

LISTER HOUSING CO-OPERATIVE LTD

Minutes of the Management Committee Meeting held on Tuesday 20 February 2024 at 7.30 pm (held face-to-face & virtually using Google Meet)

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

7.30 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 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 no declarations of interest.	
4 TOPICS FOR ANY OTHER BUSINESS There was one item to be raised as AOB.	<i>Noted</i>
5 MINUTES OF THE PREVIOUS MEETING J McCuaig 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 With reference to the item in the previous minutes in relation to providing grit bins for tenants to access, these have now been obtained and a newsletter will go out with the details.	<i>Noted</i>
7 OFFICE BEARERS' REPORT There was no Office-Bearers business to report.	
8 QUARTERLY ACCOUNTS: QUARTER 3 OCT - DEC 2023 (a) A Ross presented the Finance Report and Management & Accounts for the third quarter to 31 December 2023. The surplus (b) amounted to £171,148, with the forecast anticipating a surplus of	

£73,420. The total income was £759,810 which is £15,529 more than the forecast position of £744,281. Actual operating costs to December 2023 were £588,662 which is £82,199 less than the forecast position of £670,861. This positive variance is primarily due to the timing of cyclical and major repair contracts carried out in the third quarter. This is offset by day-to-day repairs (£45,128) in this quarter.

Following review, Committee approved the Finance Report and Management Accounts for the quarter ended 31 December 2023.

A Ross was thanked and left the meeting at 19.36.

Approved

9 RENT REVIEW FEEDBACK & BUDGET APPROVAL

The CEO advised that there had been no tenant feedback in relation to the recent consultation on the proposed rent review. Committee approved the budget and rent review for the year 2024-25 based on a 3.5% overall rent increase for all tenants, with a further 3 extra points for Main Site tenants, taking their rise to circa 4.5%.

*Approved budget
and rent review*

10 FINANCIAL/GOVERNANCE MATTERS

a) Following review, Committee approved the Statement of Internal Controls and Statement on Reserves.

b) Following review, Committee approved the Impairment Review.

*Approved and
Noted*

11 QUARTERLY MAINTENANCE STATISTICS Q3: OCT-DEC 2023

Committee noted the statistics for the quarter ended 31 December 2023.

Noted

12 SOCIAL HOUSING NET ZERO STANDARD

The Social Housing Net Zero Standard (SHNZS) in Scotland consultation is currently underway, which it anticipates will replace the Energy Efficiency Standard for Social Housing (EESH2). The CEO spoke to the paper which had been presented in relation to the current consultation, also in the context of the current baselining work being conducted with Changeworks.

Following discussion the Committee agreed that, given the nature of Lister's stock, its preference in relation to the key consultation question would be for option 1 relating to a banding approach, rather than option 2 relating to a 2 stage approach. Committee further agreed that the CEO should provide Lister's feedback to the SFHA in order that it could contribute to the feedback that it was collating on behalf of members.

*Agreed, Officers
to progress*

13 POTENTIAL MEMBERSHIP OF CO-OPERATIVES UK

Following on from previous discussions, noted that J Renton is happy to circulate any relevant materials, which the CEO can

distribute to the Management Committee. Agreed that this item would be added to the agenda for the June Management Committee meeting.

Noted

14 HOUSING OFFICER'S REPORT

- 1) **Arrears.** January arrears were £38,746.83 an increase of £2,225.14 compared to December 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) **Voids.** There were four void properties in January.

Noted

- 4) **Allocations.** There were no re-lets in January.

Noted

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

Noted

15 CEO REPORT

- 1) **EVH EMPLOYERS BALLOT ON PAY NEGOTIATIONS/ COST OF LIVING PROPOSAL**

The Management Committee noted that the employer's ballot had been closed due to the Union's members rejecting the 5.5% recommendation. Noted that the matter will now be referred to ACAS for conciliation.

Noted

- 2) **HEALTH AND SAFETY/ LANDLORD FACILITIES HEALTH AND SAFETY**

ACS has confirmed that it will be possible to hold training in the office prior to a Management Committee meeting. The proposed date is 30th April 2024 for approximately 1.5-2 hours. Management Committee agreed to proceed on this basis.

Agreed

- 3) **KEIR STREET UPDATE**

One flat has had the opening up works completed and monitoring continues. There is a further drain which requires to be surveyed and the plumbers are attending in early course.

Noted

- 4) **GARDENS UPDATE**

There has been an initial meeting with the tree surgeons regarding a potential planting plan. Noted that further information would be presented in relation to potential tree costs, depending on what size was selected, and a query was also raised in relation to tree surgeons' advice that proceeding with evergreens would not be recommended. Officers to progress these points and a further update to be provided to the Management Committee.

Noted, and officers to progress

5) **EVENT PERMISSION REQUEST – MAIN SITE GARDEN**

Lister have been contacted by an international competition event, which has requested permission for access for its competitors to pass through the Main Site gardens during this year's event which will take place between 3-6pm on Friday 12th July 2024. There was some discussion around this and further queries were raised by the Management Committee, which the CEO will pick up with the event organisers before reporting back to the Committee.

Noted, and officers to progress

16 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
789	Heriot Place	Left Co-op	29.01.24

17 COMMUNITY ISSUES

There were no community issues.

18 ANY OTHER BUSINESS

A query was raised in relation to potentially allowing the office to close earlier on a Friday, in line with some other social landlords in Edinburgh. Noted that this had not been discussed at staff level, and agreed that it should be remitted to staff to discuss, and remitted to the Management Committee if necessary.

The meeting closed at 8.30pm.