



Lister Housing Co-operative Ltd
36 Lauriston Place
Edinburgh
EH3 9EZ

Telephone: 0131-229 6176
Facsimile: 0131-228 3904
Website: www.lister.coop
Email: info@lister.coop

MANAGEMENT COMMITTEE MEETING TO BE HELD ON TUESDAY 28 JANUARY 2020

OPEN MEETING - 7.30 PM

1) Confidential	-	-
2) Apologies for absence and Rule 40.3 attendance	-	-
3) Declaration of Interests (Members to declare any interest in any item on the agenda)	-	-
4) 'Any Other Business' topics to be raised later under AOB	-	-
5) Minutes of the previous meeting	yes	A
6) Matters arising	-	-
7) Office Bearer's Sub Group report	-	-
8) Finance Sub Group - report and minutes of the meeting of 21.1.20	to follow	DC
9) Budget papers (draft) for 2020-21 to discuss prior to consultation	to follow	DC
10) Money laundering policy	yes	A
11) Housing management software - update on proposals	to follow	C
12) Tenant survey		
a) Covering report	yes	C
b) Survey report	yes	N
13) Tenancy agreement of the Multi shared flats	yes	D
14) Data Protection Act / GDPR policy - latest version for approval	yes	A
15) Data subject rights and Subject Access Requests policy	yes	A
16) Data / GDPR breach policy	yes	A
17) Data retention schedule - latest version after minor tweaks, for info	yes	A
18) Tollcross Community Council - no minutes available since August 2018	-	-
19) Housing Officer's report	yes	A
20) Director's report	yes	D
21) Membership	yes	N & A
22) Any Other Business	-	-

N.B. A representative from Port of Leith HA finance team will be present to discuss the budget proposals.

Colleen Littlewood
SECRETARY
21 January 2020
Ref: cag/

Status: N = for noting; C = comments;
A = for approval; D = for decision;
DC = decide prior to consultation.

Established 1976.

Registered with the Scottish Housing Regulator HAC 150. A Registered Society 1876R(S).
A member of the Scottish Federation of Housing Associations and Employers in Voluntary Housing.