

*LISTER HOUSING CO-OPERATIVE LTD*  
**Minutes of the Management Committee Meeting held on Tuesday 30 July 2019**  
**at 7.30 pm at 36 Lauriston Place, Edinburgh, EH3 9EZ**

Committee members present: L Alexander, A McDonald, C Littlewood, J-L Addams, C Goodwin, J Leith, J McCuaig, J Renton, L Bald, S Baxter, M Midgley, N Salicis.

In attendance: A Cant (Director), M Stolarek (Housing Officer), F Dodds (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 apologies from M Gunn; J Lewis has a Special Leave of Absence. The Director explained that at or by the AGM in June, previous Committee members: G Hall had resigned; A Cairns did not re-stand and R Gunn was unsuccessful at the election.	<i>Noted. Departing Committee members were thanked for their contribution</i>
No one affected under Rule 40.3 (attendance clause in Rules).	<i>Noted</i>
3 WELCOME AND INTRODUCTIONS	
L Alexander welcomed the new Committee members present - L Bald, S Baxter, M Midgley and N Salicis (the other new member, D Todorova was not present). There were introductions all round	<i>New members welcomed</i>
4 DECLARATION OF INTERESTS	
There were no declarations of interest.	<i>Noted</i>
5 TOPICS FOR ANY OTHER BUSINESS	
There was one items to be raised as AOB.	<i>Noted</i>
6 RE-AFFIRMATION FOR EXISTING MANAGEMENT COMMITTEE MEMBERS	
The Director explained that Rule 39 sets out the circumstances under which a committee member cannot be appointed or elected. If anyone is affected they must declare it. No one stated they were affected.	<i>Members re-affirmed they were eligible to be on committee</i>
New committee members have signed to confirm that they are eligible to serve.	<i>Noted</i>

7 LISTER / SFHA CODE OF CONDUCT REVIEW

The Director advised that all Committee Members must abide by the Code of Conduct for Governing Body Members and are required to sign to indicate their agreement to uphold it. An induction will be arranged for new members where they will go through the SFHA Code of Conduct.

*Code to be signed by Committee Members. Induction to be arranged.*

8 LISTER / SFHA ENTITLEMENTS, PAYMENTS & BENEFITS POLICY

Committee noted the policy which had not been changed since the previous year. This will be discussed at the induction for the new members.

*Noted*

9 LISTER EPB - LIST OF CONTRACTORS & SERVICE PROVIDERS 2019-20 - REVIEW

The list of contractors and service providers had been updated to include new companies being used by Lister (which Committee members are prohibited from using) and was approved. The Director will issue Register of Interests forms to Committee members.

*Approved*

10 ELECTION OF OFFICE BEARERS

*Chair* - L Alexander was nominated by J Renton and seconded by J Leith. There were no other nominations so L Alexander was re-elected Chair.

*Treasurer* - A McDonald was nominated by J-L Addams and seconded by C Littlewood. There were no other nominations so A McDonald was re-elected Treasurer.

*Secretary* - C Littlewood was nominated by A McDonald and seconded by J McCuaig. There were no other nominations so C Littlewood was elected Secretary.

*Officer bearers elected.*

It was agreed that J Lewis (former Secretary), is to be removed from the cheque signatory list and C Littlewood added. The Management Committee authorised these three Office Bearers to be signatories for the Co-operative to the Bank Accounts and Term Deposits, etc., to sign SHR paperwork and to sign other documentation as appropriate on behalf of the Co-operative and to use the Seal.

*Authorised as signatories and use of seal*

In relation to succession planning the Director asked that Office Bearers wishing to stand down in future years, should give as much notice as possible. The committee were advised that the Chairperson can only be in the post for a maximum of 5 years. As this is L Alexander's fifth year as Chair, the committee should plan ahead and consider who may wish to stand next year. There is no time limit for the Treasurer or Secretary.

*To consider this information*

11 MINUTES OF THE PREVIOUS MEETING

J-L Addams proposed, seconded by J Renton, that the minutes of the previous meeting be accepted as a true record, and this was agreed.

*Approved*

12 MATTERS ARISING

No matters arising.

13 OFFICE BEARERS SUB GROUP REPORT

There were no matters to report.

*Noted*

14 ORGANISING THE ELECTION FOR COMMITTEE MEMBERS AT THE AGM

Elections were held at the AGM for the first time in over 32 years/ever. The Director outlined that aspects of the procedure used this year could be amended (or not) for future years. It was confirmed that candidates should not have to make a speech. It was decided that in future, all persons standing or re-standing should prepare a short statement to be issued, as at this recent AGM, to all members attending the AGM. The statement is to be approximately 50 words with a maximum of 75 words. This requirement to be added to the Standing Orders

*Agreed format for future AGMs and Standing Orders to be amended*

15 REVIEW OF GOALS

1) **Goals for 2018-19.** Committee noted the progress on the goals set for 2018-2019.

*Noted*

2) **Goals for 2019-20.** Committee approved the goals for 2019-2020.

*Approved*

16 PROVISION OF DATA PROTECTION OFFICER (DPO) ETC

Lister is required by law to have a Data Protection Officer when the Freedom of Information (Scotland) Act comes into force on 11 November 2019.

The committee agreed that they wish to sign up to a twelve month contract with RGDP LLP who are a specialist firm based in Tollcross, Edinburgh, to provide a DPO service and associated support and advice on this and similar matters.

*To engage specialist firm*

17 SCOTTISH HOUSING REGULATOR – ASSURANCE STATEMENT UPDATE

Report No 1 was in June 2019 and report No. 2 was considered at this meeting. The Assurance Statement will be sent to the Scottish Housing Regulator before the end of October 2019 when the Committee are satisfied with the evidence presented to them

*Noted report No.2*

18 TOLLCROSS COMMUNITY COUNCIL

The minutes of the meetings of 26 June 2019 were noted. *Noted*

19 LETTER REGARDING MAIN SITE BACK GREEN AND GARDENING

There was a good discussion and the garden group is to liaise with Lister staff, moving forward. *Noted*

The post of Gardener/Handyperson has been advertised and has a closing date of 5<sup>th</sup> August 2019.

20 HOUSING OFFICER'S REPORT

1) **Arrears.** June arrears were £32,921 compared to £32,370 for May.  
**Former Tenant Arrears.** Reducing. *Noted*

2) **Individual Arrears.** Case 1 - Progressing to Court. Case 2 - court continued case. Cases 3, 4 and 5 - payments being maintained. Case 6 – Agreement defaulted, notices being served. *Noted*

3) **Voids.** Three properties were void during June. Two are now let and the third is in maintenance and has been advertised. *Noted*

4) **Allocations.** Two lets were made in June. *Noted*

5) **Overdue gas services.** There were none in June. *Noted*

21 DIRECTOR'S REPORT

1) **Resignation of Gardener.** The gardener will finish at the end of August to allow time to recruit. As he had worked 5 years for Lister, A Cant proposed a long service award of £100 in vouchers. This was agreed by the committee who thanked the Gardener for his hard work. *Approved award*

2) **SHAPS Pension Scheme.** There is SHAPS/TPT Employer meetings scheduled for September in Edinburgh where information can be discussed in detail. Director is to attend. It has been agreed in principle to pay the deficit payments for a short extra period of time. *Agreed in principle*

3) **Adaption funding from City of Edinburgh Council.** Lister has been awarded approval of £2000 for adaptations in 2019-20. *Welcomed funding*

4) **Co-operatives UK.** The Committee agreed, after a vote, to subscribe to become members of Co-operatives UK for the period of 1 year. This will be reviewed after this period. *Approved subscription*

- 5) **Write-off former tenant arrears.** A Cant requested that a former tenant arrear be written off. After initial payments stopped we have lost contact. The person can still be pursued if they reappear. *Approved write-off*
- 6) **Policy – Personal relationships at work for staff and volunteers/Committee members.** EVH our employers' representative body has produced a policy which sets out expectations in respect of personal relationships. The Committee are to consider and approve the draft to go to consultation with staff before being introduced and used at Lister for staff, Committee members and other volunteers. *Approved draft for staff consultation*
- 7) **Extras. (a)** The SFHA AGM is to be held in Edinburgh on Wednesday 28<sup>th</sup> August. There is one guaranteed place and this will include lunch and an expert panel. A. Cant will circulate details by email. **(b)** There are also 2 tickets to the Edinburgh Art College summer festival exhibition on Friday 9<sup>th</sup> August. Committee members to let A. Cant know if interested in attending. **(c)** The SFHA Governance conference is on 6-7<sup>th</sup> September. A Cant to circulate details. *Noted*

## 22 MEMBERSHIP

- 1) **Applications.** One new member, number 919 in June. *Noted*
- 2) **Cancellations.** Member number 191 has left the Co-op *Approved*

## 23 COMPOSITION OF SUB GROUPS – ALLOCATIONS & MEMBERSHIPS; FINANCE; AUDIT; MAINTENANCE; OFFICE BEARERS; EMPLOYMENT; SOCIAL/COMMUNITY

All those who are on the Committee agreed to continue. New members will be advised on sub-groups at the induction. There is to be a new revival of the social/community sub group with N Salicis, L. Bald and S. Baxter expressing an interest in this.

*Noted*

## 24 ANY OTHER BUSINESS

One person suggested widening the tables to allow more spaces as the Committee is now larger. Table places were also discussed. It was agreed that members should sit at a different space each meeting. *Agreed*

There being no other business the meeting closed at 9.45 pm