

LISTER HOUSING CO-OPERATIVE LTD

Minutes of the Management Committee Meeting held on Tuesday 31 May 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, S Baxter, L Bald.

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

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

7.30 PM MAIN MEETING

ITEM	DECISION/ACTION
1 CONFIDENTIAL BUSINESS Minuted separately.	
2 APOLOGIES FOR ABSENCE & RULE 40.3 ATTENDANCE No apologies. 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 no items to be raised as AOB.	
5 MINUTES OF THE PREVIOUS MEETING J McCuaig/J L Adams proposed, seconded by L Bald, that the minutes of the previous meeting be accepted as a true record, and this was agreed.	<i>Approved</i>
6 MATTERS ARISING The CEO noted in relation to the actions identified in the minutes that action in relation to re-starting community group access to the office was ongoing, and would be completed prior to the next meeting. Actions 2 and 3 under AOB were complete, and in relation to action 1, the CEO would ensure that relevant kitchen programme materials were amended to make it clear that tenants could raise concerns or issues either with contractors or with officers.	<i>Noted</i>
7 OFFICE BEARERS' REPORT There was no Office-Bearers business to report.	<i>Noted</i>

- 8 ANNUAL RETURN ON CHARTER (ARC) TO THE SHR 2021-22
- The CEO discussed the results in the report apologising to the Committee for any delays which had impacted upon results.. The CEO also noted that it would be necessary to conduct a tenant satisfaction survey this year, and that this would likely take place in November. The Committee noted that it had previously approved by email that that the ARC should be submitted to the SHR, and confirmed that approval.
- Approved*
- 9 ENERGY EFFICIENCY STANDARD for SOCIAL HOUSING (EESH) MILESTONE
- The CEO updated on minor corrections to the report submitted to this meeting, noting that the key figure in relation to the number of properties which did not pass EESH was unchanged, Committee noted progress so far in relation to EESH and approved the report and associated action plan.
- Approved*
- 10 CHARTER, SERVICE STANDARDS AND TARGETS 2021-22
- The CEO spoke to the report, which was noted
- Noted*
- 11 EQUAL OPPORTUNITIES REPORT 2021-22
- The CEO spoke to the report, noting that the target for mainstream lets had been exceeded. The report was considered and noted.
- Noted*
- 12 FIVE YEAR FINANCIAL PROJECTIONS
- The CEO discussed and the Committee noted that it had previously confirmed by email that the 5-year financial projections should be submitted to the SHR. The Committee confirmed that approval.
- Approved*
- 13 QUARTERLY MAINTENANCE STATISTICS 4th QUARTER JAN-MAR 2021-22
- The report was introduced by the CEO, who noted that response rates had been impacted by some covid related outliers. The CEO also updated on budget performance, and that satisfaction levels were generally high, which was positive. The Committee noted the report.
- Noted*
- 14 MAINTENANCE BUDGET OUT-TURN 2021-22
- The report was noted
- Noted*
- 15 HOUSING OFFICER'S REPORT
- 1) **Arrears.** April arrears were £33305.21 an increase of £1992.31 compared to March 2021.
- Noted*

- Former Tenant Arrears.** There was a slight increase to the FTAs owing. *Noted*
- 2) **Individual arrears.** These were outlined in detail by the HO. The Committee agreed with the recommended actions and noted the other cases. *Noted and actions approved*
- 3) **Voids.** One property was void in April. *Noted*
- 4) **Allocations.** There was one property let in April. *Noted*
- 5) **Overdue gas services.** There were no overdue services in April. *Noted*
- 16 CEO'S REPORT
- 1) **Management Committee Members' Training.** It was agreed to schedule the GDPR training for July subject to Committee members' availability. Committee Members were asked to let the office know if they plan to take holidays during that time. In relation to the proposed Induction/ Code of Conduct training, the CEO advised that he would follow up on this with Port of Leith *Noted*
- 2) **Insurance Renewal.** This was discussed and the reasons for the increase noted. The CEO will work with brokers to carry out a full market exercise for next year with a view to securing a new agreement and a premium saving. *Noted*
- 3) **Lister Response to the War in Ukraine.** The Committee agreed to donate £1000 to the Refugee Council. *Noted*
- 4) **Planning Permission Neighbour Notification.** NHS Lothian has applied for planning permission for work relating to graffiti and safety protection. Noted that the proposed works should not have a significant impact on the Lister Community. *Agreed to not do*
- 5) **SHR Significant Performance Failures Updated Guidance.** The SHR has issued updated guidance in relation to significant performance failures. The guidance for tenants has been added to our website and made available in our office, and was shared with the Committee for information.
- 6) **Resignation from the Management Committee.** Noted that D Todorova has resigned from the Management Committee, in writing, with effect from 20th May 2022. *Noted*

17 MEMBERSHIP

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

Member no.	Address	Approval date	Date of start of membership
948	Lauriston Place	18.02.22	11.04.22

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

Member no.	Address	Cancellation Date	
945	Lauriston Place	Left Co-op	12.04.22

18 ANY OTHER BUSINESS

There was no other business

The meeting closed at 8.18pm.

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