

LISTER HOUSING CO-OPERATIVE LTD

Minutes of the Management Committee Meeting held on Tuesday 25 October 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, M Midgley, J Renton.

Online:

In attendance: J Rankin (CEO), M Stolarek (Housing Officer - Online), F Dodds (Housing Assistant - Online).

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 S Baxter. 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 noted to be raised as AOB.	<i>Noted</i>
5 MINUTES OF THE PREVIOUS MEETING J-L Addams proposed, seconded by J McCuaig, that the minutes of the previous meeting be accepted as a true record, and this was agreed.	<i>Approved</i>
6 MATTERS ARISING There were no matters arising.	
7 OFFICE BEARERS' REPORT There was no Office-Bearers business to report.	
8 2022 ASSURANCE STATEMENT TO THE SHR - FINAL REPORT/DRAFT STATEMENT The draft Assurance Statement was reviewed and discussed, in the context of the reports which had been presented to recent meetings. The Management Committee confirmed that it was satisfied with it and authorised the Chair to sign it.	<i>AS agreed, Chair to sign</i>

9 2022 ASSURANCE STATEMENT TO THE SHR – ACTION PLAN

The CEO spoke to the Action Plan, noting that several items had been completed since it was last reviewed, and noting also those items which were ongoing, such as equalities data gathering and Health and safety, although progress had been made in relation to play area H&S aspects. The Action Plan was discussed and noted.

Plan noted

10 ANNUAL PRIORITIES 2022-23 DRAFT FOR APPROVAL WITH MID-YEAR COMMENTS

The CEO noted that several items in the Annual Priorities mirrored items in the Assurance Statement Action Plan, although the CEO highlighted that discussions were planned with our Homemaster software providers in relation to potential further benefits that this software could provide in terms of functionality which was not as yet being used. The Annual Priorities for 2022-23 were approved, subject to one minor correction in relation to item 1a, as it was noted that the fuse board upgrades were ongoing. The six-month update was noted.

Agreed / noted

11 LISTER CHP – QUARTER 2 STATISTICS

The CHP Q2 statistics were noted.

Noted

12 HOUSING OFFICER'S REPORT

1) **Arrears.** September arrears were £30,670.84 an increase of £157.84 compared to August 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.** One property was void in September.

Noted

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

Noted

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

Noted

13 CEO REPORT

1) **The Cost of Living (Tenant Protection) (Scotland) Bill.** The CEO discussed the key points in relation to this Bill, noting that a variable cap on rent has been set until 31 March 2023. The rent cap for social housing sector has been set at 0%. The Scottish Government must confirm by 14 January 2023 whether it will retain, increase or remove the rent cap. Therefore, Lister will know on that

date if we are permitted to apply a revised rent from 1st April 2023. *Noted*

2) **Management Committee Training.**

Agreed that the training on the Code of Conduct will be delivered prior to the January meeting. The training is 1.5 hours so the suggested start time is 5.30pm.

Agreed that Financial training for Management Committee members, which will be provided by Alan Ross from Harbour Homes, will take place prior to the November meeting, commencing at 7pm. *Noted*

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

The CEO noted that the planner working on behalf of BT had provided updated plans and photos to assist in visualising the proposed work. The committee discussed the plans and agreed to proceed with the works. *Agreed*

4) **ESSH2 Planning.**

The CEO discussed ESSH2 planning, and advised that a further more detailed paper on this important area would be shared in due course. In the meantime the CEO advised that several ARCHIE peers were working with Changeworks, in order to conduct a 'Baselining' exercise with regards to their housing stock, to help identify which measures might be most effective in relation to meeting the ESSH2 requirements. The CEO noted that officers were considering whether such an approach, with expert input and guidance, might also be of value to Lister, and in any event officers will come back to the Committee with a further update for consideration/ decision in due course. *Noted*

5) **Equalities Update.**

The CEO provided an update on returns to date, and the Management Committee agreed that a reminder should be sent with the next tenant newsletter. *Noted*

14 MEMBERSHIP

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

Member no.	Address	Approval date	Date of start of membership
951	Keir Street	08.09.22	12.09.22

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

Member no.	Address	Reason	Cancellation date
none			

15 COMMUNITY ISSUES

- 1) J McCuaig raised the issue of damp and cold in basement rooms which share the wall with a stairwell. Noted that it was believed that there was a damp course done in these areas approximately 40 years ago however the work was only guaranteed for 30 years.
- 2) Emergency call outs – Noted that on emergency call outs the contractor will make safe until the job can be done properly during working hours.
- 3) The new lamps and LED bulbs for the community groups were very well received and have made a huge difference.
- 4) J Dydak asked for an update in relation to proposed survey of the external crack at 12 Keir Street. The CEO advised that the surveyors were progressing this, and that an update on their findings would be provided to a future meeting. Noted that, if there were concerns in relation to other Lister sites, officers could attend to consider these in the first instance.

Officers to consider

Officers to progress

16 ANY OTHER BUSINESS

It was suggested that the office staff who have been joining meetings remotely during the pandemic could now attend meetings in person again. The CEO advised that he would discuss implementation with staff.

Noted also in that regard that it might be worth considering an earlier start time for Management Committee meetings, and agreed that a simple poll could be distributed with the papers for the next meeting, so that Management Committee members could consider.

Noted that the office front door would benefit from re-painting and

Officers to progress

The meeting closed at 8.45pm.