

LISTER HOUSING CO-OPERATIVE LTD

**Minutes of the Management Committee Meeting held on Tuesday 25 January 2021
at 7.30 pm (held virtually using Google Meet)**

Committee Members present: L Alexander, A McDonald, C Littlewood, J L Addams, L Bald, S Baxter, J Dydak, J Leith, J McCuaig, J Renton, D Todorova.

In attendance: J Rankin (CEO), M Stolarek (Housing Officer), F Dodds (Housing Assistant), A Ross (Port of Leith HA finance) - part.

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 C Goodwin and M Midgley 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 were two items to be raised as AOB.	
5 MINUTES OF THE PREVIOUS MEETING J Leith 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 FINANCE SUB GROUP – REPORT AND MINUTES OF MEETING 18 JANUARY 2022 (a) The CEO presented Paper 8(a) - the options and proposals for the budget. This was discussed along with the draft	

- (b) Maintenance budget, Paper 9(c) and the draft Service charges budget, Paper 9(d). The minutes of the Finance Sub Group Paper 8(b) were accepted. *Approved*
- 9 BUDGET PAPERS (DRAFT) FOR 2022-23 TO DISCUSS PRIOR TO CONSULTATION
- A Ross from PoLHA explained the draft budget narrative and associated spreadsheet, based on the Finance SG's proposal of a 1.1%/ 2.1% overall rent increase based on 1.1% inflation rise for all tenants and 3 extra points for Main Site tenants taking their rise to 2.1%. After discussion this was agreed to consult with tenants based on this recommendation, with the final decision to be at the February Committee meeting. Confirmed that this budget and projections (once approved in February) would be used for the Five Year Financial Plan submissions to the Regulator later in the year. *Approved to go out to consultation*
- 10 GATHERING QUALITY INFORMATION – UPDATED DRAFTS
- The CEO discussed the updated drafts and thanked the Committee for the feedback received. After discussions, the chair noted that all Management Committee comments had been taken on board by officers and the draft was approved. *Approved*
- 11 TRAINING LOG 2021
- The training log for 2021 was noted. *Noted*
- 12 COMPLAINTS HANDLING PROCEDURE - STATISTICS 2021-2022 QUARTER 3
- Committee noted the statistics for quarter 3 ending 31 December 2021. *Noted*
- 13 HOUSING OFFICER'S REPORT
- 1) **Arrears.** December arrears were £33,118.33 an increase of £3,201.21 compared to November 2021. *Noted*
- Former Tenant Arrears. Former Tenant Arrears.** There was a decrease to the FTAs owing. *Noted*
- 2) **Individual arrears.** These were outlined in detail by the Housing Officer. The Committee agreed with the recommended actions and noted the other cases. *Noted and actions approved*
- 3) **Void.** Five properties were void in November and December. *Noted*
- 4) **Allocations.** There were three re-lets in November and December. *Noted*
- 5) **Overdue gas services.** There were no overdue services in November and December. *Noted*

16 CEO'S REPORT

- 1) **Covid-19 Resilience Update.** There has been some easing of Government restrictions therefore the kitchen programme was to restart. Part home working has been implemented for Lister staff. The CEO will review hardware for staff whilst working from home and discuss with the Committee as needs be. *Noted*
- 2) **Model Rules and the FCA.** The FCA has asked Lister to amend the Model Rules and resubmit them. It has been decided to instruct a specialist solicitor at TC Young to consider the FCA's position, and how we should proceed. *Agreed*
- 3) **SFHA Social Housing Fuel Support Fund.** Officers have applied once again to the Fuel Support fund on behalf of tenants, and we have been awarded £9250 (£50 per household). We will now take this forward with tenants. *Noted*
- 4) **George Heriot's School Parents' Access.** Since the last committee meeting the CEO has been in contact with the Principal at George Heriot's, and also shared Lister's report with relevant local councillors, one of whom appears particularly supportive of Lister's position and concerns. The Councillor proposed a potential meeting to discuss, and the CEO will keep the Management Committee updated on progress. *Noted*
- 5) **Management Committee Members' Training.** The CEO discussed various potential upcoming training options for the Committee. *Noted*
- 6) **Access for Gas Checks.** The CEO discussed the question of whether to implement a policy of forced access as a final sanction in relation to gas checks. Following further discussion, the Committee agreed this in principle, and officers will progress. *Agreed*
- 7) **SHR Volunteer Tenant Advisors.** The CEO discussed the role of SHR tenant advisor. The Committee will advise the CEO if they are interested in applying. *Noted*

17 MEMBERSHIP

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

Member no.	Address	Approval date	Date of start of membership
None			

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

Member no. Address

Reason

Cancellation date

None

18 ANY OTHER BUSINESS

Two items were raised as AOB:

- (1) A McDonald spoke about the fresh graffiti on the wall at Lauriston Place and Heriot Place. Cleaning company to be instructed to remove.
- (2) The Chair discussed future hybrid meetings and the possibility of opening the meetings up to tenants. Agreed that this can be considered/ discussed further at a later date.

The meeting closed at 20.30

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