

LISTER HOUSING CO-OPERATIVE LTD

Minutes of the Management Committee Meeting held on Tuesday 29 March 2022 at 7.30 pm (held face-to-face & virtually using Google Meet)

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

In attendance: **F-to-F:** M Stolarek (Housing Officer).
Online: J Rankin (CEO).

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 J Leith, 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 was one item to be raised as AOB.	
5 MINUTES OF THE PREVIOUS MEETING There was one minor amendment to the minutes of the previous meeting. Noted that, in error D Todorova was marked as 'in attendance, when she had given apologies for the meeting. Subject to that change proposed by J L Addams, seconded by M Midgley, that the minutes of the previous meeting be accepted as a true record, and this was agreed.	<i>Approved</i>
6 MATTERS ARISING No matters arising which were not on the agenda.	
7 OFFICE BEARERS' REPORT There was no Office-Bearers business to report.	
8 BUSINESS PLAN 2022-23 The CEO spoke to the Business Plan which had been presented to today's meeting, noting that it was a high level document which would in practice dovetail with Annual Priorities and the Annual Assurance Statement action plan. The CEO drew the	

Management Committee's attention particularly to section 9 of the plan, which included an updated SWOT analysis, and also updated Key Strategic Priorities.

Following review, agreed that this paper should be brought back to the April meeting of the Management Committee for further consideration.

9 LETTINGS PLAN 2022-23

The CEO noted that the Lettings Plan was in a similar format to previous years, and noted further that, now that this was the fourth year of taking a lettings plan approach, it would now be possible to consider performance over the 3 previous years with regard to the target ratio of 75% Edindex lets, and 25% transfers. The CEO advised that during the previous 3 years the ratio had been 62.5% Edindex and 37.5% transfers. Following review, Committee approved the Lettings Plan for 2022-23.

Approved

10 HOUSING OFFICER'S REPORT

1) **Arrears.** February arrears were £31,264.95 an increase of £542.55 compared to January 2022.

Noted

Former Tenant Arrears. Former Tenant Arrears. There was no 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 February.

Noted

4) **Allocations.** No allocations activity in February.

Noted

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

Noted

11 CEO REPORT

1) **Covid-19 Resilience Update.** Noted that officers had further discussed their ICT needs, and that agreement to purchase 2 laptop computers was requested, although noted also that should the Management Committee be minded to purchase laptops with faster processors, the cost for these would be approx. £150 more per laptop. Following discussion, Committee agreed that the additional cost would be justified in the interests of future proofing hardware requirements, and the Committee approved the purchase of 2 laptops with faster 2.6ghz processors.

Approved

2) **School Traffic.** Noted that the response from one of the Councillors in relation to our report was helpful in that it indicated that there was a possibility of further formal measures being put in place. The CEO noted that he had

- not as yet received a response from the other Councillor Lister had contacted in relation to this issue. The Secretary advised that she had emailed the Councillor also, and encouraged other Management Committee members to do the same. *Noted*
- 3) **PoLHA Financial Services/ Audit Planning.** The CEO noted that Port of Leith Housing Association was willing to continue to provide its financial services for a further year, and the Committee approved the continuation of this service. *Approved*
- 4) **Social Housing Sector Response to the War in Ukraine.** The CEO updated on information received from the SFHA, with regard to its discussions with the Scottish Government on this important issue. Following discussion, the Management Committee agreed that whilst it would be content in principle for Lister to make a donation of up to £1,000 in relation to a refugee related cause, further consideration would be required as to what would be an appropriate charity or cause to make a donation to. *Noted*
- 5) **Data Protection Training for Management Committee members.** Following consideration, the Management Committee agreed that Lister's Data Protection Officer should provide a half hour training session on relevant data protection and data security considerations, ahead of the April Management Committee meeting, on 26th April 2022, commencing at 7pm. *Approved*
- 6) **Co-operative UK.** Noted that information on this recent campaign was provided for information only. *Noted*
- 7) **EVH Pay Negotiations.** The CEO and Housing Officer left the meeting for consideration of this item. Following discussion, the Management Committee agreed to respond to the EVH ballot to confirm that it did not support EVH negotiator's position of a cost of living salary increase of 4.1%. Noted in this regard that this proposed increase was considerably higher than had been budgeted. The CEO and Housing Officer rejoined the meeting after consideration of this item. *Response to Ballot approved*

12 MEMBERSHIP

Noted that there were no applications or cancellations in February. *Noted*

13 ANY OTHER BUSINESS

One item was raised as AOB:

- (1) The issue of the gate on Keir Street was raised and how this is regularly left open by contractors, sometimes with vans partially parked in the open gates and over the pavement

outside. Possible options discussed included a sign on the inside of the gate instructing contractors on the agreed policy in relation to the gate, or an area within the gate delineated where contractors could not park. Questions were also asked in relation to contractors using public bins for trade waste, and pouring used water directly into drains on the street. Agreed that officers would discuss these points with relevant contractors.

The meeting closed at 8.35 pm.

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