

STATUS - for decision

1. THE RE-OPENING OF THE OFFICE

It looks like that officially, we could re-open from 31 July, if everything stays on track as regards Covid-19 and government guidance. The earliest we may re-open might be Monday 3 August, but we have still got some protocols and procedures to sort out to manage the safe re-opening. We have been very busy lately with ARC, etc., but hope to make progress soon to fixing a planned opening date and publicising this to our tenants.

2. WRITE-OFFS AND ONS

I recommend that the debt of £960.75 from one former tenancy be written off. We have little expectation at all of recovering any money for this account.

There are also two sums in the Prepayments section - one of £650.94 and one of £921.53 both of which may be reclaimed by HB. We are not sure if/when this recovery will happen, but the funds do not belong to the individuals. In the meantime, I recommend that they be written 'on' i.e. amalgamated into our general accounts to free up the Prepayment account.

3. RENEWING THE DATA PROTECTION OFFICER (DPO) SERVICE

As you may recall we signed up in late July 2019 for a DPO service to be provided by RGDP LLP, a consultancy offering specialist advice. They did an initial audit and then a monthly half-day visit to go through both data protection and Freedom of Information activity. The visits latterly have been un-real (i.e. virtual). We have had very few formal requests for information however there have been huge benefits from this consultancy, not just in being prepared and having policies and procedures, but also in helping plan data management, shredding and binning policies, etc.

I have been liaising with the RGDP Manager with a view that we renew the service for a further year and perhaps reduce the activity down to one half-day visit every two months. We need to have an external DPO to comply with the GDPR requirements and this firm have been excellent.

4. WELFARE RIGHTS SERVICE

We have now signed up for this service starting 27 July. Muirhouse HA are no longer involved, so it is just ourselves and West Granton Housing Co-op, receiving services from Port of Leith HA. The relevant paperwork has been signed. Initially we plan to refer tenants whom we have been working with already. After this initial activity, we would then publicise the service more widely.

Alistair Cant
DIRECTOR
Date: 21 July 2020
Ref: cag