

**Minutes of the Management Committee Meeting held on Tuesday 26 May 2020  
at 7.30 pm (held virtually using Google Meet)**

Committee members present	L Alexander A McDonald J L Addams S Baxter M Gunn J Leith C Littlewood J McCuaig M Midgley J Renton D Todorova	Chair Treasurer
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In attendance	A Cant M Stolarek F Dodds	Director Housing Officer Housing Assistant
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*DECISION/ACTION*

1 CONFIDENTIAL BUSINESS

There was no confidential business declared

2 APOLOGIES FOR ABSENCE & RULE 40.3 ATTENDANCE

Apologies for absence were received from L Bald.  
No one affected under Rule 40.3.

*Noted*

3 DECLARATION OF INTERESTS

There were no declarations of interest.

4 TOPICS FOR ANY OTHER BUSINESS

J McCuaig wished to raise an item.

5 MINUTES OF THE PREVIOUS MEETING

J L Addams proposed, seconded by J Leith, that the minutes of the previous meeting be accepted as a true record, and this was agreed.

*Approved*

6 MATTERS ARISING

The Director reported there were no comments received to date from multitis regarding the UC issue. The existing arrangements to continue as discussed at the last meeting.

*Noted*

7 OFFICE BEARERS' REPORT

There was no Office-Bearers business to report.

*Noted*

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|----|--|---|-----------------|
| 8  | INTERNAL MANAGEMENT PLAN 2019-20/ANNUAL PRIORITIES REVIEW            | The report outlined the activities and successes of the year just ending, and a review of actions on the Annual Priorities.   | <i>Noted</i>    |
| 9  | INTERNAL MANAGEMENT PLAN 2020-21 INCLUDING ANNUAL PRIORITIES         | Committee approved the IMP and the associated Annual Priorities for the coming year.  | <i>Approved</i> |
| 10 | LETTINGS PLAN 2020-21  | The plan outlines our aspirations for allocating any flats that come empty in 2020-21. This was approved by the Committee.  | <i>Approved</i> |
| 11 | GIFT REGISTER 2019-20  | Committee noted the register recording gifts received by Lister.  | <i>Noted</i>    |
| 12 | SIGNING OF THE REGISTERS FOR 2019-20                                 | Committee noted the signing off of the registers for 2019-20  | <i>Agreed</i>   |
| 13 | COMPLAINTS POLICY REVIEW AND STATISTICS 2019-20                      | Committee noted the report and statistics for 2019-20 which reported on general complaints that had been received.  | <i>Noted</i>    |
| 14 | COMPLAINTS HANDLING PROCEDURE – STATS 2019-20                        | Committee noted the statistics for the year April 2019 to March 2020.   | <i>Noted</i>    |
| 15 | RECHARGE REPAIR, FORMER TENANT ARREARS & BAD DEBT WRITE-OFFS 2019-20 | Committee noted the report. Lister are planning to increase the debt provision by £3,920 from £4,310 to £8,230 due to Covid-19 and people going onto Universal Credit.  | <i>Noted</i>    |
| 16 | ENERGY EFFICIENCY STANDARD FOR SOCIAL HOUSING (ESSH) MILESTONE       | Committee approved the report setting out the progress to date and the action plan for the future, including:<br><br>1) No. of flats which pass the ESSH updated to 148 which is equivalent to 80% of Lister's flats.<br><br>2) Lister hopes to achieve more passes by the target date of 2021 but may have to claim exemptions for some flats. | <i>Agreed</i>   |

17 MAINTENANCE QUARTERLY STATS 4<sup>TH</sup> QUARTER: JAN-MAR 2020

Committee noted the results for the quarter ended 31 March 2020.

*Noted*

18 MAINTENANCE PROGRAMME 2019-20: OUT-TURN

Committee noted the report.

*Noted*

19 HOUSING OFFICER'S REPORT

1) **Arrears.** April arrears were £30348.40 an increase of £5298.80 compared to March 2020. The increase is due to Covid-19 causing a significant amount of new UC claims.

*Noted*

2) **Individual arrears.** Case 1 – UC claim with payments direct to Lister. Agreement to be made. Case 2 – UC claim with payments direct to Lister. CV19 sisted case. Case 3 – Agreement defaulted in March. Return to court. Case 4 – Agreement default not resolved. Returning to court. Case 5 – Change of circumstances. UC claim updated. Case 6 – UC Claim made. Agreement holding. Case 7 – Change in circumstances – New agreement made in February. Case 8 – Agreement defaulted. CV19 sisted case. Case 9 – Agreement holding. No void costs paid. Notices to be served. Case 10 – Notices to be served.

*Noted*

3) **Voids.** There were two voids in April.

*Noted*

4) **Allocations.** There were no re-lets in April.

*Noted*

5) **Overdue gas services.** There were no overdue services since the previous meeting.

*Noted*

20 DIRECTOR'S REPORT

1) **Fire at property in Keir Street.** Following the fire on Keir Street on 24<sup>th</sup> April, things are going according to plan. The loss adjusters have appointed a surveyor for the reinstatement work. It is unknown when this can start due to Covid-19.

*Noted*

2) **Covid 19 returns.** A monthly return to SHR is required. The ARC return and the EESSH return deadlines have been extended to the end of July.

*Noted*

3) **Software licences.** All software at Lister is properly licenced.

*Noted*

4) **Donations.** Lister made no donations in 2019-20.

*Noted*

5) **Affiliations.** All affiliations are listed on the report.

*Noted*

- 6) The annual audit. Everything is on schedule. The accounts to be approved at the June Management Committee meeting.

The AGM will be postponed due to Covid-19. *Noted*

## 21 MEMBERSHIP

- 1) **Applications.** Committee noted the following application had been approved:

*Noted*

Member number	Address	Approval date	Date of start of membership
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nil

- 2) **Cancellations.** Committee approved the following cancellations:

*Noted*

Member number	Address	Cancellation date
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nil

## 22 ANY OTHER BUSINESS

Seven tenants have appointed a window cleaner 4-weekly. If anyone else is interested in being added to their list they can let us know.

There being no other business the meeting closed at 8.15 pm