

LISTER HOUSING CO-OPERATIVE LTD

**Minutes of the Management Committee Meeting held on Tuesday 25 April 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, C Goodwin, J McCuaig, J Renton.

**Online:** L Bald, J Leith, M Midgley.

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

**Online:** M Stolarek (Housing Officer)

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 were no apologies for absence.  No one affected under Rule 41.3 (attendance clause in Rules, formerly Rule 40.3).	<i>Noted</i>
3 DECLARATION OF INTERESTS  There were declarations of interest from L Alexander, J Dydak, J McCuaig and M Midgley in relation to item 14 (5. Kitchen Programme Update) as they were to receive new kitchens as part of the programme and had not yet had their kitchens installed. It was agreed that whilst they would remain present for the discussion, they would take no part in any decisions to be made as part of that discussion.	<i>Noted</i>
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 L Addams 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 REGISTERS – SIGNING OFF 2022-23 FINANCIAL YEAR

The CEO spoke to the report on the registers which had been presented to the meeting. Following review, the Committee noted the contents of the registers and approved the Chair to sign them off where appropriate.

*Approved*

9 RECHARGE REPAIR, FORMER TENANT ARREARS AND BAD DEBT WRITE OFFS

Committee noted the report which showed (a) no outstanding recharge repair costs (b) a slight increase in FT Arrears and (c) There were no bad debt write offs in the financial year.

*Noted*

10 COMPLAINTS HANDLING PROCEDURE- Q4 STATS

Committee noted the report and statistics for Quarter 4, January to March 2022-23 which showed no complaints were received during this period.

*Noted*

11 AUDIT PLAN AND TIMETABLE

The CEO spoke to the plan and timetable which had been submitted to the meeting, noting that there has been a Risk Analysis added as a requirement in order to meet updated accounting standards, and that the audit fees had increased to incorporate this. The CEO notes that interim audit fieldwork had commenced, and that progress to date had been positive in relation to the audit. Following discussion, the Management Committee noted the terms of the audit plan and timetable.

*Noted*

12 H&S COMMITTEE REPORT, AUDIT REPORT AND ACTION PLANS – QUARTER 4

The CEO spoke to the reports and H&S action plans which were in the same format as had been reported to the January meeting, albeit that they had been updated in relation to delivery of actions.

The CEO noted that the audit report in relation to the Landlord Facilities Manual was generally positive with some actions which had been added into the action plan.

The CEO noted further that the auditor had recommended an independent specialist asbestos management survey as part of the audit report, and sought the Management Committee's views on whether it would be minded to proceed in this way. Following discussion the Management Committee agreed that as a next step officers should conduct initial investigations into the potential cost and impact of such a survey, and officers to progress.

*officers to progress*

12 HOUSING OFFICER'S REPORT

- 1) **Arrears.** March arrears were £28,598.05 a decrease of £626.00 compared to February 2023.

*Noted*

- Noted*
- Former Tenant Arrears.** There was no change to the FTAs owing.
- 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.** There was one void property in March. *Noted*
- 4) **Allocations.** There was one re-let in March. *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.**  
As noted above. *Noted*
- 2) **SHR Regulatory Engagement Plan 2023-24.**  
The CEO noted the terms of the SHR Engagement Plan for 2023-24. The Committee noted the position. *Noted*
- 3) **Outcome of EVH Consultation on Terms and Conditions.**  
The CEO spoke to the outcome of the recent consultation on EVH terms and conditions which had been approved, with updated terms and conditions to be issued. *Noted*
- 4) **Internal Audit 2023.**  
The CEO noted that the staff team had been discussing which areas might benefit from internal audit review, and noted further that in officers' view there might be value in considering the voids and allocations processes and procedures on this occasion. Following consideration, the Management Committee agreed with this proposal. *Agreed and officers to progress*
- 5) **Kitchen Programme Update.**  
The CEO noted that. due to a review of its contracts, the kitchen supplier had communicated its intention to withdraw the supply of kitchens to the social housing sector. Whilst the kitchen supplier could still supply the kitchens in the programme it was further noted that, as a result of this decision there could be a considerable impact on costs. The CEO explained that this was a developing situation and that the Management Committee would of course be kept updated. However in the meantime the Management Committee agreed that, in the event that decisions required to be taken in relation to specification etc, these would be best remitted to the Kitchen Sub Group which had been convened in relation to the setting up of the programme.

In relation to the snagging, the CEO advised that it had been agreed that, for the remainder of the contract, the surveyors would copy Lister into all snagging correspondence with N Watt & Son. The contractor will aim to complete all snagging works within 2 weeks of receipt of the list.

*Noted and agreed*

6) **Energy Advice Service.**

In relation to the planned energy advice service for Lister tenants, the CEO noted that 2 posts were advertised, and that as the first round of recruitment was unsuccessful; consideration was now being given to using agency services in order to find the right candidates. Following consideration, the Management Committee agreed with this approach, and officers to keep the Management Committee updated.

*Agreed*

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>
none			

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

<b>Member no.</b>	<b>Address</b>	<b>Reason</b>	<b>Cancellation date</b>
None			

15 COMMUNITY ISSUES

There were no community issues.

16 ANY OTHER BUSINESS

There was no any other business.

**The meeting closed at 19.35pm.**