LISTER HOUSING CO-OPERATIVE LTD

COMMITTEE AND STAFF STRUCTURE

COMMITTEE STRUCTURE

MANAGEMENT COMMITTEE

AGM

---- Office Bearers Sub Group (Chairperson, Secretary and Treasurer)

Sub Groups:

Office-Bearers

Allocations & Membership/Interview Panel

Finance
Audit
Employment
Maintenance
Social/Community

STAFF STRUCTURE

DIRECTOR Alistair Cant -----

IIIIHousing OfficerIIIMark StolarekOffice AssistantICleanerIElaine CouttsI

Housing Assistant

Fiona Dodds Gardener/Handyperson/ Paul Lyall

Stair cleaner

AGENCY SERVICES

PORT OF LEITH HA Ltd - Finance (Quarterly & Annual accounts; Budget)

Contract management/Procurement

MANOR ESTATES HA Ltd - Maintenance (Contract management)

Gas servicing tender/contract Internal audit tender/contract

PROFESSIONAL SERVICES

BANKERS Bank of Scotland SOLICITORS T C Young EXTERNAL AUDITORS Chiene & Tait

INTERNAL AUDITORS Quinn Internal Audit & Business Support Services

Procedure Note No:		Last Reviewed:		24 October 2019
File Reference:	uhc/structur	Last Updated:		24 October 2019
Adopted:	24 May 1994	Review No:	8	©Lister Housing Co-operative Ltd