

LISTER HOUSING CO-OPERATIVE LTD

**Minutes of the Management Committee Meeting held on Tuesday 28 March 2023 at 6.30pm  
(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, 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 and J Leith. The Chair noted that M Midgley had requested a leave of absence from the Management for 3 months, and following consideration this was approved.  No one affected under Rule 41.3 (attendance clause in Rules, formerly Rule 40.3).	<i>Noted and Leave of Absence for M Midgley approved</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.	<i>Noted</i>
5 MINUTES OF THE PREVIOUS MEETING  J McCuaig proposed, seconded by A McDonald, 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 BUSINESS PLAN AND RISK REGISTER 2023-24	

- The CEO spoke to the Business Plan and Risk Register which had been presented to today's meeting, outlining the measures in place to manage threats, and the proposed key priorities for 2023-24. A query was raised in relation to the SWOT analysis which had been conducted, and the CEO spoke to the format of the analysis, and the proposed actions arising therefrom. The Committee approved the Business Plan and Risk Register 2023-24. *Approved*
- 9 LETTINGS PLAN
- The CEO noted that the proposed Lettings Plan which had been presented to today's meeting was in a similar format to the previous year's plan, with no substantive changes. Committee approved the Lettings Plan for 2023-24. *Approved*
- 10 TENANT EQUALITIES – STATISTICAL REPORT
- The CEO spoke to the report which had been presented to today's meeting, and noted that, given that we would now be gathering equalities data from incoming tenants, the data available to us would grow over time. The Committee noted the Report. *Noted*
- 11 HEALTH AND SAFETY MANUAL – AUDIT REPORT
- The CEO spoke to the report which had been submitted to the meeting, noting that the audit had been useful, with the auditor offering practical and pragmatic advice and suggestions. The CEO advised that it was proposed that any actions arising from the audit should be added, as necessary, to the H&S action plan which had been submitted to the January meeting, and the Committee agreed to this. *Noted*
- 12 HOUSING OFFICER'S REPORT
- 1) **Arrears.** February arrears were £29,224.05 a decrease of £1642.16 compared to January 2023. *Noted*
- Former Tenant Arrears.** There was no change 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 February. *Noted*
- 4) **Allocations.** There were no re-lets in February. *Noted*
- 5) **Overdue gas services.** There were no overdue services since the previous meeting. *Noted*
- 13 CEO REPORT

1) **Health and Safety / Landlord Facilities Health and Safety.**

The CEO noted that the report in relation to the recent audit of our Health and Safety Control Manual had been shared with the Management Committee for Review.

*Noted*

Noted further that ACS has been instructed to progress with the updated Fire Risk Assessments for Lister's common areas.

*Noted*

The CEO advised that it was proposed that the Management Committee refresher Health and Safety training would be carried out by the training officer at Harbour Homes, with proposed dates to follow.

*Noted*

2) **Energy Advice Service for Lister Tenants**

Lister, together with ARCHIE peer organisations have been granted part-funding for a 12-month fixed term Energy Advice Officer post. The officer will be available to Lister tenants for half a day each week, to support them with their energy efficiency enquiries.

*Noted*

3) **Counselling Service for Lister Employees.**

Time for Talking have a service available which involves 6 sessions, at a cost of £55 per session. The Management Committee agreed that this is an important service to have available for staff, and agreed also that relevant information should be shared with the team.

*Noted*

4) **Internal Audit 2023.**

An internal audit is due this year. The staff team are discussing which areas might benefit from internal audit review and will come back to the Management Committee for a decision.

*Noted*

5) **EVH Salary Increases 2023-24**

The EVH salary increase of 5.25% will be applied to employee salaries from April 2023, including the EVH first aid allowance for the staff team's qualified first aider.

14 MEMBERSHIP

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

*Noted*

<b>Member no.</b>	<b>Address</b>	<b>Approval date</b>	<b>Date of start of membership</b>
952	Archibald Place	18.10.22	31.10.22

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

<b>Member no.</b>	<b>Address</b>	<b>Reason</b>	<b>Cancellation date</b>
762	Heriot Place	Death	Feb '23 (Date tbc)
939	Archibald Place	Left Co-op	06.11.22

15 COMMUNITY ISSUES

A Management Committee member asked about timescales for the kitchen contract and in particular about delivery of snagging items. The CEO will clarify the position.

*Officers to progress*

16 ANY OTHER BUSINESS

There was no any other business.

**The meeting closed at 19.36pm.**