

LISTER HOUSING CO-OPERATIVE LTD

**Minutes of the Management Committee Meeting held on Tuesday 30 November 2021
at 7.30 pm (held face-to-face & virtually using Google Meet)**

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

Online: M Midgley, J Renton, D Todorova.

In attendance: **F-to-F:** A Cant (Director), J Rankin (CEO), A Ross (Port of Leith HA finance) - part.

Online: F Dodds (Housing Assistant)

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 There were apologies from L Bald, C Goodwin and J Leith; and M Stolarek (staff). No one was affected under Rule 40.3 (attendance clause in Rules).	<i>Noted</i>
3 DECLARATION OF INTERESTS There were no declarations of interest.	<i>Noted</i>
4 TOPICS FOR ANY OTHER BUSINESS There was one item to be raised as AOB.	
5 MINUTES OF THE PREVIOUS MEETING J McCuaig 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 There were no matters arising.	
7 OFFICE BEARERS' REPORT There was no Office-Bearers' business to report.	
8 QUARTERLY ACCOUNTS: QUARTER 2 - YEAR TO 30 SEPTEMBER 2021	

- (a) A Ross presented the Finance Report and Management & Accounts for the six months to 30 September 2021. The surplus amounted to £14,080, resulting in a negative variance of (£63,719) against the budget. The variance arose from actual income being (£7,991) less than budget and total expenditure being (£55,728) more than budget. The net rental income has a negative variance of (£4,439) due to voids being higher than budget. Rechargeable and Insurance Claims income of £897 is the amount received towards rent loss from the fire. Total operating cost showed a negative variance of (£55,728) against budget largely due to Cyclical Maintenance in the first two quarters, ongoing roof work and consumer unit renewals, with some costs higher than budgeted. Committee approved the Finance Report and Management Accounts for the six months to 30 September 2021. *Approved*

A Ross was thanked and left the meeting at 19.44.

9 GATHERING EQUALITIES DATA – UPDATE AND PROGRESS REPORT

The draft equalities survey forms have been reviewed and developed in order to take account of:

- The decision of the Committee at the October meeting;
- The guidance provided by our Data Protection Officer; and
- The guidance provided by the Scottish Federation of Housing Associations.

The Committee welcomed the further development of our approach to this important topic. After discussion it was agreed that the proposed approach outlined in (5) be followed and some refinements are to be made to the Particular Needs form.

Progress welcomed and way forward agreed

10 DATA PROTECTION POLICY – UPDATED POLICY

Committee agreed the updated policy.

Agreed/Noted

11 DATA RETENTION POLICY INCLUDING RETENTION SCHEDULE - UPDATED

Committee agreed the updated policy.

Agreed/Noted

12 QUARTERLY MAINTENANCE STATISTICS - 2ND QUARTER JULY-SEPTEMBER 2021

Committee noted the statistics for the quarter to 30 Sept 2021.

Noted

13 LISTER CHP - Q2 STATISTICS

These were noted

Noted

15 HOUSING OFFICER'S REPORT

- 1) **Arrears.** October arrears were £28,371 an increase of £867.62 compared to September 2021. *Noted*
- Former Tenant Arrears. Former Tenant Arrears.** There was an increase to the FTAs owing. *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) **Voids.** Four 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 CEO/DIRECTOR'S REPORT

- 1) **Access for Gas Checks.** Final sanctions were discussed and are to be considered again in the January meeting. *Noted*
- 2) **Membership Interviews.** The membership interviews were discussed, and it was agreed that J Dydak receive training for the sub-group. *Agreed*
- 3) **Tenant Participation Review.** The review was discussed and noted. *Noted*
- 4) **CEO Induction.** Progress on the induction was noted. *Noted*
- 5) **Feedback on Last Month's Blended Meeting.** Feedback was discussed and noted. *Noted*
- 6) **Christmas Events.** The OAPs will receive a voucher as usual, and the children will receive cash for Cinema tickets to use as they like. *Agreed*
- 7) **Strategy & Development Funding Plan.** The funding plan was discussed and agreed. *Agreed*

17 MEMBERSHIP

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

Member no.	Address	Approval date	Date of start of membership
943	Lauriston Place	25.10.21	25.10.21
944	Heriot Place	25.10.21	05.11.21

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

Member no.	Address	Reason	Cancellation date
672	Lauriston Place	Death	24.12.20
877	Lauriston Place	Left Co-op	11.05.18
684	Archibald Place	Left Co-op	22.11.21

18 ANY OTHER BUSINESS

One item was raised as AOB – There is still concern about traffic on Keir Street. The matter was discussed, and the director advised that a report has been put together which he will send before he retires.

The meeting closed at 20.44

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