

LISTER HOUSING CO-OPERATIVE LTD

Minutes of the Management Committee Meeting held on Tuesday 22 February 2022 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, J Dydak.
Online: S Baxter, C Goodwin, J Leith, J McCuaig, M Midgley, J Renton.

In attendance: **F-to-F:** J Rankin (CEO),.

Online: M Stolarek (Housing Officer), F Dodds (Housing Assistant), A Ross (PoLHA finance) – part.

7.30 PM MAIN MEETING

ITEM	DECISION/ACTION
1 CONFIDENTIAL BUSINESS There was no confidential business.	
2 APOLOGIES FOR ABSENCE & RULE 40.3 ATTENDANCE There were apologies from L Bald and D Todorova. No one affected under Rule 40.3 (attendance clause in Rules).	<i>Noted</i>
3 DECLARATION OF INTERESTS There were no declarations of interest.	
4 TOPICS FOR ANY OTHER BUSINESS There were three items to be raised as AOB.	
5 MINUTES OF THE PREVIOUS MEETING J L Addams proposed, seconded by C Littlewood, that the minutes of the previous meeting be accepted as a true record, and this was agreed.	<i>Approved</i>
6 MATTERS ARISING Graffiti on the walls at Lauriston Place and Heriot Place had been discussed at the previous meeting. M Stolarek has re-issued a work order and will chase up the job with the contractor.	<i>Noted</i>
7 OFFICE BEARERS' REPORT There was no Office-Bearers business to report.	<i>Noted</i>
8 QUARTERLY ACCOUNTS: QUARTER 3 OCT - DEC 2021 (a) A Ross presented the Finance Report and Management & Accounts for the third quarter to 31 December 2021. The surplus amounted to £7,912 resulting in a negative variance of (£107,290) (b) against the budget. The total income had a negative variance of (£5,855) due to voids being higher than budget. Interest earned	

was £2,157 more than budget. Total operating costs showed a negative variance of (£97,929) against budget largely due to some expenditure lines reporting overspends.

Following review, Committee approved the Finance Report and Management Accounts for the quarter ended 31 December 2021. *Approved*

9 RENT REVIEW FEEDBACK & BUDGET APPROVAL

There had been no tenant feedback from the recent consultation on the proposed rent review. Committee approved the budget and rent review for the year 2022-23 based on a 1.1% overall rent increase for all tenants, with a further 3 extra points for Main Site tenants taking their rise to circa 2.1%. *Approved budget and rent review*

10 VARIOUS FINANCIAL/GOVERNANCE MATTERS

a) Following review, Committee approved the Statement of Internal Controls and Reserves. *Approved*

b) Following review, Committee approved the Impairment Review. *Approved*

11 QUARTERLY MAINTENANCE STATISTICS Q3: OCT - DEC 2021

Committee noted the statistics for the quarter ended 31 December 2021. *Noted*

12 HOUSING OFFICER'S REPORT

1) **Arrears.** January arrears were £30,7022.40 an increase of £2,395.93 compared to December 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 Housing Officer. The Committee agreed with the recommended actions and noted the other cases. *Noted and actions approved*

3) **Voids.** Two properties were void in January. *Noted*

4) **Allocations.** There was one re-let in January. *Noted*

5) **Overdue gas services.** There were no overdue services in January. *Noted*

13 CEO REPORT

1) **Covid-19 Resilience Update.** From 21st March most regulatory protective measures will no longer be in place whilst the threat level from COVID-19 remains low. Staff have been blending office and remote working which has been going well. The CEO requested agreement from the Committee to purchase a new laptop in order to maintain

service delivery, and flexibility of approach. Following discussion, the Committee suggested that the staff team should consider further what ICT equipment might be needed, and eg whether two new higher specification laptops should be purchased at this time. The CEO advised that the staff team would look at what was needed and put a proposal to the Committee. *Noted*

2) **Model Rules and The FCA.** The CEO discussed the Model Rules with the Committee following TC Young's advice in relation to the FCA's response to the submission of our Model Rules. The CEO advised that he would keep the issuing of the updated guidance from the SFHA/ FCA under review and update the Committee when the updated guidance is available. *Noted*

3) **Business Plan 2022-23.** The CEO will present the draft plan to the Committee at the March meeting. *Noted*

14 MEMBERSHIP

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

Member no.	Address	Approval date	Date of start of membership
945	Lauriston Place	27.01.2022	27.01.2022

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

Member no.	Address	Cancellation Date
918	Archibald Place	05.01.2022
852	Keir Street	14.01.2022

15 ANY OTHER BUSINESS

(1) A query was raised about how Lister accrues interest on its savings. Noted that we have a treasury management policy in place which supports us to invest with various financial institutions in order to seek to maximise our interest income.

(2) It was noted that in relation to the draft Equalities Data Gathering Form considered at last month's meeting in the 'Ethnicity' section, 'Other British' is recorded as an option, but this would limit the available options, if for example someone completing the form came from another country. Therefore it was agreed that this option should be amended simply to 'Other'.

(3) J Dydak asked about the possibility of attending the SFHA Development Conference. The CEO will consider this option with her.

The meeting closed at 8.14pm.