

Prospect Community Housing
Committee Meeting - November 2020
Wednesday 25 November 2020, 7:00 PM — 9:00 PM GMT

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

1 Welcome and Apologies

Milind Kolhatkar welcomed attendees to the meeting. Apologies were received from Peter Matthews.

Brendan Fowler advised no apologies had been received from Kaydee Moyo, and he was not present at the meeting. He advised this would be the fourth consecutive meeting Kaydee Moyo had missed. Brendan Fowler advised staff had made repeated attempts to contact Kaydee Moyo without success and he had not requested a leave of absence. He advised Prospect's Rules detailed that Committee members who remained absent from four consecutive meetings would automatically be removed from Committee. He confirmed the Committee were able to grant a discretionary leave of absence, however as Kaydee Moyo had not been in contact to discuss his absence no mitigating circumstances identified.

The recommendation not to approve a discretionary leave of absence resulting in Kaydee Moyo's removal from Committee was proposed by Sheila Bunt, seconded by Naomi MacKenzie and approved by all members present.

Brendan Fowler confirmed it was a notifiable event and he would advise the Scottish Housing Regulator and attempt further contact to inform Kaydee Moyo.

2 Declaration of Interest

There were no declarations of interest.

3 Minutes of Previous Meeting

The Minutes of the meeting held on 28 October 2020 were proposed by Alan Gee, seconded by Mo Connolly and approved by all members present, subject to the amendment of a typo at Item 13.

4 Matters Arising Report

The Matters Arising report was noted.

5 Register of Undertakings

The Register of Undertakings was noted.

6 Policy Review

Brendan Fowler presented the PER15 Alcohol/Chemical Dependency or Abuse police and advise some minor changes had been made. A typo was noted at page 8.

Brendan Fowler presented the COR12 Complaints policy and advised updates had been made to align the policy with the new procedure issued by the Scottish Public Services Ombudsman.

Lynne Bell presented the FIN06 Fixed Assets and FIN05 Banking policies and advised minor updates had been made.

The Alcohol/Chemical Dependency or Abuse, Complaints, Fixed Assets and Banking policies were proposed by Shulah Allan seconded by Alan Gee and approved by all members present, subject to the amendment as noted above.

7 Management Team Report

Brendan Fowler provided an update on the recent staff wellbeing survey. He advised the results were positive and most staff felt they had been supported and received good communication. He advised there had been suggestions for changes to be implemented to help with wellbeing over the winter months and the feedback on homeworking had been positive overall. He advised he would be setting up a short-term working group to explore the potential for homeworking to continue in some capacity longer term and he would provide feedback to the Committee in the new year. Committee members highlighted virtual attendance at evening meetings had been positive during the winter months and a blended approach to attendance could be considered in the future. Brendan Fowler advised this would be considered and Committee feedback would be obtained.

Brendan Fowler presented the draft Corporate Objectives for 2021-2022. The Corporate Objectives for 2021-2022 were proposed by Mo Connolly, seconded by Jolly Oluka and approved by all members present.

Catherine Louch provided an update on the plans to set up a pilot debt project in partnership with CHAI and other Archie members. She advised the pilot would start in January and, if successful, she hoped to secure additional funding to continue into the next financial year.

A discussion took place around the Connecting Scotland project and it was noted there had been

some good partnership working despite working remotely.

Neil Munro advised the fire risk assessment reports had been received and he would be working through the recommendations.

Lynne Bell provided an update on the cashflow.

8 Risk Management Quarterly Review – People Category

The People category was presented for review. One red risk and two amber risks were discussed, and no changes were recommended. Brendan Fowler advised all risks in each category were reviewed by Management Team and a selection were presented to Committee for discussion.

The Risk Management – People Category was proposed by Alan Gee, seconded by Sheila Bunt and approved by all members present.

9 Quarterly Key Performance Indicators to 30 September 2020

The quarterly key performance indicators report was presented by Management Team.

10 Quarterly Health and Safety Report to 30 September 2020

Neil Munro presented the report. He advised the fire risk assessment reports had been received and Estate walkabouts had been resumed. He confirmed all homeworkers had completed a self-assessed display screen equipment check. Additional equipment had been provided to staff as necessary. Brendan Fowler advised staff were able to raise issues or concerns in a range of ways including anonymously.

11 Information Only Items

The following reports were noted:

- Development

12 AOCB

Neil Munro provided a progress report on the Kingsknowe development, following a discussion with Smarts. It was noted the Section 75 items had been agreed by all parties, however the agreement required physical signatures. The missives had been extended with a new backstop date; however Smarts were not continuing the design work until the purchase of the land had been secured.

Brendan Fowler reminded Committee they had agreed to the RBS loan agreement at their meeting in September, however the agreement would not be signed until the missives were in place. He advised that although the missives were in place Smarts would not resume any work on the project until the golf course had physically signed the Section 75 agreement. He suggested that Committee may want to further delay signing the loan agreement until the Section 75 agreement was signed. He advised there was some risk that the current loan agreement may be withdrawn and would then require repricing, however if the agreement were to be signed now Prospect would start to incur costs. Following a discussion, it was agreed the loan agreement would not be signed until the Section 75 agreement had been signed and Smarts were able to

resume work. It was noted if the terms of the agreement were to change Committee would be required to decide on the new agreement and a special meeting may be required for this purpose in December. Brendan Fowler advised he would provide an update to Committee via email once the Section 75 agreement had been signed.

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

13 Date of Next Meeting: 27 January 2021 at 19:00

Signed:

Date: