

LISTER HOUSING CO-OPERATIVE LTD
**Minutes of the Management Committee Meeting held on Tuesday 28 July 2020
at 7.30 pm (held virtually using Google Meet)**

Committee Members present: L Alexander (Chair), S Baxter, A McDonald (Treasurer),
C Littlewood (Secretary), J-L Addams, J Leith, J McCuaig, M Midgley, M Gunn, D Todorova.

In attendance: A Cant (Director), M Stolarek (Housing Officer), F Dodds (Housing Assistant).

7.30 PM MAIN MEETING

ITEM	<i>DECISION/ACTION</i>
1 CONFIDENTIAL BUSINESS There was no confidential business.	
2 APOLOGIES FOR ABSENCE & RULE 40.3 ATTENDANCE There were apologies from L Bald and J Renton. C Goodwin has a Special Leave of Absence and sent apologies.	<i>Noted</i>
3 DECLARATION OF INTERESTS There were no declarations of interest.	
4 TOPICS FOR ANY OTHER BUSINESS M Gunn, C Littlewood, J McCuaig had items to raise.	<i>Noted</i>
5 MINUTES OF THE PREVIOUS MEETING J-L Addams proposed, seconded by A McDonald, that the minutes of the previous meeting be accepted as a true record, and this was agreed.	<i>Approved</i>
6 MATTERS ARISING There were no matters arising.	
7 OFFICE BEARERS' REPORT There was no Office-Bearers business to report.	
8 ANNUAL RETURN ON CHARTER (ARC) TO THE SHR (INCLUDES EESSH RETURN) The Committee discussed and they approved the ARC and EESSH for submission to the Regulator.	<i>Approved</i>
9 STATISTICS REPORT 2019-20 The Director presented and the Committee noted the report.	<i>Noted</i>

- 10 CHARTER, SERVICE STANDARDS AND TARGETS REPORT
- Committee noted the results for the year compared to targets. *Noted*
- 11 EQUAL OPPORTUNITIES/ETHNIC MONITORING/RACIAL HARASSMENT REPORT
- Committee approved the report noting the contents and that the action plan had been reviewed. *Approved*
- 12 ASSURANCE STATEMENT REVIEW – REPORT 1
- The Director outlined this was the first of a series of reports on the topic of Lister's Committee giving Assurance to the Scottish Housing Regulator as required before the end of October. Committee approved the report. The Committee agreed that only those flats on the Main Site where the smoke detector upgrade and electrical work had been completed fully would be put on the kitchen renewal programme list. *Approved requirement*
- 13 GOVERNANCE MATTERS - REPORT
- A. **The Chair succession plan.** The Committee approved the proposal to extend the term of the current Chair till the re-arranged AGM, and she would then stand down and the position would be filled at the first Committee meet thereafter. *Approved extension*
- B. **New SFHA Model Rules.** It was agreed to delay putting the Model Rules to a SGM until June 2021 to allow this important matter to be given full consideration. *Delay to allow detailed study*
- C. **Exploring the option of becoming a charity.** It was agreed for the Director to explore this option and he will prepare a report for Committee in due course. *Agreed to explore this possibility*
- D. **Planning the AGM.** The Committee agreed to try to have a physical meeting with a virtual meeting in reserve. A large hall will be provisionally booked for Tuesday 29th September. *Agreed AGM date 29 September*
- E. **Holding real Management Committee meetings.** The Committee discussed the options for holding a physical meeting once Phase 4 is announced. Further guidance is needed as lockdown eases. *Noted*
- F. **Facilities.** The Committee discussed the option of getting a TV and communications devices installed in the meeting room. The Committee agreed. *Agreed*
- 14 HOUSING OFFICER'S REPORT
- 1) **Arrears.** June arrears were £32,839.15 a reduction of £761.36 compared to May 2020. *Noted*

Former Tenant Arrears. There was an increase of £396.79 in June compared to May 2020. The payment is expected.

Noted

- 2) **Individual arrears.** Case 1 – UC claim with payments direct to Lister. DHP still to be processed. Case 2 – UC claim with payments direct to Lister. CV19 sisted case. Case 3 – long term arrears. Agreement defaulted not yet resolved. Case 4 – Long term arrears. Agreement defaulted being resolved. Case 5 – UC Claim updated. Applied for Trust Deed. May payment received. Agreement holding. Case 6 – Income affected by CV19 payments less. Assisting tenant with agreement. Case 7 Income affected by CV19 payments started again in July. Assisting tenant with agreement Case 8 – Employment ended. HB not processed. Assisting tenant. Case 9 – UC Employment ended. UC Claim made. Payments started. Case 10 – Change in Circumstances. UC Claim made. APA approved. Case 11 – Agreement defaulted. CV19 sisted case being recalled. Case 12 – Agreement holding. No void costs paid. HB increase pending. Notices to be served. Case 13 – No void costs paid. Notices being served.

Noted and actions approved

- 3) **Voids.** Two properties were void during June plus one flat awaiting fire renovation work.

Noted

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

Noted

- 5) **Overdue gas services.** There were no overdue services in June.

Noted

16 DIRECTOR'S REPORT

- 1) **The Re-opening of the Office.** The office will not re-open in early August as hoped for in the report. We await further announcements in due course.

Noted

- 2) **Write-Offs and Ons.** The Committee agreed to the former tenancy write-off of £960.75. It agreed to transfer the two Prepayment sums to the general accounts.

Agreed

- 3) **Renewing the Data Protection Officer service.** The Director proposed the renewal of the DPO Service by RGDP LLP for the coming year. Last year, the first, had been very productive. The Committee agreed to renew for a further year on a once-every-two-months visit basis.

Agreed

- 4) **Welfare Rights Service.** The service started 27th July.

Noted

17 MEMBERSHIP

- 1) **Applications.** There were no applications

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

Noted

Member no.	Cancellation
334	17/07/20

(not 10/07/20 as noted on the report.)

18 ANY OTHER BUSINESS

- 1) **Kitchen refurbishment.** One member asked about any update on the Main Site kitchen refurbishments. There is no start date as yet. It is more likely to be early 2021.
- 2) **Cleaning of communal windows.** One member asked for an update on this. The Director will progress and get costs.
- 3) **Newsletter.** One member suggested that a member of the Committee be elected as an editor of a tenant newsletter. This needs further discussion and has been deferred to the next meeting.
- 4) **Back Green gates.** One member talked about the back-green gates being left open by some contractors. It was suggested that a notice be put up on the gates to remind them to keep the gates closed.
- 5) **Stair cleaning.** One member suggested that we separate the gardener's job from the stair cleaning. The Director will look into the possibility of using Port of Leith's subsidiary stair cleaning company.

The meeting closed at 9pm.

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