

LISTER HOUSING CO-OPERATIVE LTD

**Minutes of the Management Committee Meeting held on Tuesday 27 October 2020
at 7.30 pm (held virtually using Google Meet)**

Committee Members present: L Alexander, A McDonald, C Littlewood, J-L Addams, L. Bald, S Baxter, M Gunn, J McCuaig, M Midgley, J Renton.

In attendance: A Cant (Director), F Dodds (Housing Assistant).

7.30 PM MAIN MEETING

ITEM	DECISION/ACTION
1 CONFIDENTIAL BUSINESS There was no confidential business.	
2 APOLOGIES FOR ABSENCE & RULE 40.3 ATTENDANCE There were apologies from J Leith, D Todorova and M Stolarek (Housing Officer). C Goodwin has a Special Leave of Absence. No one affected under Rule 40.3 (attendance clause in Rules).	<i>Noted</i>
3 DECLARATION OF INTERESTS There were no declarations of interest.	
4 TOPICS FOR ANY OTHER BUSINESS There was one items to be raised as AOB.	
5 MINUTES OF THE PREVIOUS MEETING J McCuaig proposed, seconded by J-L Addams, that the minutes of the previous meeting be accepted as a true record, and this was agreed.	<i>Approved</i>
6 MATTERS ARISING Following the stair cleaning consultation, the Committee considered the comments returned from tenants. There were relatively few. It was agreed that the stair cleaning would go to Quay Improvements as there was no significant adverse feedback and lots of benefits from the proposed arrangement.	<i>Agreed</i>
7 OFFICE BEARERS' REPORT There was no Office-Bearers business to report.	
8 SHR ASSURANCE STATEMENT 2020 – DRAFT AND ACTION PLAN UPDATE Committee discussed the report and the action plan was noted. The Statement was approved for outgoing Chair to sign.	<i>Approved</i>

- 9 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.
- No members said they were ineligible*
- 10 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.
- Code to be signed by Committee Members.*
- 11 LISTER / SFHA ENTITLEMENTS, PAYMENTS & BENEFITS POLICY
- Committee noted the policy which had not been changed since the previous year.
- Noted*
- 12 LISTER EPB - LIST OF CONTRACTORS & SERVICE PROVIDERS 2020-21
- The list of contractors and service providers (which Committee members are prohibited from using) was also noted.
- Noted*
- 13 ELECTION OF OFFICE BEARERS – CHAIRPERSON, SECRETARY AND TREASURER
- Chair* – J McCuaig was nominated by A McDonald and seconded by M Gunn. There were no other nominations so J McCuaig was elected Chair.
- Treasurer* - A McDonald was nominated by J Renton and seconded by L Alexander. There were no other nominations so A McDonald was re-elected Treasurer.
- Secretary* - C Littlewood was nominated by J Renton and seconded by J-L Addams. There were no other nominations so C Littlewood was re-elected Secretary.
- The Management Committee authorised these three Office Bearers to use the Seal.
- Office bearers elected.*
- Authorised for use of seal.*
- 14 REVIEW OF GOALS
- Committee approved the goals for 2020-2021.
- Approved*
- 15 SPSO REVIEW 2020 OF COMPLAINTS HANDLING PROCEDURE
- The Director outlined the SPSO Review and the Committee agreed.
- Approved*

16 HOUSING OFFICER'S REPORT

- 1) **Arrears.** September arrears were £35561.88 a reduction of £1,500.17 compared to August 2020. *Noted*
Former Tenant Arrears. There was no change to the FTAs owing. *Noted*
- 2) **Individual arrears.** These were outlined in detail by the Director. The Committee agreed with the recommended actions and noted the other cases. *Noted and actions approved*
- 3) **Voids.** Three properties are void at present. *Noted*
- 4) **Allocations.** There was one re-let in September. *Noted*
- 5) **Overdue gas services.** There were no overdue services in September. *Noted*

17 DIRECTOR'S REPORT

There was no Directors Report.

18 MEMBERSHIP

- 1) **Applications.** There was one new member, no. 924. *Noted*
- 2) **Cancellations.** Committee approved the following cancellations of membership: *Approved*

Member no.	Cancellation
913	04/10/2020
443	07/10/2020

19 COMPOSITION OF SUB GROUPS

All those who are on the Committee agreed to continue. *Noted*

20 ANY OTHER BUSINESS

J McCuaig was concerned about the Gardener's workload. This was discussed by the Committee and the Director explained further. *Noted*

The meeting closed at 8.09pm.

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