

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, J L Addams, S Baxter, J Dydak, C Goodwin, J Leith, C Littlewood, J Renton.

In attendance: J Rankin (CEO), M Stolarek (Housing Officer).

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 41.3 ATTENDANCE There were apologies from J McCuaig and L Bald. 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 were no items to be raised as AOB.	<i>Noted</i>
5 MINUTES OF THE PREVIOUS MEETING J Leith 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 ANNUAL PRIORITIES REVIEW 2023-24 The CEO spoke to the Annual Priorities Review, noting progress against key targets, which were considered and noted.	
9 BUSINESS PLAN, RISK REGISTER and ANNUAL PRIORITIES 2024-25	

The CEO spoke to the Business Plan, Risk Register and Annual Priorities for 2024-25 which had been presented to today's meeting, outlining the measures in place to manage threats, and the proposed key priorities for the coming year. Following discussion the Committee approved the Business Plan, Risk Register and Annual Priorities for 2024-25. *Approved*

10 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. The CEO further noted that RSLs in Edinburgh have been asked by the City of Edinburgh Council to continue to prioritise homeless applicants. Following discussion in relation to Lister's capacity to support this request, Committee approved the Lettings Plan for 2024-25, with a focus initially at least on continuing to prioritise starters over movers, in order to contribute to managing the homelessness crisis in the city. *Approved*

11 HOUSING OFFICER'S REPORT

- 1) **Arrears.** February arrears were £37,074.69 a decrease of £1672.14 compared to January 2024. *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 six void properties in February. *Noted*
- 4) **Allocations.** There were two re-lets in February. *Noted*
- 5) **Overdue Gas Services.** There were no overdue services since the previous meeting. *Noted*
- 6) **Allocations – Short-Term Letting.** From 01 October 2023 a Short-Term Let must be Licenced by The City of Edinburgh Council. The Housing Officer prepared and spoke to a detailed report outlining the licencing and the potential impact that it will have on Lister. Following discussion and review of the report, the Management Committee noted that Lister's position has not changed, however officers will ensure to adapt Lister's consent letters, when these are issued, to ensure that Lister is addressing any potential issues raised by the Council's licencing scheme. *Noted*

12 CEO REPORT

- 1) **EVH Employers Ballot on Pay Negotiations/ Cost of Living Proposal.** Officers left the meeting while the Management Committee discussed the employer's ballot.

Following discussion the Committee agreed to vote in favour of the EVH salary increase of 6%. *Agreed*

- 2) **Health and Safety / Landlord Facilities Health and Safety.** The Health and Safety training for Management Committee members has now been confirmed to take place prior to the April Management Committee Meeting. *Noted*
- 3) **Keir Street Update.** Monitoring works are continuing, and otherwise no further update was provided this month. *Noted*
- 4) **Gardens Update.** Following on from last month, noted that indicative costs had been provided for the proposed trees along Lauriston Place front gardens, alongside possible options for new trees. A Management Committee member circulated print-outs of the suggested trees. Agreed that Committee Members will select 2-3 trees from the list before the selection go out to the tenants to vote, with Management Committee Member J-L Addams kindly agreeing to prepare a visual representation to support tenants to visualize the proposed changes at the consultation stage. *Agreed and Officers to progress*
- 5) **Event Permission Request.** Following on from previous discussion regarding a permission request for an event to take place passing through the Main Site back garden in July 2024, the CEO provided responses to previous Management Committee queries from the event organisers. The Committee discussed further, and voted in favour of granting permission for the event to go ahead. *Agreed and Officers to progress*
- 6) **Housing Perks.** Along with other Scottish Co-operatives, the CEO had recently attended a demonstration by a company called 'Housing Perks', which is a voucher scheme with typical savings of between £6-12 per week. The Committee discussed the scheme and noted queries in relation to participating retailers, as well as data protection implications, which the CEO will put to Housing Perks in order that there can be further discussion at the April Management Committee Meeting.

13 MEMBERSHIP

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

Member no.	Address	Approval date	Date of start of membership
958	Lauriston Terrace	13.02.24	13.02.24

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

Member no.	Address	Reason	Cancellation date
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14 COMMUNITY ISSUES

There were no community issues.

15 ANY OTHER BUSINESS

There was no other business.

The meeting closed at 19.36pm.