

LISTER HOUSING CO-OPERATIVE LTD

Minutes of the Management Committee Meeting held on Tuesday 29 October 2024 at 6.30 pm

Committee Members present: **F-to-F:** L Alexander, A McDonald, J McCuaig, J L Addams, S Baxter, J Dydak, C Goodwin, C Littlewood.

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 J Leith, J Renton, L Bald.	
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 L Addams 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 2024 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 Management Committee confirmed that it was satisfied with it and authorised the Chair to sign it.	<i>AS agreed, Chair to sign, officers to submit</i>

9 2024 ASSURANCE STATEMENT TO THE SHR – ACTION PLAN

The CEO spoke to the updated Action Plan which was submitted, which had been reviewed and updated in detail alongside the preparation of relevant reports. The CEO noted that there were actions on the plan which were already in the process of being implemented. Following review, the Action Plan was noted.

Plan noted

10 ANNUAL PRIORITIES 2024-25 DRAFT FOR APPROVAL WITH MID-YEAR COMMENTS

The CEO spoke to the annual priorities. The Chair asked about the conclusion of the kitchen programme the CEO noted that the programme was now substantively complete, and that he would confirm the position in relation to outstanding snagging. Following consideration, and discussion the updated Annual Priorities for 2023-24 were approved.

Approved

11 LISTER CHP – QUARTER 2 STATISTICS

The CHP Q2 statistics were noted.

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 including asbestos inspections in common areas, and proposed remedial works in the playpark areas following recent ROSPA inspections. Following discussion, the updated report and action plans were noted.

Noted

13 SHR CONSULTATION ON ARC CHARTER

The CEO spoke to the SHR Consultation, noting that the continued focus on tenant safety was important and in keeping with Lister's own focus in recent years. Following discussion, the Management Committee decided that it had no specific feedback which it wished to provide in relation to the consultation, but its terms were noted.

Noted

14 EQUALITIES UPDATE AND MONITORING

The CEO spoke to the equalities and monitoring update, noting that it was positive to see that over the last 5.5 years Lister is performing slightly above the most recent comparator for the population of Scotland as a whole (12.9% minority ethnic groups) for lets to people from these communities, with 13.33% of lets during that period. The terms of the update were noted.

Noted

15 HOUSING OFFICER'S REPORT

- 1) **Arrears.** September arrears were £35,064.55 a decrease of £378.97 compared to August 2024.

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) **Possible Management Committee Planning/Away Day.**
The CEO and Chair spoke of a possible planning/away day for the Committee as a possible opportunity for a launch of relevant materials, strategy/ planning, and team-building. The away day was discussed and agreed in principle. The CEO will progress, in conjunction with the Chair. *Agreed*
- 2) **Potential Co-Option of New Management Committee Member.**
The Management Committee discussed and agreed to co-opt Ms Shirley Bell, a Lister tenant and member who will attend from the November meeting onwards. *Agreed*
- 3) **CEO Appraisal.**
The Committee noted that the CEO appraisal has been completed by the Chair and reviewed by the Treasurer, in accordance with the relevant policy and regulatory expectations. *Noted*
- 4) **Planning Application.**
The CEO spoke to the recent planning application by Netflix, to fit a red plaque to the wall at the bottom of the Vennel steps. Following discussion, the Management Committee agreed that an objection should be submitted in relation to the application on the basis that would negatively affect the appearance of the area, and will not be in keeping with the surroundings. *Officers to progress*
- 5) **Painting Contract Update.**
The CEO updated the Management Committee on the painting contract, in relation to potential additional work identified by F3 Surveyors in relation to hairline cracks in mastic. Following further consideration F3's advice was that it would make sense to stick to scope of the original contract and complete any potential issues with hairline cracks in mastic via ongoing maintenance activities and

future workplans. Following consideration, the Committee *Noted and Agreed*
agreed to this proposal.

6) **Work with Other Scottish Housing Co-operative RSLs**

Lister has been creating closer working ties at officer level with other Housing Co-operatives in Scotland, through regular meetings and discussion of potential joint initiatives.

In relation to this, West Granton Housing Co-op Management Committee has extended an open invitation to all Co-ops in the group, as well as their Management Committees, to go along and meet with the West Granton team or members of the Management Committee. The Management Committee noted the update, and this offer. *Noted*

7) **City of Edinburgh Edindex Update.**

The CEO noted that the City of Edinburgh Council recently sent an email thanking RSLs across Edinburgh, for the work they have done to help alleviate the effects of the homelessness crisis in the city. The email also advised that the Council was proposing raising the minimum number of lets to homeless households from 50% to 60% on a permanent basis. The Management Committee noted the terms of the email and the change. *Noted*

8) **Keir Street update.**

Monitoring Works Continue, with no further movement to report. *Noted*

9) **Gardens Update**

The CEO noted that, as the growing season draws to a close, it was not anticipated that Harburn Estates would attend further at this time, although they had provided a useful and positively received additional resource this year.

The CEO is awaiting a quote from the tree surgeons for further required remedial works, and otherwise will take forward the consultation on the proposed new planting of trees on Lauriston Place.

The CEO noted that a Lister resident had recently requested that a vote for all Lister tenants be held on the issue of no ball games in the gardens. The Committee discussed and whilst it was agreed that this requirement should remain in place for the benefit of all tenants, it would be helpful if in a future newsletter information be provided explaining the rationale for this decision. *Noted*

17 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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969	Keir Street	26.08.24	01.09.24
970	Keir Street	26.08.24	01.08.24
971	Lauriston Place	16.08.24	09.09.24

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

Member no.	Address	Reason	Cancellation date
659	Keir Street	Left Co-op	01.09.24
660	Keir Street	Left Co-op	01.09.24

18 COMMUNITY ISSUES

None.

19 ANY OTHER BUSINESS

Concerns were raised in relation to the shop at the corner of Kleir Street as follows:

- Parcel lockers had been installed outside the shop with no prior consultation and potentially in breach of title or other relevant conditions;
- Old signs and other refuse being left in the back garden area behind the shop, potentially causing vermin and other issues;
- Shop staff using the public bins to deposit trade waste, rather than the shop's own trade waste bin.

The CEO confirmed that he had already contacted TC Young solicitors to take advice on the first of the points noted, and the Management Committee agreed that, subject to the advice provided, solicitors should be instructed to contact the shop's proprietors to ask them to remove the storage lockers, and to address the further concerns which had been raised.

Officers to progress

The meeting closed at 7.50pm.