

LISTER HOUSING CO-OPERATIVE LTD

Minutes of the Management Committee Meeting held on Tuesday 24 June 2025 at 6.30pm

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

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 apologies from S Bell, C Goodwin and 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.	<i>Noted</i>
4 TOPICS FOR ANY OTHER BUSINESS	
There was one item to be raised as AOB.	<i>Noted</i>
5 MINUTES OF THE PREVIOUS MEETING	
A McDonald 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	
There were no matters arising.	
7 OFFICE BEARERS' REPORT	
Noted that the Maintenance Sub-Group had recently met in relation to the proposed additional charges in relation to the painting contract (see item 14 below).	<i>Noted</i>
8 PAYROLL UPDATE	
The CEO updated the Management Committee on the payroll error which was picked up via an auditor query as part of this year's external audit. The effect is that during this period the monthly payments to HMRC in relation to both Employers and Employees NI have been lower than they should have been. The CEO contacted HMRC to advise them and to confirm how	

to rectify the error. All the monthly reports have now been resubmitted with the correct figures, the auditor has been updated on the actions taken and the SHR has been notified as a notifiable event.

Further, contact had been made with Lister's internal auditors, Quinns, to instruct them to review the remedial actions that had been put in place in this case, and also to comment on any potential further measures that should be put in place to ensure robust performance moving forward. The CEO noted that field work had already taken place in relation to this audit, and although the audit report was still to be issued, based on initial verbal feedback received from auditors, any variances between the re-submitted returns to HMRC, and their own testing, were immaterial.

A question was raised by a Management Committee member as to how we became aware of this issue, and the CEO clarified that this occurred via an audit query during this year's annual audit.

The Chairperson raised a query as to whether more effective control measures could be considered in order to address this issue moving forward, and the CEO confirmed that this was an area which would be considered via relevant audit reports.

A query was asked as to whether different or more sophisticated software might have helped, and the CEO noted that this of course was possible, although in discussions with internal auditors they had also indicated that errors could occur even with more sophisticated software packages.

A query was raised as to next steps, and the CEO advised that the next step would be for internal auditors to conclude their testing and issue their report. Thereafter, it would be necessary to consider both how to resolve the immediate issue in relation to the historic underpayment of employee NI contributions, and also what further remedial actions would need to be put in place to support the effective management of Lister's payroll function moving forward.

The Management Committee noted the terms of the report and updates which had been provided to today's meeting, and agreed to consider this matter further once the relevant internal audit report had come to hand.

Noted

9 REVIEW OF AUDIT ACTIVITY inc. REVIEW OF EXTERNAL AUDITORS

The Management Committee approved the report and noted that the contract with Chiene+Tait as auditor is its final year, and that officers would take forward a tender exercise, and would keep the Committee updated on progress.

*Noted and
Approved*

10 LOAN PORTFOLIO / TREASURY MANAGEMENT REVIEW

Committee noted the contents of the report, and approved a nil Loan Portfolio return. *Noted and Approved*

11 COMMITTEE – ANNUAL REVIEWS AND EFFECTIVENESS

The CEO spoke to the report which had been submitted, and updated on the achievements both of Lister, and of the Management Committee during this year.

Following consideration of the comments in relation to Committee effectiveness, the Management Committee agreed the proposed plans for this year's Committee Annual Reviews, with the CEO and Chair to progress. *Noted and Approved*

12 HOUSING OFFICER'S REPORT

1) **Arrears.** May arrears were £31563.62 a decrease of £5839.07 compared to April 2025. *Noted*

Former Tenant Arrears. There was an increase of £8329.62 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 was one void properties in May. *Noted*

4) **Allocations.** There no re-lets in May. *Noted*

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

14 CEO REPORT

1) **Audit Update.**
The CEO noted that the audit work for this year has not yet been completed and therefore the accounts would be presented in the July Management Committee meeting. *Noted*

2) **Keir Street Parking Gates.**
There was further discussion following on from the March meeting regarding the installation of CCTV cameras, or dummy cameras at the Keir Street parking gate, to help address antisocial behaviour. It was agreed that in the first instance officers should start locking the second gate and the would also investigate CCTV with an external monitoring firm and also the possibility of bringing the gate forward. *Noted and officers to progress*

3) **Edinburgh University – Keir Street Parking Area.**
The CEO noted that the Lister office had been contacted by tenants regarding their concerns in relation to the University's proposal to turn this area into a 'Ringo'

parking area. Following discussion, the Management Committee asked officers to contact the university to enquire about the plans and to report back to Committee.

Noted and officers to progress

4) **Painting Contract and Proposed Additional Costs.**

The CEO updated on ongoing discussions with the painting contractor, Bell Group Ltd in relation to potential additional costs which had been incurred by them in relation to putty repairs, additional unanticipated window repairs, and associated additional scaffold charges. The CEO noted that discussions were ongoing, supported by the Scottish Procurement Alliance, Lister's surveyors, and the Maintenance Sub Group, and it was agreed that officers would continue to progress, and of course will keep the Management Committee updated with ongoing reports.

Noted

5) **Management Committee Induction Handbook.**

Following on from discussions earlier this year, the CEO acknowledged that work on the updated Induction Handbook was ongoing, with apologies for the delay.

Noted

6) **Health and Safety Update.**

The CEO continues to pursue the complaint that has been made to SP Energy Networks in relation to failures re actions/ remedial actions.

Noted

7) **Upstream Homelessness Prevention Fund.**

The CEO advised that along with the ARCHIE partners, we have been successful in obtaining funding to support new and potentially existing tenants to sustain their tenancies.

Noted

14 MEMBERSHIP

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

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
919	Heriot Place	Left Co-op	15.05.25

15 COMMUNITY ISSUES

There were no community issues identified.

16 ANY OTHER BUSINESS

The issue of delivery trucks for the University blocking the gate on Keir Street was raised. The Committee discussed the issues and the CEO agreed to contact the University Estates Department.

Noted and officers to progress

The meeting closed at 19.35pm.