

LISTER HOUSING CO-OPERATIVE LTD

Minutes of the Management Committee Meeting held on Tuesday 26 April 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, J McCuaig, J Renton.

Online: M Midgley.

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

Online: M Stolarek (Housing Officer), Fiona Dodds (Housing Assistant).

7.30 PM MAIN MEETING (meeting commenced at 7.20pm due to postponement of planned training)

ITEM	DECISION/ACTION
1 CONFIDENTIAL BUSINESS Minuted separately.	
2 APOLOGIES FOR ABSENCE & RULE 40.3 ATTENDANCE There were apologies from L Bald, S Baxter, J Leith, D Todorova, and C Goodwin. 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 No matters arising which were not on the agenda.	
7 OFFICE BEARERS' REPORT There was no Office-Bearers business to report.	
8 2021-22 REGISTERS The CEO spoke to the report on the registers which had been presented to the meeting. The Committee was pleased to note that several of the items included in the gift register were donated to a local food bank this year.	

Following review, the Committee noted the contents of the registers and approved the Chair to sign them off where appropriate.

9 RECHARGE REPAIR, FORMER TENANT ARREARS AND BAD DEBT WRITE OFFS

With regard to the report which had been presented to the meeting, the CEO noted that whilst generally close control had been kept on these issues, write offs of bad debts during 2021-22 had been low, and it was anticipated that officers may bring further debts for review by the Management Committee in this regard. The Management Committee noted the terms of the report.

Approved

10 COMPLAINTS HANDLING PROCEDURE- Q4 STATS

The CEO noted that there were 3 complaints responded to during this quarter, 2 of which were upheld and 1 of which was partially upheld. The CEO noted further that, of the 2 complaints made during this period, 2 of them were about the actions of contractors acting on Lister's behalf. It was positive to note that, in both of these cases, the contractors involved engaged positively with the complaints, and found an outcome that was acceptable to the tenants. The Management Committee noted the terms of the report.

11 AUDIT PLAN AND TIMETABLE

The CEO spoke to the plan and timetable which had been presented to today's meeting, noting that it was anticipated that auditors would be conducting their audit during the week commencing 16th May, with a view to a report on findings to the June Management Committee meeting. The Management Committee noted the terms of the audit plan and timetable.

12 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 updated Key Strategic Priorities.

It was proposed that it would also be helpful if the Business Plan were to include community access and development, and subject to this proposed amendment the Business Plan 2022-23 was approved.

13 HOUSING OFFICER'S REPORT

- 1) **Arrears.** March arrears were £31,312.90 an increase of £47.95 compared to February 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 March. *Noted*
- 4) **Allocations.** There were two properties let in March. *Noted*
- 5) **Overdue gas services.** There were no overdue services in March. *Noted*

14 CEO REPORT

- 1) **Re-Opening the Office for Community Groups.** The Committee discussed the possibility of re-opening the basement room for the use of Lister's community groups. There will need to be a risk assessment/ guidance developed, and also work to ensure that the area is clear. The CEO will consider this further. *Noted*
- 2) **Keir Street Gate.** The CEO gave an update on the actions taken to keep the Keir Street gate closed. The issue will be kept under review. *Noted*
- 3) **Social Housing Sector Response to the War in Ukraine.** Following last month's suggestion of donating up to £1000 in relation to a refugee related cause, the CEO invited Committee members to give further comment/consideration as to an appropriate charity. It was noted that it might be worth checking what the Refugee Council's guidance is in this regard and agreed that officers will do so. *Noted*

14a ADDITIONAL CEO REPORT

- 1) **EVH Pay Negotiations.** The proposed single year deal on pay has now been approved by both EVH members and trade union ballot. Therefore the agreed increase of will be applied. *Noted*
- 2) **SHR Regulatory Engagement Plan.** Noted that the SHR has advised that at this time no further assurance is required from Lister, other than the annual regulatory returns required from all RSL's. *Noted*

15 MEMBERSHIP

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

Member no.	Address	Approval date	Date of start of membership
946	Heriot Place	28.03.22	30.03.22

947 Archibald Place 28.03.22 28.03.22

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

Member no. Address Cancellation Date

None

16 ANY OTHER BUSINESS

3 items were raised as AOB:

- (1) In relation to the kitchen programme a query was raised as to whether any issues or problems with jobs/contractors should be reported to Lister as well as/ instead of having to go straight to the Contractor, and following discussion this point was remitted to officers for consideration.
- (2) A query was raised in relation to whether all contractors should carry and show ID as a matter of course. Agreed that officers should contact key contractors to remind them.
- (3) Noted that the wall underneath the fence on Lauriston Place is damaged and because this is potentially dangerous, the Committee agreed that the CEO should ask the University to have this mended.

The meeting closed at 8.39 pm.

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