

**Minutes of the Management Committee Meeting held on Tuesday 23 January 2024 at 6.30 pm (held face-to-face & virtually using Google Meet)**

Committee Members present: **F-to-F:** L Alexander, A McDonald, J McCuaig, J L Addams, J Dydak, C Littlewood, J Renton.

**Online:** L Bald

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

6.30 PM MAIN MEETING

ITEM	DECISION/ACTION
1 CONFIDENTIAL BUSINESS There was no confidential business.	
2 APOLOGIES FOR ABSENCE & RULE 41.3 ATTENDANCE There were apologies from S Baxter and J Leith. No one affected under Rule 41.3 (attendance clause in Rules).	<i>Noted</i>
3 DECLARATION OF INTERESTS There were no declarations of interest.	<i>Noted</i>
4 TOPICS FOR ANY OTHER BUSINESS There were no items to be raised as AOB.	
5 MINUTES OF THE PREVIOUS MEETING J McCuaig proposed, seconded by J-L Addams, 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 15 JANUARY 2024 (a) The CEO presented Paper 8(a) - the options and proposals for the budget. This was discussed along with Paper 8(b) the minutes of the Finance Sub Group Meeting, and Paper 9(c), the draft Maintenance budget. (b)	

The CEO set out the context for the proposals, including ongoing high costs, and a proposed heavier than usual maintenance spend during 2024-25. The CEO noted the proposed one-off income item being the proposed transfer from another co-operative. The CEO also noted that the proposed rent increase was lower than the average for consultation of 6.39% which had been calculated by the SFHA, and if applied would likely mean that Lister's rents remain lower than the Scottish average.

*Approved to go to consultation*

The minutes of the Finance Sub Group Paper 8(b) were accepted.

9 BUDGET PAPERS (DRAFT) FOR 2024-25 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 3.5% increase for all tenants and 3 extra points for Main Site tenants, taking their rise to 4.5%.

After discussion, it was agreed to consult with tenants based on this recommendation, with the final decision to be taken at the February Management Committee meeting.

The Management Committee approved to go to consultation with tenants in relation to the proposed increase.

*Approved to go to consultation*

A Ross was thanked and left the meeting at 18.48.

10 H&S COMMITTEE REPORT AND ACTION PLANS – Q3

The CEO spoke to the Health and Safety report, and associated appendices, which had been presented to this meeting. The CEO set out key actions, including EICR and water tank inspections. In relation to playground safety the Management Committee noted that a contractor had been found to take forward actions identified in the most recent inspection report.

A question was asked in relation to asbestos in common areas, and noted that the advice from our Health and Safety consultants, ACS, was that this could be managed in situ rather than removed.

The Management Committee noted the terms of the report and actions.

*Noted*

11 TRAINING LOG 2023

The training log for 2023 was noted.

*Noted*

12 COMPLAINTS HANDLING PROCEDURE – STATISTICS 2023-2024 Q3

Committee noted the statistics for quarter 3 ending 31 December 2024

*Noted*

### 13 DATA PROTECTION POLICIES FOR REVIEW

The CEO spoke to the Data Protection Policies for review, noting that these represented updates to policies which Lister already has in place. Following review, the Management Committee approved the updated policies. *Approved*

### 14 HOUSING OFFICER'S REPORT

- 1) **Arrears.** December arrears were £36,521.69 an increase of £1373.97 compared to November 2023. *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.** There were four properties void in November and December. *Noted*
- 4) **Allocations.** There was one re-let in November and December. *Noted*
- 5) **Overdue gas services.** There were no overdue services since the previous meeting. *Noted*

### 11 CEO REPORT

- 1) **Social Housing Net Zero Standard in Scotland.**  
The CEO spoke of the Scottish Government's review of EESSH2 and the published consultation of a new Social Housing Net Zero Standard in Scotland. A more detailed report and its potential implications for Lister will be provided to the February Management Committee Meeting.
- 2) **Grit Bins.**  
The CEO proposed the idea of providing grit bins around the Lister site during the winter months and following discussion the Management Committee approved that this should be trialled in Lister. *Agreed and officers to progress*
- 3) **Management Committee Members' Training.**  
As previously agreed by the Committee, the Equalities and Human Rights training is proposed to take place prior to the February meeting. *Noted*
- 4) **Management Committee Declarations 2023-24.**  
The Management Committee members have now returned all completed declarations for 2023-24. *Noted*
- 5) **Proposed transfer from Scottish Housing Co-op.**  
The CEO confirmed that the Scottish Housing Co-op that is planning to wind up its affairs have decided to transfer

their assets to Lister, and on that basis this proposed transfer has been included for the budget for 2024-25. *Noted*

6) **Gardens Update.**  
The CEO is working with the tree surgeons to take forward the high priority tree work on the Lister site, and have also begun discussions on a planting plan. *Noted*

7) **12 Keir Street.**  
The opening up works have nearly been completed and the monitoring is ongoing. *Noted*

## 12 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>
957	Lauriston Place	23.11.23	01.12.23

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

<b>Member no.</b>	<b>Address</b>	<b>Reason</b>	<b>Cancellation date</b>
66	Lauriston Place	Left Co-op	07.12.23
103	Lauriston Place	Left Co-op	07.12.23

## 13 COMMUNITY ISSUES

There were no community issues.

## 14 ANY OTHER BUSINESS

There was no AOB.

**The meeting closed at 7.30pm.**