

*LISTER HOUSING CO-OPERATIVE LTD*  
**Minutes of the Management Committee Meeting held on Tuesday 27<sup>th</sup> August 2019**  
**at 7.30 pm at 36 Lauriston Place, Edinburgh, EH3 9EZ**

Committee members present: L Alexander, A McDonald, M Gunn, J-L Addams, J McCuaig, J Renton, L Bald, S Baxter, M Midgley, N Salicis, D Todorova.

In attendance: A Cant (Director), M Stolarek (Housing Officer), F Dodds (Housing Assistant), A Ross (PoLHA Finance)

7.30 PM MAIN MEETING

ITEM	<i>DECISION/ACTION</i>
<b>1 CONFIDENTIAL BUSINESS</b>	
There was no confidential business.	
<b>2 APOLOGIES FOR ABSENCE &amp; RULE 40.3 ATTENDANCE</b>	
The Committee noted with great sadness the death of Jenny Lewis a month ago. Jenny served Lister as Secretary, Chairperson and Secretary (again) for 29 years. There were apologies from: C Littlewood, J Leith, C Goodwin.	
No one affected under Rule 40.3 (attendance clause in Rules).	
<b>3 DECLARATION OF INTERESTS</b>	
There were no declarations of interest.	
<b>4 TOPICS FOR ANY OTHER BUSINESS</b>	
One member wished to raise an item and this was agreed.	<i>Agreed AOB</i>
<b>5 MINUTES OF THE PREVIOUS MEETING</b>	
A McDonald proposed, seconded by J-L Addams, that the minutes of the previous meeting be accepted as a true record, and this was agreed.	<i>Agreed</i>
<b>6 MINUTES OF THE EMPLOYMENT SUB GROUP MEETING – GARDENER/HANDYPERSON</b>	
The new gardener/handyman starts on 1 <sup>st</sup> September 2019.	<i>Noted</i>
<b>7 MATTERS ARISING</b>	
No Matters arising.	<i>Noted</i>
<b>8 OFFICE BEARER’S REPORT</b>	
There were no matters to report.	<i>Noted</i>

## 9 QUARTERLY ACCOUNTS: APRIL-JUNE 2019

A. Ross from PoLHA presented the Finance Report and Management Accounts for the first quarter to 30 June 2019. The Co-operative returned a surplus of £69,639 compared to the budgeted surplus of £53,361. This was due mainly to spending being less than budget. Income was £3,468 less than budget. Expenditure was £19,746 less than budget. This puts Lister in a positive position.

The Committee approved the management accounts for the quarter to 30 June 2019.

Mr Ross was thanked and he left the meeting.

*Approved*

## 10 FREEDOM OF INFORMATION ACT - SFHA MODEL PUBLICATION SCHEME

The Freedom of Information (Scotland) Act will come into force on 1<sup>st</sup> November 2019. A Cant explained the SFHA Model Publication Scheme and charging options. It was agreed that Lister would use the Edinburgh Leisure information cost guide at the outset. The meeting approved using the SFHA MPS scheme

*Approved MPS and charging scheme*

## 11 ENERGY CONSERVATION WORK - EESH

A Cant explained the report and the committee agreed it

*Agreed approach*

## 12 SHR ASSURANCE STATEMENT – REPORT NO. 3

Report No. 3 was considered at this meeting. The final report will hopefully be in September. 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

*Approved  
Report No.3*

## 13 QUARTERLY MAINTENANCE STATISTICS: APRIL-JUNE

Quarterly maintenance statistics were noted and there were no questions.

*Noted*

## 14 TOLLGROSS COMMUNITY COUNCIL

There were no new minutes from Tollcross Community Council

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## 15 HOUSING OFFICER'S REPORT

**1) Arrears.** July arrears were £37,289 compared to £32,921 for June. We have received more backdated housing benefit payments in August which will offset the arrears. The arrears breakdown is self-explanatory.

**Former Tenant Arrears.** Reducing.

**2) Individual Arrears.** Case 1 - Housing Benefit has been re-awarded and backdated clearing the arrears in full. Case 2 -

court continued case. Case 3 - Agreement made in court defaulted. Court continued case. Case 4, 5 and 6 - payments being maintained. Case 7 - Agreement defaulted, notices being served.

**3) Voids.** One property was void in July 2019 however the property has now been allocated and has an expected tenancy start date of end August/start September.

**4) Allocations.** There were no properties let in July.

**5) Overdue gas services.** There were none in July.

*Noted & Approved*

## 16 DIRECTOR'S REPORT

**1) Draft policy on personal relationships at work.** There has been no adverse feedback from the staff consultation so the policy can be approved as a Lister policy.

*Agreed*

**2) Cyber Essentials – Internet / email security certification.** The Director recommends that Lister starts to work towards achieving the basic certification – Cyber Essentials. Lister's IT firm Welgo are working towards accreditation in order to manage CE Certificates which will make it easier to organise any adjustments for Lister to achieve certification.

*Agreed*

The certificate costs around £300 +VAT and there will also be costs arising from working with Welgo. The Director has applied for a possible grant from the Scottish Council for Voluntary Organisations (SCVO) towards the cost of the work.

*Noted*

**3) Meeting in Edinburgh – Co-operatives UK.** Co-operatives UK has organised a networking event in Edinburgh on 25<sup>th</sup> September. J Renton has booked on this and all other committee members were asked if they would like to attend.

*Noted*

**4) Alteration to the Lister Standing Orders.** The following clause was agreed in principle last month. This shows the exact wording to be added to the Standing Orders:

“All candidates standing for election at the AGM, whether someone standing down and re-standing, or a new candidate, are required to submit a statement about themselves and their aspirations on standing for election, of approximately 50 words (with a maximum of 75 words) to the office by 4pm on the Monday before the AGM. This statement will be typed up and circulated to all members present at the AGM. If no statement is forthcoming then a blank space and note to that effect will be printed instead. The Lister Director shall have discretion to amend or delete sections of statements to enable them to meet the word limit and be as comprehensible as possible.”

The committee authorised this addition.

*Agreed*

**5) Lister All-Tenant Survey.** Lister's 3 yearly all tenant survey is now due to be organised with Welgo. This collects essential responses to pre-set SHR questions and gives an opportunity to sound out tenants views on any matters we wish to ask. It has been agreed that questionnaires will be organised.

*Agreed*

There are only 7 standard SHR questions. Committee members are to suggest any possible extra questions and a free text section will also be added. J-L Addams gave one suggestion.

**6) Action For People Affected by Domestic Abuse.** The Director has been on a small working group who have been charged with drafting a policy on assisting those who have been affected by domestic abuse. An Edinburgh wide policy has now been drafted and will be available soon. There is also a new SFHA guidance and a Chartered Inst. Of Housing campaign.

The director will create a detailed report on the policies within the next two months.

*Noted*

**7) Extra item:** Prospect Community HA have invited Lister to send someone to their AGM. Director to circulate details.

*Thanks noted for the invitation*

## **17 MEMBERSHIP**

Member no. 194 has died and their membership thus ends.

*Approved*

## **18 SUB GROUP MEMBERSHIP**

A revised list has been circulated following the addition of new Committee members. New members will shadow existing members initially.

M Gunn volunteered for the Social/Community Sub Group. J Renton asked to come off the Allocation & Membership Sub Group due to work commitments during the daytime.

*Agreed*

## **19 ANY OTHER BUSINESS**

J Renton asked about getting more garden waste bin stickers (brown bins) as there are currently only 3. This was discussed and has been agreed, subject to them still being on sale.

*Approved*

J Renton advised the Committee about plans for the development of the College of Art and the re-building of the extension behind the Hunter building. The building encroaches slightly onto the Car Park on Keir Street. The Director to make enquiries to the University.

*Noted*

There being no other business the meeting closed at 9.11 pm