

Minutes of the Management Committee Meeting held on Tuesday 29 April 2025 at 6.30pm

Committee Members present: L Alexander, A McDonald, J McCuaig, J L Addams, L Bald, S Baxter, S Bell, J Dydak, J Leith, C Littlewood, J Renton.

In attendance: J Rankin (CEO), M Stolarek (Housing Officer), 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 40.3 ATTENDANCE	
There were no 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.	<i>Noted</i>
4 TOPICS FOR ANY OTHER BUSINESS	
There were two items to be raised as AOB.	<i>Noted</i>
5 MINUTES OF THE PREVIOUS MEETING	
J Leith proposed, seconded by L Bald, 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	
Since the last Management Committee meeting, the Office-Bearers had approved a quote for installation of electric storage heating in one of Lister's properties, as noted further in the CEO report.	
8 REGISTERS – SIGNING OFF 2024-25 FINANCIAL YEAR	
The CEO spoke to the report on the registers which had been presented to the meeting. Following review, the Committee noted the contents of the report and approved the Chair to sign relevant registers where appropriate.	<i>Approved</i>

9 RECHARGE REPAIR, FORMER TENANT ARREARS AND BAD DEBT WRITE OFFS

Committee noted the report which showed (a) outstanding recharge repair costs of £3,443.88 (b) an increase of £7,920.12 in FT Arrears with £1605.56 received and (c) £1,488.96 in bad debt write offs in the financial year 2024-25.

Noted

10 COMPLAINTS HANDLING PROCEDURE- Q4 STATS

The CEO spoke to the report for Quarter 4, January to March 2024-25, which showed complaints received and responded to during this period, as well as relevant learning from complaints. In response to a Management Committee query, the CEO amplified on the learning from complaints during this quarter, and the changes to process implemented as a result of complaints. Committee noted the report and statistics.

Noted

11 INTERNAL AUDIT REPORT – ALLOCATIONS AND VOID MANAGEMENT

The CEO spoke to the audit report, noting the reasonable assurance level, and the officer responses to identified actions. The Committee noted the report, and there was discussion in relation to the actions identified in relation to the actions identified in relation to the 'Multi' flats. It was agreed that officers would progress the actions identified in the report, considering more generally the Multis, and that an update would be provided at the October Management Committee meeting.

Noted

12 H&S COMMITTEE REPORT AND ACTION PLANS – QUARTER 4

The CEO spoke to the H&S Committee Report and Action Plans. In relation to the recent issue in an SP Energy Networks fuse box in a Lister tenement, given the lack of follow-up information from SP Energy Networks' appointed sub-contractor, the Management Committee agreed that the SP Energy Networks complaints process should be followed. Otherwise, the Committee noted the terms of the report

Noted

13 HOUSING OFFICER'S REPORT

- 1) **Arrears.** March arrears were £36,551.59 a decrease of £1489.84 compared to February 2025.

Noted

Former Tenant Arrears. There was a decrease of £1488.96 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) **Void.** There were no void properties in March.

Noted

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

Noted

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

13 CEO REPORT

- 1) **Online Attendance at Management Committee Meetings.**
Management Committee meetings have been fully attended 'in person' in recent months therefore the attendance sheet will be removed from the Committee papers. Any member planning to attend online or provide their apologies for a meeting should do this by telephone or email. *Noted*
- 2) **SHR Engagement Plan.**
The Scottish Housing Regulator has published this year's engagement plan for Lister. The Engagement Plan has been published on the SHR's website and added to the Lister website. *Noted*
- 3) **Back Boilers in Lister.**
There are 8 properties with back boilers remaining in Lister. These boilers are no longer produced, which means that they can't be replaced or parts sourced. Officers have contacted affected tenants to consider alternatives, and will keep the Management Committee updated on progress in relation to this work. *Noted*
- 4) **Gardens Update.**
Following the resignation of Lister's former Gardener in November last year, it was decided to continue with the external contractor (Harburn Estates) providing a garden maintenance service. The Committee agreed to keep this arrangement for now, and to review at the end of the growing season. The Committee also agreed that in the next Newsletter a call would be put out to interested tenants in relation to potentially participating in gardening activities. *Noted*
- 5) **FOI/ EIR and Data Protection Update.**
During the period January to March 2025 there were no requests received in relation to the Environmental Information Regulations, and no subject access requests received in relation to the Data Protection Act and no Freedom of Information requests. *Noted*

14 MEMBERSHIP

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

Member no.	Address	Approval date	Date of start of membership
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None

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

Member no.	Address	Reason	Cancellation date
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None			
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15 COMMUNITY ISSUES

In relation to the ongoing external painting contract it was noted that the painters had, in error started painting doors earlier than had been planned. There was discussion in relation to various issues with regard to the painting contract, including tidying the site at the end of each day, and the quality of door painting, and officers agreed to raise this feedback with the contractors.

16 ANY OTHER BUSINESS

A Management Committee member asked if tenants could be told when work has been scheduled in a stair or in the roof space. This is not always possible however the staff team will try to notify tenants where possible.

The Chair enquired about the garden at the back of the shop on Keir Street, and any accumulated items. The CEO will follow up with a letter to the shop, and thereafter tidying/ clearing the garden.

The meeting closed at 20.05pm.