

## LISTER HOUSING CO-OPERATIVE LTD

**Minutes of the Management Committee Meeting held on Tuesday 31 January 2023 at 6.30 pm (held face-to-face & virtually using Google Meet)**

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

In attendance: J Rankin (CEO), M Stolarek (Housing Officer), A Ross (Harbour Homes Group Finance Manager).  
**Online:** F Dodds (Housing Assistant)

6.30 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 M Midgley.	
No one affected under Rule 41.3 (attendance clause in Rules, formerly Rule 40.3).	<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 Leith, 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 FINANCE SUB GROUP – REPORT AND MINUTES OF MEETING 23 JANUARY 2023	
(a) The CEO presented Paper 8(a) - the options and proposals for the rent review and budget. The CEO set out the context for the proposals, including general rising costs, and the fact that the Scottish Government had confirmed that it would be competent	

for social housing providers to consider a rent increase in 2023-24. The CEO noted that the proposed rent review was below the 6.1% average which the SFHA had calculated based on member feedback. The CEO also set out ongoing and upcoming spending plans, including the kitchen programme, planned external painting, and preparation for EESS2.

This paper was discussed along with the draft Maintenance budget, Paper 9(c). The minutes of the Finance Sub Group Paper 8(b) were accepted.

*Approved to go to consultation*

9 BUDGET PAPERS (DRAFT) FOR 2023-24 TO DISCUSS PRIOR TO CONSULTATION

A Ross from Harbour Homes explained the draft budget narrative and associated spreadsheet, based on the Finance Sub Group's proposal of a 3.2% for all tenants and 3 extra points for Main Site tenants, taking their rise to 4.2%. After discussion it was agreed to consult with tenants based on this recommendation, with the final decision to be taken at the February Committee meeting. Confirmed that this budget and projections (once approved in February) would be used for the Five-Year Financial Plan submissions to the Regulator later in the year.

A Ross was thanked and left the meeting at 18.45.

*Approved to go to consultation*

10 HEALTH AND SAFETY REPORT 2022

The CEO spoke to the Health and safety report, and associated appendices, which had been presented to this meeting. The CEO set out key areas for development, as well as key considerations for the Management Committee, including, consideration as to proceeding with Health and Safety awareness training, and including Health and Safety as a standing agenda item, with ongoing updates on delivery of relevant action plans.

Following discussion, the Committee agreed on the proposals in relation to setting up Health and Safety training for the Committee, and Health and Safety as a standing agenda item, and also noted the Health and Safety Report.

*Approved and Noted*

11 TRAINING LOG 2022

The training log for 2022 was noted.

*Noted*

12 COMPLAINTS HANDLING PROCEDURE - STATISTICS 2022-2023 QUARTER 3

Committee noted the statistics for quarter 3 ending 31 December 2022.

13 HOUSING OFFICER'S REPORT

- 1) **Arrears.** December arrears were £31,749.26 an increase of £296.15 compared to November 2022.

*Noted*

- Former Tenant Arrears.** There was a decrease 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) **Void.** There was one void property in November and December. *Noted*
- 4) **Allocations.** There were no re-lets in November and December. *Noted*
- 5) **Overdue gas services.** There were no overdue services since the previous meeting. *Noted*

## 12 CEO REPORT

- 1) **Lister Tenant Survey 2022-23.**  
The Lister Tenant Survey closed to new responses on 16<sup>th</sup> January. The CEO noted that it was positive that response rates were higher than the last occasion on which the survey was conducted, and advised that results would be reported to the Management Committee once they were available. *Noted*
- 2) **Model Rules 2022.**  
The CEO noted that the updated Model Rules were approved by the FCA on 22.12.22, and were therefore effective from that date. The CEO also advised that the SHR had also been notified of the updated Model Rules. *Noted*
- 3) **EVH Employers Ballot on Pay Negotiations / Cost of Living Proposal.**  
The CEO updated on the outcome of the relevant ballot. *Noted*
- 4) **Commercial Lease Rent Review.**  
The CEO discussed the ongoing rent review, and advised that it was anticipated that the revised rent for the lease would be agreed by both parties in early course. *Noted*
- 5) **Management Committee Members Training.**  
The Chair has recently been participating in a new ARCHIE venture involving training specifically targeted to those Chairing Management Committee meetings. *Noted*
- 6) **Insurance Renewal 2023.**  
The CEO discussed the insurance renewal, which this year would involve a full tender, and this was noted by the Committee. *Noted*
- 7) **Extra Public Holiday.**



The Committee noted the extra public holiday on Monday 8<sup>th</sup> May in relation to the coronation of King Charles III, as agreed by EVH.

*Noted*

8) **Health and Safety / Landlord Health and Safety.**

The Committee agreed that this area should be included in each CEO report, with more detailed reports quarterly.

*Agreed and Noted*

9) **Annual Declarations for Management Committee Members.**

The CEO noted, with thanks, that all completed declarations for 2023-24 had been returned.

*Noted*

10 **Survey of Cracks at 12 Keir Street.**

The CEO updated the Committee on progress, with further updates to be provided as these become available.

*Noted*

14 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:

Member no.	Address	Reason	Cancellation date
74	Lauriston Place	Death	12.11.22

15 COMMUNITY ISSUES

There were no community issues.

16 ANY OTHER BUSINESS

There was no any other business.

**The meeting closed at 19.20pm.**