

LISTER HOUSING CO-OPERATIVE LTD

**Minutes of the Management Committee Meeting held on Tuesday 26 October 2021  
at 7.30 pm (held face-to-face & virtually using Google Meet)**

Committee Members present: **F-to-F:** J McCuaig, A McDonald, C Littlewood, J L Addams, L Alexander, J Dydak. **Online:** S Baxter, L Bald, J Leith, M Midgley.

In attendance: **F-to-F:** A Cant (Director), J Rankin (CEO designate).  
**Online:** M Stolarek (Housing Officer)

7.30 PM MAIN MEETING

ITEM	DECISION/ACTION
1 CONFIDENTIAL BUSINESS  There was no confidential business.	
2 WELCOME TO NEW MEMBERS, APOLOGIES FOR ABSENCE & RULE 40.3 ATTENDANCE  A warm welcome to J Rankin, the CEO designate.  There were apologies from D Todorova, C Goodwin and J Renton; and F Dodds (staff).	<i>Noted</i>
3 DECLARATION OF INTERESTS  A Cant declared an interest in Item 2 of his report	<i>Noted</i>
4 TOPICS FOR ANY OTHER BUSINESS  There were no items to be raised as AOB.	
5 MINUTES OF THE PREVIOUS MEETING  A McDonald proposed, seconded by J-L Addams, that the minutes of the previous meeting be accepted as a true record, and this was agreed.	<i>Approved</i>
6 MATTERS ARISING  The Director reported that J Dydak has requested to join the Allocations & Membership Sub Group and this was agreed by the meeting.	<i>J Dydak to join A&amp;M SG</i>
7 OFFICE BEARERS' REPORT  There was no Office-Bearers' business to report.	
8 2021 ASSURANCE STATEMENT TO THE SHR - FINAL REPORT  The Director spoke to the report which was noted	<i>Noted</i>

- 9 2021 ASSURANCE STATEMENT TO THE SHR - draft STATEMENT
- There is discussed and Committee confirmed they were satisfied with it and authorised the Chair to sign it. *AS signed off*
- 10 2021 ASSURANCE STATEMENT TO THE SHR - ACTION PLAN
- The Director spoke to the report and it was noted. *Plan noted*
- 11 GATHERING EQUALITIES DATA - UPDATE AND PROGRESS REPORT
- The Committee welcome the further development of our approach to this important topic and the contribution of the ARCHIE partners discussion. After discussion it was agreed that the proposals outlined in (6) be followed subject to the second form, where people give personal details, be changed to remove the detailed survey questions and instead encourage more open-ended feedback. *Progress welcomed and way forward agreed*
- 12 ANNUAL PRIORITIES 2021-22
- The APs for this year were agreed and the six-month update was noted. *Agreed / noted*
- 13 LISTER CHP - Q2 STATISTICS
- These were note *Noted*
- 14 MAIN SITE KITCHEN PROGRAMME
- The Director described the progress and explained the financial report. Whilst the costs had increased, Committee understood that this was being carefully managed and the programme was popular and well-run. *Noted*
- 15 HOUSING OFFICER'S REPORT
- 1) **Arrears.** September arrears were £27,503 an increase of £336 compared to August 2021. *Noted*
- Former Tenant Arrears.** One FTA had been paid in full. *Noted*
- 2) **Individual arrears.** These were outlined in detail by the Director. The Committee agreed with the recommended actions and noted the other cases. *Noted and actions approved*
- 3) **Void.** Five properties were void in the month. *Noted*
- 4) **Allocations.** There were two re-lets in the month. *Noted*
- 5) **Overdue gas services.** There were no overdue services in the month. *Noted*

## 16 DIRECTOR'S REPORT

- 1) **FCA complaint about becoming a charity.** The unsatisfactory outcome was reluctantly noted. *Noted*
- 2) **Request for retiral award by the Director.** The Director left the room whilst this was discussed. It was agreed. The Director returned to the room. *Agreed*
- 3) **Tree maintenance.** The planned work was noted *Noted*
- 4) **Approval of the new CEO as a Signatory.** This was approved. *Approved signatory*
- 5) **Cancellation of Director as signatory.** Agreed from 7 December 2021. *Agreed*
- 6) **Director's appraisal.** Noted *Noted*

## 17 MEMBERSHIP

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

<b>Member no.</b>	<b>Address</b>	<b>Approval date</b>	<b>Date of start of membership</b>
941	Keir Street	3.9.21	24.9.21
942	Lauriston Terrace	13.10.21	18.10.21

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

<b>Member no.</b>	<b>Address</b>	<b>Reason</b>	<b>Cancellation date</b>
900	Keir Street	Left Co-op	30.09.21

## 18 ANY OTHER BUSINESS

There was no other business

The meeting closed at 9.10pm.

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