

**Prospect Community Housing**  
Committee Meeting - October 2020  
Wednesday 28 October 2020, 7:00 PM — 9:00 PM GMT

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

**1 Welcome and Apologies**

Milind Kolhatkar welcomed attendees to the meeting. Apologies were received from Chuks Ododo, Kaydee Moyo and Peter Matthews.

**2 Declaration of Interest**

There were no declarations of interest.

**3 Minutes of Previous Meeting**

The Minutes of the meeting held on 30 September 2020 were proposed by Alan Gee, seconded by Mary MacRaild and approved by all members present.

**4 Matters Arising Report**

The Matters Arising report was noted.

Brendan Fowler advised the Grievance policy had been reviewed and the section referring to companions attending grievance hearings had been revised following feedback from Committee at the previous meeting.

The Grievance policy was proposed by Mo Connolly, seconded by Alan Gee and approved by all members present.

## **5 Register of Undertakings**

The Register of Undertakings was noted.

## **6 Policy Review**

Brendan Fowler presented the COR16 Signing and Witnessing of Documents and COR07 Standing Orders policies and advised minor updates had been made.

Brendan Fowler presented the COR13 Data Protection policy and advised updates had been made to remove procedural information and include Freedom of Information requirements. A discussion took place and it was noted data protection breaches should be reported to the Committee and to the Scottish Housing Regulator as a notifiable event. Brendan Fowler advised reporting procedures were included as part of the procedure, however he would ensure this information was included.

The Signing and Witnessing of Documents, Standing Orders and Data Protection policies were proposed by Alan Gee seconded by Mo Connolly and approved by all members present.

## **7 Management Team Report**

Brendan Fowler provided an update on the recent Covid 19 guidance provided by the Scottish Government and advised the new tier system indicated non-essential offices would remain closed for the foreseeable future. He advised staff and tenants had been advised the office would not reopen to the public until January at the earliest and this would be reviewed in December. A discussion took place over the impact on staff who were working from home and it was noted a staff wellbeing survey was being carried out and Management Team were taking a flexible approach to provide support to staff. Catherine Louch advised tenants were engaging with staff through email, text, telephone and, where necessary, home visits. General feedback from tenants had been positive.

Catherine Louch provided an update on a new fuel voucher project that had been launched to help tenants over the winter months. It was also noted utilities companies were able to assist tenants with prepaid meters if they were having to self isolate.

A discussion took place regarding the recent death of a tenant who lived alone. It was noted the situation was not a regular occurrence within Prospect. Housing officers provide general advice to tenants who may require additional support and can signpost to support agencies, however there was currently no housing support service provision.

Lynne Bell provided an update on the cashflow.

## **8 Quarterly Management Accounts to 30 September 2020**

Lynne Bell provided an overview of the accounts for the six months to 30 September 2020. She advised the year to date surplus was higher than budgeted for, mainly due to reduced expenditure in maintenance and office costs.

Lynne Bell advised the covenants were well within the acceptable limits and the liquidity ratio was good at 3:1.

Lynne Bell advised the average monthly rent collection had been 98.6% per month since April.

## **9 Scottish Housing Regulator Regulatory Standards Assurance Statement**

Brendan Fowler advised work had been carried out to ensure compliance with the statement and Committee reviewed details at their meeting in August. No further work was required to ensure compliance and therefore a clear statement of compliance would be submitted with the same wording as last year.

The Regulatory Standards Assurance Statement was proposed by Shulah Allan, seconded by Simon Campbell and approved by all members present.

## **10 Internal Audit Plan 2020-2021**

Brendan Fowler presented the proposed internal audit plan for 2020/21. He advised the topics had been proposed following a meeting with Quinn Internal Audit Services, Management Team and Milind Kolhatkar and were part of a three year plan.

The Internal Audit plan for 2020/21 was proposed by Mo Connolly, seconded by Amanda Miller and approved by all members present.

## **11 Membership List Review**

Brendan Fowler advised there were no changes to the membership list.

## **12 Developments**

Neil Munro presented the report and provided an update. He advised there had been no further progress on the missives for Kingsknowe. Brendan Fowler advised RBS were aware of the situation and had delayed progress with the loan agreement. He advised the Development Working Group would review revised costings at a meeting in the following week.

Neil Munro advised there had been no further progress with the Woods Centre site.

## **13 Committee Training**

Brendan Fowler presented a variety of training options for Committee to consider. Following a discussion it was agreed face to face training in the residential weekend format was the preferred option. Due to current restrictions it would not be possible to arrange it for the first part of 2021, however this will be reviewed and if possible scheduled for later in 2021. It was noted individual Committee members could request ad hoc training as required throughout the year and this would be facilitated where possible.

## **14 Information Only Items**

The following reports were noted:

- Annual General Meeting Minutes
- Special General Meeting Minutes
- Six month review of internal audit recommendations
- Six month review of Corporate Objectives 2020/21

**15 AOCB**

There were no other items for discussion. Milind Kolhatkar thanked all for attending the meeting.

**16 Date of Next Meeting: 25 November 2020 at 19:00**

**Signed:**

**Date:**