

LISTER HOUSING CO-OPERATIVE LTD

Minutes of the Management Committee Meeting held on Tuesday 31 October 2023 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, S Baxter, J Dydak, C Goodwin, J Leith.

Online: L Bald

In attendance: J Rankin (CEO), M Stolarek (Housing Officer - 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 40.3 ATTENDANCE There were apologies from C Littlewood, J Renton. No one affected under Rule 41.3 (attendance clause in Rules).	<i>Noted</i>
3 DECLARATION OF INTERESTS There were no declarations of interest.	
4 TOPICS FOR ANY OTHER BUSINESS There was one item noted to be raised as AOB.	<i>Noted</i>
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 2023 ASSURANCE STATEMENT TO THE SHR - FINAL REPORT/DRAFT STATEMENT The draft Assurance Statement was reviewed and discussed, in the context of the reports which had been presented to recent meetings. The CEO noted the specific statements which were required on this occasion. The Management Committee confirmed that it was satisfied with the Draft Assurance Statement and authorised the Chair to sign it.	<i>AS agreed, Chair to sign</i>

9 2023 ASSURANCE STATEMENT TO THE SHR – ACTION PLAN

The Management Committee reviewed the updated Action Plan, and it was noted.

Plan noted

10 ANNUAL PRIORITIES 2023-24 DRAFT FOR APPROVAL WITH MID-YEAR COMMENTS

The CEO spoke to the updated priorities, noting items such as work to progress EICRs in new site properties prior to expiry of 5 year deadlines, and also proposed software developments which could mean improved tenant communication eg via a tenant portal. Following consideration, and discussion the Annual Priorities for 2023-24 were approved and the six-month update was noted.

Approved / noted

11 LISTER CHP – QUARTER 2 STATISTICS

The CHP Q2 statistics were noted, as well as improvement actions which officers had identified and were implementing as a result of complaints.

Noted

12 H&S COMMITTEE REPORT AND ACTION PLANS – Quarter 2

The CEO updated on the H&S report and action plans which had been presented to the meeting, updating also on key areas of landlord health and safety management. Following discussion, the updated report and action plans were noted.

Noted

13 REVIEW OF STANDING ORDERS

The CEO spoke to the updated draft Standing Orders which had been presented to the meeting, noting that amendments generally reflected changing job roles and the updated Model Rules which had been approved at last year's SGM, and the Committee approved.

Approved

14 HUMAN RIGHTS APPROACH REPORT

The CEO summarised the key terms of the report which had been issued to the meeting, including the 7 key features of the Right to Adequate Housing, set out by the United Nations Committee on Economic, Social and Cultural Rights. The Management Committee discussed the potential next steps in relation to this important area, noting the considerable work which was already in place within Lister to adopt a Human Rights approach. Following this discussion the Management Committee decided that Lister should progress with the next steps set out in the report.

Agreed officers and to progress

15 HOUSING OFFICER'S REPORT

- 1) **Arrears.** September arrears were £33,656.28 a decrease of £1,038.07 compared to August 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.** Four properties were void in September. *Noted*
- 4) **Allocations.** There were no re-lets in September. *Noted*
- 5) **Overdue gas services.** There were no overdue services since the previous meeting. *Noted*
- 16 CEO REPORT
- 1) **Membership of Sub-Committees**
The CEO noted the proposed minor amendment to Sub-Committee membership to reflect the changes in Office Bearers agreed at last month's meeting. The Management Committee agreed the updated Membership. *Agreed*
- 2) **Management Committee Training**
The Management Committee discussed the options set out in the paper, and agreed that officers should progress as proposed. *Noted and officers to progress*
- 3) **Internal Audit**
The CEO updated on progress to date with the recent audit and advised that the Management Committee would be kept updated on further progress, and the report would be shared when available. *Noted*
- 4) **SFHA Social Housing Support Fund**
The Management Committee noted that Lister had been successful in the most recent round of SFHA, and that officers would now progress with distribution of this award. *Noted*
- 5) **Proposed Transfer from Scottish Housing Co-operative**

The CEO updated on the recent information request from another Housing Co-operative which was considering winding up its affairs, and sought the Management Committee's view on how it would propose appending the funds in the event that a transfer were made. Following discussion the Management Committee agreed that it would make most sense to seek to apply these funds, if received, in the way that would maximise utility for Lister tenants, eg in relation to ESSH2 works. *Noted and officers to progress*
- 6) **12 Keir Street Update**

The CEO updated on progress in relation to this work and the Management Committee noted. *Noted*

7) **Gardens Update**

The CEO advised that the results of the recent tree survey were awaited and that in the meantime work to prune trees in front gardens was planned for 6.11.23. *Noted*

17 MEMBERSHIP

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

Member no.	Address	Approval date	Date of start of membership
None			<i>Approved</i>

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

Member no.	Address	Reason	Cancellation date
None			

18 COMMUNITY ISSUES

None.

Officers to progress

19 ANY OTHER BUSINESS

It was noted that the proprietors of the Keir Street shop had recently retired and that the new proprietors had organised a temporary licence to sell alcohol. Concerns were raised by members of the Management Committee as there had been incidents in the past associated with the sale of alcohol in the shop.

Various potential options were discussed, however agreed that the CEO would discuss with the shop proprietor and ascertain their plans in relation to applying for a permanent licence for alcohol sale. *Officers to progress*

The meeting closed at 7.30pm.