

LISTER HOUSING CO-OPERATIVE LTD
**Minutes of the Management Committee Meeting held on Tuesday 29 October 2019
at 7.30 pm at 36 Lauriston Place, Edinburgh, EH3 9EZ**

Committee members present: J-L Addams, L Alexander, M Gunn, J Leith, C Littlewood, J McCuaig, A McDonald, J Renton, D Todorova

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

ITEM	<i>DECISION/ACTION</i>
1 CONFIDENTIAL BUSINESS	
There was no confidential business.	
2 APOLOGIES FOR ABSENCE & RULE 40.3 ATTENDANCE	
L Bald, S Baxter, C Goodwin, M Midgley, N Salicis.	<i>Noted apologies</i>
No one affected under Rule 40.3 (attendance clause in Rules).	
3 DECLARATION OF INTERESTS	
There were no declarations of interest.	
4 TOPICS FOR ANY OTHER BUSINESS	
There was no AOB.	
5 MINUTES OF THE PREVIOUS MEETING	
J McCuaig proposed, seconded by M Gunn, that the minutes of the previous meeting be accepted as a true record, and this was agreed.	<i>Agreed</i>
6 MATTERS ARISING	
There were no matters arising.	
7 OFFICE BEARER'S SUB GROUP REPORT	
There were no matters to report.	
8 DATA PROTECTION COMPLIANCE AUDIT BY RGDP	
This summary was discussed and noted. Lister has engaged RGDP for a monthly half day visit which is proving very helpful.	<i>Noted</i>
9 FREEDOM OF INFORMATION (SCOTLAND) ACT - POLICY	
The policy was discussed and agreed. Lister's DPO's RGDP have many standard template policies which have been customised for our use.	<i>Agreed</i>

- 10 ENVIRONMENTAL INFORMATION (SCOTLAND) REGULATIONS - POLICY**
- The policy was discussed and agreed. *Agreed*
- 11 DATA PROTECTION ACT / GDPR POLICY**
- The Data Protection Policy sets out how Lister handles the personal data of our customers, suppliers, employees, workers and other third parties. This was discussed and agreed. *Agreed*
- 12 UNACCEPTABLE ACTIONS POLICY**
- The Director Introduced the policy which was then discussed and agreed. The draft policy was based on the Ombudsman Service policy. It will help protect staff and Committee members. Although there is a section on unacceptable actions within the tenancy agreement, a separate policy is needed to cover the issue as a whole. *Agreed*
- 13 REDUNDANCY, SEVERANCE AND SETTLEMENTS POLICY**
- These policies are based on the Employers in Voluntary Housing (EVH) model guides/policies. The new SHR regulatory framework says all RSLs should have a policy to cover this. The policy was discussed and agreed. *Agreed*
- 14 REGISTER OF INTEREST / MONITORING INFORMATION – Committee and Staff**
- All declaration of interest forms have been returned. *Noted*
- 15 COMMITTEE – SKILLS AUDIT, TRAINING, APPRAISALS, EFFECTIVENESS**
- The Chairperson is required to start on appraisals. A skills audit will be planned to establish what skills there are amongst the existing Committee members and to look at possible training needs. The Chair & Director to draft a form for completion. *Agreed*
- 16 DIVERSITY REVIEW 2019**
- In 2018 Lister did their first formal Diversity policy. This report gives an update and review for 2019. This was approved. *Approved*
- 17 COMPLAINTS HANDLING PROCEDURE - Statistics Quarters 1 and 2**
- The Director outlined the statistics which were noted. *Noted*
- 18 ANNUAL PRIORITIES 2019-20: MID-YEAR REVIEW**
- The Director gave a snapshot of the annual priorities mid-year review. *Noted*

19 TOLLCROSS COMMUNITY COUNCIL

There were no new minutes from Tollcross Community Council.

20 HOUSING OFFICER'S REPORT

1) Arrears. September arrears were £35,673 compared to £38,096 for August which is a significant reduction. The arrears breakdown is self-explanatory.

Noted

Former Tenant arrears. Reducing.

2) Individual arrears. The list of cases was discussed and any actions recommended were agreed.

Agreed

3) Voids. Two properties were void in September 2019 however one of these was let at the start of September.

Noted

4) Allocations. One property was let to member 920.

Noted

5) Overdue gas services. There were none in August.

Noted

21 DIRECTOR'S REPORT

1) Pensions - Valuation outcome. The Committee welcomed the good news in relation to Lister's position in the Defined Benefit legacy issue and the deficit repayment plan.

Noted

2) Lister Tenant survey. All of the tenant survey forms have been sent out. This will run for 4 weeks.

Noted

Extra1. Lister has been invited to a reception for Living Wage Scotland on Wednesday 6th November at Holyrood. J Leith is going to attend and possibly C Goodwin.

Agreed

Extra2. At the 2020 AGM, C Littlewood and J-L Addams will have to stand down. Lots were drawn to decide who else will have to stand down: 3 from J McCuaig, L Alexander, J Renton and J Leith. The Housing Officer drew lots - all but L Alexander

Lots drawn

22 MEMBERSHIP

Members nos. 410 & 411 have left the Co-op - membership ended. There is a new member, no. 921.

*Agreed
Noted*

23 ANY OTHER BUSINESS

There was no other business.

The meeting closed at 8.20 pm

© Lister Housing Co-operative Ltd 2019