

*LISTER HOUSING CO-OPERATIVE LTD*  
**Minutes of the Management Committee Meeting held on Tuesday 28 May 2019**  
**at 7.30 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, G Hall, J Leith, J Lewis, J McCuaig & J Renton

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

7.30 PM MAIN MEETING

ITEM	<i>DECISION/ACTION</i>
1 CONFIDENTIAL BUSINESS	
There was no confidential business.	<i>Noted</i>
2 APOLOGIES FOR ABSENCE & RULE 40.3 ATTENDANCE	
There were no apologies for absence. No one affected under Rule 40.3 (attendance clause in Rules).	<i>Noted</i>
3 DECLARATION OF INTERESTS	
J. Fleming declared an interest in item 18.2.	<i>Noted</i>
4 TOPICS FOR ANY OTHER BUSINESS	
Two Committee members wished to raise items.	<i>AOB agreed</i>
5 MINUTES OF THE PREVIOUS MEETING	
J-L Addams proposed, seconded by J McC, that the minutes of the previous meeting be accepted as a true record, and this was agreed. It was noted that the style of the minutes had been modified to facilitate online publication.	<i>Approved &amp; noted</i>
6 MATTERS ARISING	
<b>Data Protection Officer.</b> Following an initial meeting the local HA had advised that they didn't have the capacity to offer this service to Lister after all. Alternative providers are being researched through ARCHIE and the SFHA.	<i>Continue to look for service provider</i>
7 MINUTES OF THE EMPLOYMENT SUB GROUP MEETING OF 10 MAY	
Committee noted that the Sub-Group had appointed F. Dodds as the new Housing Assistant and she would be starting work on 24 June and would attend the AGM on the 25th.	<i>Noted</i>
8 OFFICE BEARERS' REPORT	
There were no matters to report.	<i>Noted</i>

- 9 ANNUAL RETURN ON CHARTER (ARC) TO THE SHR  
Committee approved the ARC for submission to the Regulator. *Approved*
- 10 RETURN TO SHR ON EESSH  
Committee noted progress to date and that 3 flats had been brought up to standard in the last year. The Director explained that Lister may have to request exemptions for approximately 24 properties not meeting the standard by the deadline of December 2020. However in the meantime work will continue to try to improve on that. Committee approved the Return for submission to the SHR. *Approved*
- 11 STATISTICS REPORT 2018-19  
Committee noted the report which had been updated to reflect Lister joining the Key-to-choice choice based letting system which meant some stats were no longer collected, e.g. CEC nominations. *Noted*
- 12 CHARTER, SERVICE STANDARDS & TARGETS REPORT  
Committee noted the results for the year compared to targets and that although the rent arrears target had not been met there was a good improvement compared to the previous year. *Noted*
- 13 EQUAL OPPORTUNITIES/ETHNIC MONITORING/RACIAL HARASSMENT REPORT  
Committee approved the policy review noting that only one flat had come empty and been let during the year. *Approved*
- 14 MAINTENANCE ACTIVITY - 4TH QUARTER  
Committee noted the results for the quarter ended 31 March 2019. *Noted*
- 15 MAINTENANCE BUDGET OUT-TURN 2018-19  
Committee noted the report and an amendment to the figure for Elec checks NS flats which should read £5,586 and not £7,203. *Noted*
- 16 TOLLCROSS COMMUNITY COUNCIL  
Committee noted the minutes of the meeting of 24 April. *Noted*
- 17 HOUSING OFFICER'S REPORT  
1) **Arrears.** April arrears were £33,369 compared to £18,967 for March. The large increase is due to receipt of housing benefit after closure of the rent account. *Noted*  
**Former Tenant Arrears.** Reducing.

- 2) **Individual Arrears.** Case 1 - HB review pending. Case 2 - 1st calling in court on 31 May. Agreed to ask to continue case. Case 3 - universal credit payment received. Case A - case continued and payments being maintained. Cases 4, 5, 6, B & 7 - agreements holding. Case 8 - defaulted and new agreement made. *Noted*
- Under-occupancy Arrears.** Although there is no change in the figures Committee asked that they be reported on every six months. *Noted and to report 6-monthly*
- 3) **Voids.** One property was void during April. *Noted*
- 4) **Allocations.** No lets were made in April. *Noted*
- 5) **Overdue gas services.** There were no overdue services in April. *Noted*

## 18 DIRECTOR'S REPORT

- 1) **New Housing Assistant.** Committee approved the new Housing Assistant, F. Dodds, as an authorised signatory for the Bank of Scotland bank accounts and online access and in general for other procedures and organisations she will be involved in, e.g. EdIndex, allpay. *Housing Assistant approved as authorised signatory*
- 2) **Our departing Housing Assistant.**
- J. Fleming declared an interest in this item and left the room.  
Committee approved gratuity payment of £225 after tax. *Approved*
- J. Fleming returned to the meeting.
- 3) **Committee Training Network.** Committee not certain this would be of value but agreed to monitor this to see if it develops. *To monitor*
- 4) **June Meetings.** The Committee Meeting will take place on 18 June and will receive the accounts. The AGM will be held on 25 June. Committee agreed to the suggestion that a questionnaire be issued at the AGM to invite comments on the service. *Noted & issue questionnaire*
- 5) **Graphics Co-op.** AC advised that the Co-op had split into two organisations. The design side would retain the *graphics.co-op* name and the website service side would take the name Form & Function Co-operative. We would have a service agreement with the F&FC. *Noted*

19 MEMBERSHIP

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

Member no.	Approval Date
918	01/05/19

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

Member no.	Cancelled from
905	07/05/19
909	10/05/19

20 ANY OTHER BUSINESS

- 1) **Allocations.** One member suggested Lister starts to think about reviewing certain lettings policies to consider how gender neutral children will be treated in terms of the transfer pointing scheme and allocation bedrooms rules. It was agreed that a report outlining options would be needed in the future. *To consider for future policy amendment*

- 2) **Motorbike being parked in back green.** One member queried this and the Director explained the background to his giving permission. After discussion Committee decided to withdraw the temporary permission and the person to cease parking the bike there. They give the person two weeks grace to make alternative arrangements. A local parking facility was also suggested. *Permission withdrawn*

There being no other business the meeting closed at 8.47 pm