

**Prospect Community Housing**  
Committee Meeting - May 2021  
Wednesday 26 May 2021, 7:00 PM — 9:00 PM BST

---

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

**1 Welcome and Apologies**

Sheila Bunt welcomed all attendees to the meeting. Apologies were noted from Milind Kolhatkar, Shulah Allan, Peter Matthews, Amanda Miller, Chuks Ododo and Mary MacRaild. Sheila Bunt welcomed Colin James to his first meeting as Finance Manager and Abdul Masoud who was attending as an observer.

**2 Declaration of Interest**

There were no declarations of interest.

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

Sheila Bunt welcomed Fiona McLuckie to the meeting and Fiona provided an annual report of the welfare rights service. Fiona highlighted the service had been different to the previous year due to Covid19, however the services had been maintained primarily due to the IT infrastructure put in place quickly. She advised there had been new ways of communicating with tenants through text and WhatsApp and these methods would continue in the future to suit individual needs. Fiona advised she would continue to work with digital means where appropriate when restrictions had relaxed enough to provide a face-to-face service again.

Catherine Louch highlighted the work on the fuel voucher project had been very different to initiatives in the past and had been positive. Fiona McLuckie also highlighted the debt project in partnership with Archie members and CHAI had been well used and useful.

Committee members expressed their appreciation to Fiona for the work she had achieved over a difficult year and for the financial gains she had achieved for tenants. Fiona left the

meeting at this point.

#### **4 Minutes of Previous Meeting**

The minutes of the meeting held on 28 April 2021 were proposed by Alan Gee seconded by Jolly Oluka and approved by all members present.

#### **5 Matters Arising Report**

The report was noted.

It was noted the current EPC ratings for properties varied between B and D ratings, however the majority were C rated. Further work would be carried out over the next year to establish a full picture and this information would be provided to Committee once completed.

#### **6 Register of Undertakings**

The Register of Undertakings was noted.

#### **7 Policy Review**

Brendan Fowler presented the revised Leave and Time Off policy. He advised the policy merged three different policies into one overarching policy as described in the covering paper.

The Leave and Time Off policy was proposed by Alan Gee seconded by Simon Campbell and approved by all members present.

#### **8 Management Team Report**

Brendan Fowler provided an update on the proposed office opening later in the year and advised the arrangements would be subject to change depending on Government guidance. He advised staff would continue to provide services remotely in the meantime. A review of how Committee meetings were conducted would be carried out once the office had reopened, with the intention of introducing in person meetings when restrictions allowed. Brendan Fowler confirmed staff consultation had been ongoing throughout the pandemic and managers would be engaging with their teams to implement a phased return to office working when appropriate.

Catherine Louch advised virtual engagement with the Scrutiny group had not been successful over the past year, however a return to face-to-face engagement would be arranged as soon as the guidelines allowed.

Neil Munro provided an update on maintenance services and advised the backlog of reactive repairs had been cleared and reporting levels were back to normal. He advised the Senior Administration Officer had given notice of her retirement and would leave at the end of August after 21 years of service to Prospect. Committee members wished her well for her retirement.

Colin James provided an update and advised it was too early in the financial year to draw any conclusions. He highlighted the cashflow was in a strong position. Colin advised the

external audit fieldwork was complete and a clearance meeting would take place in mid-June. He advised there had been no areas of concern highlighted during the fieldwork process.

## **9 Quarterly Key Performance Indicators to 31 March 2021**

Brendan Fowler introduced the report and provided an overview of full year's figures.

It was noted complaints had reduced compared to last year, however the restrictions had limited the activities during certain parts of the year. Brendan Fowler provided an explanation of stage 1 and stage 2 complaints and it was noted we should celebrate compliments.

## **10 Scottish Housing Regulator (SHR) Annual Return on Charter**

Brendan Fowler introduced the Annual Return to SHR on our performance. He advised the information contained within the document linked to the previous agenda item on Key Performance Indicators.

The SHR Annual Return on Charter was proposed by Naomi MacKenzie, seconded by Alan Gee and approved by all members present.

## **11 Risk Management Quarterly Review - Compliance Category**

Brendan Fowler provided an overview of the risk register – compliance category. He recommended the removal of one risk from the register. The risk “Engagement with SHR” was no longer required due to the recent changes to the regulatory requirements and engagement levels are no longer applicable. Four red risks were presented for review:

- . Failure to comply with SHR requirements - no changes suggested.
- . Breach of bank covenants - no changes suggested.
- . Failure to comply with gas and electric safety checks - no changes suggested. Neil Munro advised an external consultant had been appointed to check on contractors work and provide additional reassurance in this area.
- . Failure to comply with Health & Safety measures – no changes suggested. Neil Munro advised a new Landlord H&S audit had been provided by our Health & Safety consultant and would provide additional reassurance in this area.

The amended Compliance risk category was proposed by Simon Campbell, seconded by Mo Connolly and approved by all members present.

## **12 Quarterly Health & Safety Report to 31 March 2021**

Neil Munro provided an overview of the report and advised the inspection of fire safety in stairs had been completed. The recommendations provided from the inspection would be completed by October. It was noted the Estate walkabouts took place every 3 months.

The report was noted.

**13 Developments**

Neil Munro provided an update and advised the next meeting with City of Edinburgh Council had been arranged. Our development partner, Port of Leith HA, would attend this meeting alongside Prospect staff.

**14 Information Only Items**

The Annual Procurement Report was noted.

**15 AOCB**

There were no items to discuss.

**16 Date of Next Meeting: 30 June 2021 at 19:00**

**Signed:**

**Date:**