the meeting held on 27 October 2021 were proposed by Shulah Allan, seconded by Alan Gee and approved by all members present.	
4	Matters Arising Report	
	<p>The Matters Arising report was noted.</p> <p>Brendan discussed the residential weekend venue. Norton House cannot accommodate us with social distancing. We have had a look at the Marriott at Heriot Watt and the Novotel. The best venue would be Heriot Watt Marriott hotel with the facilities on offer. It was agreed to proceed with the Marriott option.</p>	
5	Register of Undertakings (no new items since last month)	
	There were no new items to report.	

<p>6</p>	<p>Policy Review</p> <p>Colin presented the Non Rent Recovery Policy. No significant change, minor change on page 2 of the policy. No questions raised from the Committee.</p> <p>Neil presented the Asset Management and Maintenance Policy and the Tenant Alterations and Improvements policy. Changes are with the social housing charter and the EQIA for both, no material changes.</p> <p>Committee noted the EQIA's are looking good and no questions.</p> <p>Committee raised that complaints could have equality impact too, Catherine noted that we could ask the tenant at the time of logging the complaint but otherwise we would not store that information from a tenant.</p> <p>Wider approach would be to discuss at the Equalities Working Group now that we have guidance from SFHA and the regulator.</p> <p>The policies were proposed by Simon Campbell and seconded by Peter Matthews and approved by all members present.</p>
<p>7</p>	<p>Management Team Report</p> <p>Brendan discussed the Electrical Vehicle scheme available and asked committee if they would be keen to explore further. If so, we can approach staff to see if they would be interested in the scheme and we can then bring back to Committee in January/February time.</p> <p>Committee asked what the cost would be to Prospect, Brendan confirmed there is no cost to Prospect if it all runs smoothly, the only risk is if a staff member leaves within 6 months or if the car is in a bad condition at the end of the lease and the employee has left.</p> <p>Committee also raised the wider picture of what are we doing to reduce road traffic in general, electrical vehicle is a good route however there is a bigger picture. Brendan confirmed that we have engaged with council on cycle routes within Wester Hailes and outwith, and that we already offer a cycle to work scheme to staff.</p> <p>It was agreed that we would ask staff who would be interested in the scheme and report back to Committee with a full paper in either January or February.</p> <p>Sharon-Lee Bow, a former student who was on placement at Prospect, has indicated that she would like to be co-opted onto the Committee. Several Committee members have met Sharon-Lee, and she has local connections and we have got to know her well throughout her placement. Co-opting Sharon-Lee Bow was proposed by Simon Campbell, seconded by Mo Connolly and approved by those present.</p> <p><u>The Corporate Objectives for 22/23 were proposed by Naomi MacKenzie, seconded by Shulah Allan and approved by all members.</u></p> <p><u>A question on Neil's section of the report was asked about installing gas heating in electric properties. It was agreed that although this was not ideal with the current</u></p>

	<p>move towards decarbonisation, it was still the best option for tenants currently and could lead to adapting this to alternative heating in the future. There was nNothing to note further from Neil's section.</p> <p>Catherine confirmed that Management Team are working on a tenant arrears report which we will bring to committee after the next quarter end.</p> <p>Committee questioned if we have a note of household size, age, ethnicity, disability. Catherine replied that we could look into doing it for property size over £1k arrears. Committee discussed further the implications of what an arrears situation actually means within a community, <u>there</u> could be <u>an</u> important piece of work to look at equalities. Catherine will try to pull together something that is not too intrusive but to see if we can look at a trend of arrears of £1k. especially for arrears over £1k.</p> <p>Colin noted that the Management team have now met to discuss the Budget of 22/23.</p>
8	<p>Risk Management Quarterly Review</p>
	<p>Brendan discussed the Risk of IT Systems <u>being</u> down for prolonged period of time, suggesting an increase in the risk score. Brendan has recently attended <u>a</u> 4 session course about Cyber security and believes the risk is higher than we have previously thought. Committee asked about bank scams and also how hybrid working could have an impact on security, perhaps the control actions need looked at. Action point for Brendan is to add control actions in relating to Hybrid Working.</p> <p>Brendan summarised that when staff are working from home and accessing our systems, we have an authentication system so only devices registered can be used. All prospect staff now have work mobiles which allow them to access the wifithe <u>internet via a mobile hot-spot.</u></p> <p>No change to the scores for Unable to provide services due to disaster.</p> <p>Neil discussed the Safety of Staff due to failure to carry out Risk Assessments and no changes to the scoring. The scores and control actions in the other two risks considered this month were accepted.</p> <p>This was proposed by Peter Matthews, seconded by Sheila Bunt and approved by all members present.</p>
9	<p>Quarterly Key Performance Indicators to 30 September 2021</p>
	<p>Managers gave an overview of the report.</p> <p>Points to note were that Neil's graphs continued to show favourable response times to repairs, <u>and</u> we remain high above the national average for right first time repairs and <u>we have had</u> no forced entries this quarter.</p> <p>Catherine noted that there are low numbers of people moving out and the arrears graph on 6.4, the trend is downwards shows a downward trend. Prospect is 6% and national average is 6.22% so we do still remain <u>are now</u> under the national average.</p>

	<p>Brendan spoke on Staff absence that although the absence has got mentioned that although staff absence is higher this year, it is due to <u>some staff being off on long term sick</u>. If we have one long term absence it affects the figures, under Our absence level excluding the staff off long term is 1.5% if remove long term absences.</p> <p>Colin gave overview of graphs in Finance sections.</p> <p>The report was duly noted by everyone.</p>
10	Quarterly Health & Safety Report to 30 September 2021
	<p>Neil gave overview and confirmed that H&S training is complete with <u>the</u> estates team and we continue to work way through recommendations given from the recent audit.</p> <p>The report was duly noted by everyone.</p>
11	Developments
	<p>Neil and Brendan gave an update on Kingsknowe development.</p> <p>The Development working group have recently met and Neil confirmed we have received a new proposal from Smarts, to take 17 one bed developments, which is about 25% of the development.</p> <p>We are meeting with Smarts tomorrow 25th November and dthe <u>and the</u> ideal situation would be to take an increased number of properties but over whole stairs rather than pepper potted. There is quite a gap in the price from Smarts and the grant available.</p> <p>Brendan added that we are in a strong position, as they want to do as many units as possible with us. The gap is too large to bridge for the full 69 properties. A member of the Development working group asked if we could share the figures from that meeting. Brendan advised that when we met with Smarts 3 years ago it was £150k per unit, it went up to £175k, then to £198k, then £220k and recently down to £210k per unit.</p> <p>Committee asked if we would do mid-market rents, Brendan replied we wouldn't ideally look into do this <u>for a small number of units as would be a large cost and workload around a small number of properties due to the amount of work involved in setting up our subsidiary</u>. However, we <u>We haven't ruled it out, but preference is not to.</u></p> <p><u>The</u> Woods Centre has gone quite quiet, but <u>we are</u> still looking to progress <u>this site</u>.</p> <p>With the Clovenstone project, the Committee had previously agreed to spend £10k on this and now it has now doubled. The architect is charging as two separate planning projects so cost is £20k+VAT now.</p> <p>The increase in cost on for Clovenstone was proposed by Simon Campbell, seconded by Peter Matthews and approved by all members present.</p>

12	Approval of Libor Transition Agreement	
	<p>Colin presented the agreement from Bank of Scotland.</p> <p>This was proposed by Naomi MacKenzie, seconded by Mo Connolly and approved by all members present.</p>	
13	Information Only Items	
	No discussion required on these topics.	
14	AOCB	
	<p>The treasurer wanted to raise <u>that she usually has a pre-meeting with Colin and this is really helpful in getting her questions answered. However, as she gets responses pre-meeting these questions and answerse are not raised or discussed in the main Committee meeting. She asked how this could be improved. the fact that she has questions with Colin around our accounts but they are not minuted anywhere. What would the committee suggest to get round this?</u></p> <p>Brendan suggested if you are having a discussion with Colin pre meeting, as part of Colin's report, he could add "In my discussion with the treasurer, this was discussed"</p> <p>Also, the discussion with Colin is only with treasurer, should it be with the full committee?</p> <p>Committee agreed <u>that this could be improved, and it was agreed that prior to the main accounts papers Naomi would be invited to speak to any questions that she has had and that this may encourage further questions from other Committee members. ere is a bit of a gap here, could it be that the Treasurer says " I met with Colin and these are the questions I asked" and then Colin can reply with what his response was to the questions raised.</u></p> <p>Colin and <u>t</u>The Treasurer to discuss further, <u>-and give direct feedback to the conversations and for them to be minuted.</u></p> <p>Milind Kolhatkar thanked all for attending the meeting.</p>	
15	Date of Next Meeting: 26 January 2022 at 19:00	

Signed:

Date:

