

LISTER HOUSING CO-OPERATIVE LTD

Minutes of the Management Committee Meeting held on Tuesday 18 February 2025 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, L Bald, S Baxter, S Bell, J Dydak, C Goodwin, J Leith, J Renton.

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 was an apology from C Littlewood.	
No one affected under Rule 41.3 (attendance clause in Rules).	<i>Noted</i>
3 DECLARATION OF INTERESTS	
There were declarations of interest from L Bald and S Bell regarding item 15. 3.	
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 L Addams proposed, seconded by J McCuaig, 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.	<i>Noted</i>
7 OFFICE BEARERS' REPORT	
There was no Office-Bearers business to report.	
8 QUARTERLY ACCOUNTS: QUARTER 3 OCT - DEC 2024	
(a) A Ross presented the Finance Report and Management & Accounts for the third quarter to 31 December 2024. The surplus amounted to £24,804, with the forecast anticipating a surplus of £6,363. The total income was £779,610 which is (£648) less than the forecast position of £780,258. Actual operating costs to December 2024 were £754,806 which is £19,089 less than the	

forecast position of £773,895. This positive variance is primarily due to the timing of cyclical, enhancements and adaptations, and major repair contracts carried out to the quarter end. This is offset by day-to-day repairs (£30,943) in this quarter.

Following review, Committee approved the Finance Report and Management Accounts for the quarter ended 31 December 2024.

A Ross was thanked and left the meeting at 18.45.

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 2025-26 based on a 4.4% rent increase for all tenants.

*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, and discussion in relation to the potential circumstances in which an impairment might apply, Committee approved the Impairment Review.

*Approved and
Noted*

11 QUARTERLY MAINTENANCE STATISTICS Q3: OCT-DEC 2023

The CEO noted that response times were above target, and that there were higher numbers of repair satisfaction survey returns. Committee noted the statistics for the quarter ended 31 December 2024.

Noted

12 UPDATED BARBEQUE AND EVENT GUIDANCE

Following review, Committee approved the updated barbeque and event guidance, with officers to share in due course.

*Agreed, Officers
to progress*

13 USE OF VIDEO DOORBELLS

The Committee discussed the paper in relation to DPO advice with regard to Lister's approach to the use of video doorbells, and raised questions in relation to whether a distinction should be drawn between different property types, and also the potential criteria for decision/ refusal in relation to potential tenant alteration requests. The Management Committee agreed to the DPO recommendation in principle, however, the CEO agreed to seek DPO comments/ advice in relation to the queries raised.

*Approved in
principle and
officers to
progress*

14 HOUSING OFFICER'S REPORT

1) **Arrears.** January arrears were £35,324.18 an decrease of £4,498.07 compared to December 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 no 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 UPDATE ON PAY NEGOTIATIONS**
The CEO updated on EVH negotiators' recommendation of a multi-year deal on salaries, as set out in the report. The CEO noted that the union had confirmed that they would be balloting their members with a recommendation to accept the deal. Officers withdrew from the meeting whilst the Management Committee considered the EVH negotiators' recommendation, as set out in the EVH ballot which had been issued to member organisations. Following consideration the Management Committee decided to vote in favour of the recommendation. *Noted*
- 2) **PAINTING CONTRACT AND COMMUNITY PAYBACK**
The CEO updated on the proposal to paint the New Site play area to fulfil the community payback element of the current external painting contract. The Management Committee discussed the proposal and agreed to proceed with this. *Agreed*
- 3) **KEIR STREET UPDATE**
Following the decision at last month's meeting in relation to progressing these works, the CEO has contacted F3 surveyors with a view to progressing a tender on Lister's behalf, in order to appoint a contractor to deliver the works. *Noted*
- 4) **FORMER TENANT ARREARS – DEBT RECOVERY**
The CEO discussed former tenant arrears and the Committee agreed that Lister will use TC Young in the case of high value former tenant arrears. *Noted, and officers to progress*
- 5) **CASE STUDY REQUEST**
Lister has been contacted by the Scottish Land Commission regarding participating in a case study for the creation of an online portal with accessible information in relation to a range of governance models which have collaborative principles at their core, such as leases/tenancies, cooperative ownership and community ownership. The Management Committee agreed to participate in the proposal, although requested that the draft wording be shared with Management Committee members via email for review. *Noted*

6) **HEALTH AND SAFETY/ LANDLORD FACILITIES
HEALTH AND SAFETY**

The Management Committee signed this year's declarations in relation to both Landlord Health and Safety and Health and Safety more generally.

7) **FOI/ EIR AND DATA PROTECTION UPDATE**

The CEO noted that there were 3 Freedom of Information requests and no requests in relation to the Environmental Information Regulations or subject access requests received during the period of October to December 2024.

Noted

8) **PROPOSED TRANSFER FROM SCOTTISH HOUSING
CO-OPERATIVE**

The CEO noted that progress in relation to the proposed transfer had been delayed, but that he had recently heard from the Co-operative advising that they hoped to complete the transfer this calendar year. The CEO has will keep the Management Committee updated on progress.

Noted

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
None			

17 **COMMUNITY ISSUES**

There were no community issues.

18 **ANY OTHER BUSINESS**

A query was raised in relation to whether any concerns had been raised in relation to the painting contract, and the scaffolding firm which had been subcontracted as part of the contract. The CEO noted that several concerns and complaints had been raised, and that where this had occurred officers worked proactively with contractors to address these on behalf of tenants.

The meeting closed at 7.35pm.