

Minutes of the Management Committee Meeting held on Tuesday 30 August 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, M Midgley.

Online: S Baxter, C Goodwin,

In attendance: J Rankin (CEO), M Stolarek (Housing Officer- Online), A Ross (Finance Manager, Port of Leith Housing Association Ltd)

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 was an apology from J Leith.	
The Chair noted that L Bald had made a request for the Management Committee to agree a leave of absence from the Committee until the end of 2022.	
No one affected under Rule 40.3 (attendance clause in Rules).	<i>Noted and Leave of Absence for L Bald approved</i>
3 DECLARATION OF INTERESTS	
A McDonald declared an interest in the section of the CEO report which related to his annual review, and it was agreed that that he would take no part in the discussion of that item.	
4 TOPICS FOR ANY OTHER BUSINESS	
There was one item noted to be raised as AOB.	
5 MINUTES OF THE PREVIOUS MEETING	
J McCuaig proposed, 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	
The CEO noted that the gardener had agreed to wash benches in common areas on a regular/ quarterly basis, and that officers would investigate the purchase of a new pressure washer.	<i>Officers to progress</i>
7 OFFICE BEARERS' REPORT	
There was no Office-Bearers business to report.	
8 QUARTERLY ACCOUNTS Q1: APRIL-JUNE 2022	

A. Ross from PoLHA presented the Finance Report and Management Accounts for the first quarter to 30 June 2022. The Co-operative returned a surplus of £49,289 resulting in a positive variance of £44,553. This was due to the income being £371 more and expenditure being £44,182 less than budget. Income was less than budget.

Following discussion, the Committee approved the management accounts for the quarter to 30 June 2022.

Approved

9 ASSURANCE STATEMENT REPORT No. 2

The CEO spoke to the report which had been presented to the meeting, summarising key points, and noting that positive progress had been made in relation to work on Equalities data gathering. Following review, the report was approved.

Approved

10 QUARTERLY MAINTENANCE STATISTICS-FIRST QUARTER APRIL-JUNE 2022

The CEO noted that performance was generally positive, with targets mostly met, positive satisfaction levels, and costs under budget. The quarterly maintenance statistics were discussed and noted.

Noted

11 COMPLAINTS HANDLING PROCEDURE - NEW STATS REPORTING FORMAT

The CEO noted that there were no complaints to report during the reporting period.

Noted

12 FUEL EFFICIENCY AND SUPPORT TO TENANTS – INITIAL DISCUSSION

Noted that this item had been added to the agenda at the request of a Management Committee member, in the context of the current rising energy costs, and the potential impact on Lister's tenants.

The CEO advised that the SFHA, in partnership with the Scottish Government, had made further funding available via the Fuel Support Fund, and that officers had made a further application to the fund, but that demand was very high, and so it was possible that the application would not be successful on this occasion.

In terms of energy efficiency, and support to tenants more generally, various points were discussed, including speaking to Lister's gas contractors to ascertain whether they could perhaps assess/ advise on energy efficiency at the same time as annual gas inspections, or whether for example the flow rate could be reduced on the heating part of Lister tenants' boilers. Other points discussed included reinstating or installing wooden shutters, if feasible having contingency plans for using the basement 'community' room as a warm room for tenants to use, and

reviewing the use of solar panels, especially for lights etc that don't use water tanks.

Officers to discuss with gas contractors and progress

Agreed that officers would discuss with gas contractors, and consider more generally before reverting to the Management Committee with proposals.

13 HOUSING OFFICER'S REPORT

- 1) **Arrears.** July arrears were £32,214.05 an increase of £326.16 compared to June 2022.

Noted

Former Tenant Arrears. There was no difference 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.** Two properties were void in July.

Noted

- 4) **Allocations.** There were no re-lets in July.

Noted

- 5) **Overdue gas services.** There were no overdue services since the previous meeting.

Noted

14 CEO REPORT

- 1) **AGM Planning and Preparation.**

The Management Committee confirmed its request for the holding of an SGM in order to consider the updated Rules based on the SFHA Model Rules 2020.

Officers to send formal notice of SGM

- 2) **Management Committee Reviews**

The CEO noted, with thanks to Management Committee members for their time and input, that almost all reviews had now been concluded, with all reviews to be completed prior to the AGM.

With regard to the Management Committee member seeking re-election to the Committee at the upcoming AGM, after service as a Committee Member for a continuous period in excess of 9 years (A McDonald, who took no part in discussion of this item), the Chair confirmed that, via the annual review process, she was satisfied that Mr McDonald was able to demonstrate his continued effectiveness as a Committee Member. Following discussion, the Management Committee confirmed that it was in agreement with this conclusion.

Approved

With regard to the outcomes of the reviews more generally the Chair noted that it might be helpful for the Management Committee to receive some training on financial management, perhaps from Lister's financial

services providers, PoLHA. It was agreed that the CEO should contact Alan Ross, the Finance Manager at PoLHA, to discuss.

Officers to progress

3) **Equalities Data Collection for Management Committee Members.**

The CEO advised that forms had been distributed to Management Committee members with the papers for today's meeting, and that Management Committee members were encouraged to complete and return these to the CEO.

Noted

4) **Fibre Connectivity to Lister Properties.**

The Management Committee discussed this proposed work to bring Fibre broadband into the main site. Agreed that the Management Committee was agreeable in principle to progress this work, but that further information would be required in relation to where on the Main Site the works would be delivered, and there should also be confirmation that the New Site was included in this programme.

Officers to progress

5) **Adaption Grant Awarded.**

The Management Committee noted the award for this year.

Noted

6) **Pension 'Debt-On-Withdrawal' Figure and Valuation Outcome**

The Management Committee noted the update which had been provided.

Noted

7) **Scottish Housing Co-Operative Transfer**

The CEO summarised the advice which had been received, and the Management Committee agreed that the CEO should contact the solicitors acting in relation to this matter to confirm that Lister was willing to proceed with this transfer, subject to FCA approval.

Approved and officers to progress

15 **MEMBERSHIP**

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

Noted

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

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

Approved

Member no.	Address	Reason	Cancellation date
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none

16 ANY OTHER BUSINESS

There was discussion in relation to the recent refuse workers' strike, and whether it would be necessary for Lister to take some action to clear refuse from its local area. Noted that refuse collections had now recommenced, and therefore it was hoped that the Lister sites would be cleared in early course.

The meeting closed at 8.30pm.