

LISTER HOUSING CO-OPERATIVE LTD
Minutes of the Management Committee Meeting held on Tuesday 30 April 2019
at 7.15 pm at 36 Lauriston Place, Edinburgh, EH3 9EZ

Committee Members present: L Alexander (Chair), A McDonald (Treasurer), C Littlewood (Secretary), J-L Addams, C Goodwin, M Gunn, R Gunn, J Lewis, J McCuaig

In attendance: A Cant (Director), M Stolarek (Housing Officer), J Fleming (Housing Assistant)

7.15 PM TRAINING SESSION ON: ASSURANCE STATEMENTS
 Lister must provide a statement to the Regulator by 31 October every year stating the level of compliance with regulatory requirements.

7.45 PM MAIN MEETING

ITEM	<i>DECISION/ACTION</i>
1 CONFIDENTIAL BUSINESS	
There was no confidential business.	<i>None</i>
2 APOLOGIES FOR ABSENCE & RULE 40.3 ATTENDANCE	
Apologies for absence were received from G Hall, J Leith and J Renton.	<i>Noted</i>
No one affected under Rule 40.3 (attendance clause in Rules).	<i>Noted</i>
3 DECLARATION OF INTERESTS	
No declarations were made.	<i>Noted</i>
4 TOPICS FOR ANY OTHER BUSINESS	
One Committee member wished to raise an item.	<i>AOB agreed</i>
5 MINUTES OF THE PREVIOUS MEETING	
A McDonald proposed, seconded by M Gunn, that the minutes of the previous meeting be accepted as a true record, and this was agreed.	<i>Approved</i>
6 MATTERS ARISING	
Salaries. Agreement had been reached after arbitration between EVH and the Trade Union. The new deal covering three years was implemented on 1 April.	<i>Noted</i>
7 OFFICE BEARERS' REPORT	
There were no matters to report.	<i>Noted</i>

8 FREEDOM OF INFORMATION (SCOTLAND) ACT & DATA PROTECTION OFFICER

From 11 November 2019 Lister will be subject to FOI regulations. Items arising from this include:

- 1) **A Publication Scheme** has to be adopted and maintained which covers various categories of information to be made available to the public. Lister to see if SFHA model scheme can be adopted if it is acceptable to the Scottish Information Commissioner. *Noted*
- 2) **A Data Protection Officer** (in relation to GDPR rights) has to be appointed and cannot be a senior employee or one involved with housing management which means the service will need to be provided from outside Lister. After discussion it was agreed the Director may explore the options of using another local HA to provide this function or other alternative providers, e.g. through the ARCHIE alliance of eight independent local HAs and Co-ops. *Director to explore options*

9& TENANCY AGREEMENTS - REVISED FOR FUTURE NEW
9 TENANTS
(a)

Arising from the Housing (Scotland) Act 2014 and other changes to the law, changes to the Scottish Secure Tenancy Agreement are necessary. Two revisions to the agreement will be needed as the changes take effect on different dates: 1 May and 1 November 2019. Committee approved the adoption of the new Agreement for future tenants and an equivalent Lister agreement for new shared housing (multi) tenants. The Scottish Government has confirmed that existing tenants do not need to sign a new agreement although the changes also will apply to them automatically. The changes include:

Committee approved revised tenancy agreements

- 1) Changes on notification periods for tenancy changes.
- 2) General Data Protection Regulation (GDPR) changes.
- 3) The introduction of civil partnerships.

10 ENERGY EFFICIENCY STANDARD FOR SOCIAL HOUSING

Committee approved the report setting out the progress to date and the action plan for the future, including:

Approved

- 1) No. of flats which pass the EESSH updated to 148 which is equivalent to 80% of Lister's flats.
- 2) Lister hopes to achieve more passes by the target date of 2020 but may have to claim exemptions for some flats.

11 SIGNING OFF THE REGISTERS FOR 2018-19

Committee approved the signing off of the registers for 2018-19. *Approved*

- 12 GIFT & HOSPITALITY REGISTER
- Committee noted the register recording gifts received by Lister. *Noted*
- 13 COMPLAINTS POLICY REVIEW & STATISTICS 2018-19
- Committee noted the report and statistics for 2018-19 which showed 19 general complaints had been received. *Noted*
- 14 COMPLAINTS HANDLING PROCEDURE STATISTICS 2018-19
- Committee noted the statistics for the quarter January to March 2019 and for the full year April 2018 to March 2019. *Noted*
- 15 RECHARGE REPAIR, FORMER TENANT ARREARS AND BAD DEBT WRITE-OFFS
- Committee noted the report which showed (a) no outstanding recharge repair costs (b) FT Arrears payments of £283.28 received and (c) bad debts of £2,748.58 written off. *Noted*
- 16 TOLLCROSS COMMUNITY COUNCIL
- Committee noted the minutes of the meeting of 27 March. *Noted*
- 17 HOUSING OFFICER'S REPORT
- 1) **Arrears.** March arrears were £18,967 a reduction of £16,594 compared to February. The percentage of net debit at 2.4% is 0.4% higher than the target for the year. Committee agreed the target of 2.0% for the coming year 2019-20. *Noted*
- 2) **Individual Arrears.** Cases 1 & 2 - legal position noted. Case 3 - new agreement made in court. Cases 4, 5, A & 6 - agreements holding. Case 7 - defaulted - to serve notices if payments not made up. *Noted*
- Under-occupancy Arrears.** Position noted. *Noted*
- 3) **Voids.** Two properties were void during March. *Noted*
- 4) **Allocations.** One mainstream flat was let during March. *Noted*
- 5) **Overdue gas services.** There were no overdue services in March, and none at all for period April 18 - March 19. *Noted*
- 18 DIRECTOR'S REPORT
- 1) **Transfer Points Review.** No comments had been received following consultation. Committee agreed to introduce the changes to the pointing scheme. *Approved*
- 2) **ARCHIE Alliance.** Noted formal launch had taken place. *Noted*

- 3) **Registering Titles on Land Register.** Committee agreed to transfer Lister's titles to the Land Register. *Agreed*
- 4) **CPD Registration.** The Director has signed up for Continuous Professional Development with the Chartered Institute of Housing to meet the requirement for such CPD work set by the Regulator for senior staff. *Noted*
- 5) **5 Year Financial Projections.** Noted these need to be submitted by 30 June and agreed Director should organise this with our financial agents, Port of Leith HA. *Agreed*
- 6) **Doors Open Day 2019.** Committee decided Lister should take a break and not participate for a year or two. *Agreed*
- 7) **Cockburn Association AGM.** Noted this will take place on 6 May should anyone wish to attend. *Noted*

19 MEMBERSHIP

- 1) **Applications.** No applications for membership had been considered since the last meeting. *Noted*
- 2) **Cancellations.** There were no cancellations of membership to consider. *Noted*

20 ANY OTHER BUSINESS

A Committee member had been asked by one tenant about another tenant who was absent from their tenancy for periods and letting a friend stay temporarily in the flat. As far as the staff can tell, the absent tenant is unlikely to be in breach of the tenancy agreement. The 'guest' was not eligible to succeed to or otherwise be granted the tenancy. *Noted*

There being no other business the meeting closed at 9.04 pm