

LISTER HOUSING CO-OPERATIVE LTD

**Minutes of the Management Committee Meeting held on Tuesday 28 September 2021
at 7.30 pm (held virtually using Google Meet)**

Committee Members present: J McCuaig, A McDonald, C Littlewood, J L Addams,
L Alexander, S Baxter, J Dydak, J Leith, M Midgley, D Todorova.
C Goodwin (after being co-opted).

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

7.30 PM MAIN MEETING

ITEM	DECISION/ACTION
1 CONFIDENTIAL BUSINESS	
There was no confidential business.	
2 WELCOME TO NEW MEMBERS, APOLOGIES FOR ABSENCE & RULE 40.3 ATTENDANCE	
A warm welcome to J Dydak who has joined the Committee following her election at the AGM.	
M Gunn has stood down from the Committee by not re-standing at the AGM. A thank-you letter is to be sent.	<i>Director to write on behalf of Committee</i>
There were apologies from L Bald and J Renton.	<i>Noted</i>
The Director stated that C Goodwin has requested in writing to be co-opted on to the Committee. This was agreed by the Committee. She is thus co-opted until the next AGM when she will need to stand down. The Director sent C Goodwin the link to join and she joined the meeting at this point.	<i>C Goodwin co-opted</i>
3 DECLARATION OF INTERESTS	
There were no declarations of interest.	<i>Noted</i>
4 TOPICS FOR ANY OTHER BUSINESS	
There were two items to be raised as AOB.	
5 MINUTES OF THE PREVIOUS MEETING	
J Leith proposed, seconded by L Alexander, that the minutes of the previous meeting be accepted as a true record, and this was agreed.	<i>Approved</i>
6 MATTERS ARISING	
There were no matters arising.	

- 7 OFFICE BEARERS' REPORT
- There was no Office-Bearers business to report.
- 8 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*
- 9a LISTER / SFHA CODE OF CONDUCT REVIEW
- There is a revised Code of Conduct for Committee members based on an update SFHA model. A Cant outlined this and after discussion, this was approved for use. The Director advised that all Committee Members must abide by this revised Code of Conduct for Governing Body Members and by signing the Declaration of Interests form (not yet circulated), they indicate their agreement to uphold it.
- Revised Committee Code agreed to be used.*
- Members must abide by it*
- 9b LISTER / SFHA PROTOCOL FOR DEALING WITH BREACHES OF THE COMMITTEE AND STAFF CODES
- This Protocol has been revised and Committee agreed this.
- Revised Protocol agreed*
- 9c LISTER / SFHA CODE OF CONDUCT FOR STAFF
- There is a revised Code of Conduct for Staff based on an update SFHA model. A Cant outlined this and this was approved for use. The Director advised that all staff must abide by this revised Code of Conduct and by signing the Declaration of Interests form (not yet circulated), they indicate their agreement to uphold it.
- Revised Staff Code agreed to be used.*
- Staff must abide by it*
- 10 a LISTER ENTITLEMENTS, PAYMENTS & BENEFITS POLICY
- There is a revised EPB policy, outlined by A Cant. This was discussed and agreed. Committee and Staff must abide by it and they sign to do so in the Declarations of Interest form.
- Revised EPB policy agreed*
- 10 b LISTER / SFHA SCHEDULE OF REGISTERS
- The SFHA has produced a Schedule of Registers that RSLs are recommended/required to hold. This has been customised for Lister's situation by the Director.
- Schedule of Registers approved*
- 11 LISTER EPB POLICY - LIST OF CONTRACTORS, ETC. FOR 2021-22 YEAR
- The updated list of contractors and service providers (which Committee members and Staff are prohibited from using) was also noted.
- Updated EPB list now in force*

12 ELECTION OF OFFICE-BEARERS

Chair – L Alexander *Chair* – J McCuaig was nominated by M Midgley and seconded by J Leith. There were no other nominations so L Alexander was elected Chair.

It was agreed that L Alexander will become an official signatory for Lister for the bank and all other matters as part of her role as Chairperson.

Agreed signatory

Treasurer - A McDonald was nominated by J L Addams and seconded by M Midgley. There were no other nominations so A McDonald was re-elected Treasurer.

Secretary - C Littlewood was nominated by A McDonald and seconded by J McCuaig. There were no other nominations so C Littlewood was re-elected Secretary.

Office bearers elected.

The Management Committee authorised these three Office Bearers to use the Seal and sign paperwork for the co-operative.

Authorised for use of seal and sign.

13 REVIEW OF GOALS

Committee approved the goals for 2021-2022 and noted the six-monthly update position.

Approved

14 SHR ASSURANCE STATEMENT 2021 – REPORT NO. 4

Committee discussed the report in full and after questioning the Director further, moved to note the report. The agenda had this report as No. 3 which was inaccurate.

Noted

15 DIVERSITY REVIEW

The report is done annually however there was no report in 2020 due to Covid-19. This report gives an update and review for 2021. This was noted.

Noted

16 FINANCIAL REGULATIONS AND FINANCIAL PROCEDURES - REVIEW

The Director summarised the revised financial regulations and procedures which primarily includes the use of the HomeMaster software. The Committee approved them.

Approved

17 HOUSING OFFICER'S REPORT

1) **Arrears.** August arrears were £27,167.73 an increase of £3,193.18 compared to July 2021.

Noted

Former Tenant Arrears. There was no change to the FTAs owing in August compared to July 202.

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.** Six properties were void in August. *Noted*
- 4) **Allocations.** There were three re-lets in August. *Noted*
- 5) **Overdue gas services.** There were no overdue services in August. *Noted*

18 DIRECTOR'S REPORT

- 1) **FCA complaint about becoming a charity.** The Director updated the Committee on the progress of the complaint. *Noted*
- 2) **Write-off of minor former tenant arrears.** The Director recommended that Lister write-off a former tenant arrear of £47.66 and the Committee approved this. *Approved*
- 3) **Consultation by Edinburgh Council on designation of Edinburgh as a short-term let control area.** The Committee noted the consultation. *Noted*
- 4) **Covid-19 Community Testing Centre.** The Committee noted that there will be a testing centre in the Keir Street car park between 20 September and 3 October 2021. *Noted*
- 5) **Holding a 'real' Management Committee Meeting.** The Committee agreed that we will hold the next Committee meeting in the Lister Office with a blended option. *Agreed*
- 6) **Going.....**The new CEO will start 8 November and the Director will finish up officially on 6 December. *Noted*

19 MEMBERSHIP

- A) **Applications.** Committee noted the following application had been approved.

Member no.	Address	Approval date	Date of start of membership
939	Archibald Place	26.08.21	06.09.21
940	Heriot Place	03.09.21	16.09.21

- B) **Cancellations.** Committee approved the following Cancellations of membership:

Member no.	Address	Reason	Cancellation date
558	Archibald Place	Left Co-op	12.09.21

20 COMPOSITION OF SUB GROUPS

- L Alexander will replace J McCuaig on the Office Bearer's Sub-Group. All other Sub-Groups remain the same. *Noted*

21 ANY OTHER BUSINESS

- 1) The Director has been emailed a copy of the painting that M Gunn has done to present to the shopkeepers. A small sub-group of J Leith, J Dydak and J McCuaig to liaise with M Gunn over a small presentation ceremony. *Sub Group to plan event*
- 2) There is still concern about school-parent traffic on Keir Street. The matter was discussed and the Director will progress. *Ongoing*
- 3) It was suggested that we book Lauriston Hall for the 3rd week in September 2022 for next year's AGM. *Agreed*
- 4) The Director was asked to leave the meeting so that the Committee could discuss plans to note his retirement. *Director left the meeting.*

The meeting closed at 9.05pm.

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