

**Minutes of the Management Committee Meeting held on Tuesday 25 March 2023 at 6.30pm**

Committee Members present: L Alexander, A McDonald, J McCuaig, J L Addams, L Bald, S Baxter, J Dydak, C Goodwin, J Leith.

In attendance: J Rankin (CEO), M Stolarek (Housing Officer), F Dodds (Housing Assistant).

6.30 PM MAIN MEETING

ITEM

1 CONFIDENTIAL BUSINESS

There was no confidential business.

2 APOLOGIES FOR ABSENCE & RULE 41.3 ATTENDANCE

There were apologies from S Bell and J Renton.

No one affected under Rule 41.3 (attendance clause in Rules).

*Noted*

3 DECLARATION OF INTERESTS

There was a declaration of interest from L Bald, in relation to the discussion of the proposed works at 12 Keir Street and it was agreed that L Bald would not participate in the relevant discussion.

4 TOPICS FOR ANY OTHER BUSINESS

There was one item to be raised as AOB.

*Noted*

5 MINUTES OF THE PREVIOUS MEETING

J L Addams proposed, seconded by J McCuaig, that the minutes of the previous meeting be accepted as a true record, and this was agreed.

*Approved*

6 MATTERS ARISING

There were no matters arising.

7 OFFICE BEARERS' REPORT

There was no Office-Bearers' business to report.

8 ANNUAL PRIORITIES REVIEW 2024-25

The CEO spoke to the Annual Priorities Review, noting progress against key targets, which were considered and noted.

9 BUSINESS PLAN, RISK REGISTER and ANNUAL PRIORITIES 2025-26

The CEO spoke to the Business Plan, Risk Register and Annual Priorities for 2025-26 which had been presented to today's meeting.

In terms of the Annual Priorities the CEO summarised where actions had been completed or progressed, and also where actions would be carried forward into the coming year. *Approved*

In relation to the Risk Register the CEO outlined the measures in place to manage threats, noting recent changes within the wider national context in relation to issues such as cladding and RAAC, which whilst they do not affect Lister, highlight the potential for 'unknowns' to have a potential significant impact in future.

In terms of the Business Plan, the CEO noted that Lister continues to maintain low rents, and a wider offering to tenants in terms of our various advice services, many of these offered in conjunction with ARCHIE group peer organisations. The CEO highlighted the proposed key priorities for the coming year, including the taking forward of current programmes such as external painting at all properties, and the window upgrade programme at Heriot Place.

Following discussion, the Committee approved the Business Plan, Risk Register and Annual Priorities for 2025-26.

#### 10 LETTINGS PLAN

The CEO noted that the proposed Lettings Plan which had been presented to today's meeting was in a similar format to the previous year's plan, although given the request from the City of Edinburgh Council to continue to prioritise homeless applicants, the draft Lettings Plan had been amended to reflect this. Following discussion in relation to Lister's capacity to support this request, Committee approved the Lettings Plan for 2025-26, with a focus on continuing to prioritise starters over movers, in order to contribute as far as possible to managing the homelessness crisis in the city. *Approved*

#### 11 CCTV POLICY AND DPO ADVICE NOTE

The CEO presented the draft CCTV policy and DPO advice note to the Management Committee. The Committee discussed and agree the policy. The chair suggested inviting the DPO to a future meeting which the CEO will arrange. It was also suggested that a CCTV camera be installed at the gate area on Keir Street, as there had been recent concerns in relation to drug dealing/ use in the area. This will be considered by officers and brought back to Committee at the May meeting for further discussion. *Approved and officers to progress*

#### 12 AUDIT PLAN AND TIMETABLE

The CEO spoke to this year's audit plan and timetable and the Committee noted. The CEO also advised that officers would be

taking forward tender exercises for both the internal and external audit functions. *Noted*

## 11 HOUSING OFFICER'S REPORT

- 1) **Arrears.** February arrears were £38,041.43 a decrease of £2717.25 compared to January 2025. *Noted*  
**Former Tenant Arrears.** There was no change to the FTAs owing. *Noted*
- 2) **Individual arrears.** These were outlined in detail by the HO. The Committee agreed with the recommended actions and noted the other cases. *Noted and actions approved*
- 3) **Void.** There were no void properties in February. *Noted*
- 4) **Allocations.** There was one exchange in February. *Noted*
- 5) **Overdue Gas Services.** There were no overdue services since the previous meeting. *Noted*

## 12 CEO REPORT

- 1) **EVH Update on Pay Negotiations.**  
The CEO spoke to the outcome of the recent consultation on EVH pay negotiations which had been approved. *Noted*
- 2) **Energy Efficiency Work with Edinburgh World Heritage.**  
Lister received funding from Edinburgh World Heritage (EWH) for some energy efficiency work on one of our properties. EWH have proposed that Lister take on a client role and enter into a contract with the appointed design team. The CEO flagged that he was in discussion with EWH around how risks in association with this proposed course would be managed, and agreed to keep the Management Committee advised on progress. *Noted*
- 3) **Write Offs.**  
The CEO recommended that former tenant debts from 3 former tenancies be written off and the Committee approved. *Approved*
- 4) **Health and Safety / Landlord Facilities Health and Safety.**  
The CEO updated on the recent fire which had occurred at an SP Energy Networks owned and operated fuse board in one of Lister's common stairs, noting that it is not possible for Lister or its contractors to access these boards, since they are owned and operated by SP Energy. SP Energy have made safe and carried out a temporary repair, with a further survey and permanent repair planned. *Noted*

## 13 MEMBERSHIP

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

Member no.	Address	Approval date	Date of start of membership
974	Lauriston Place	04.02.25	04.02.25
975	Lauriston Place	04.02.25	10.02.25

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

Member no.	Address	Reason	Cancellation date
208	Lauriston Place	Assignment	03.02.25
472	Lauriston Place	Exchange	09.02.25

#### 14 COMMUNITY ISSUES

There were no community issues.

#### 15 ANY OTHER BUSINESS

The Chair asked the Management Committee members who had not yet done so to provide email feedback on the Away Day which took place at the start of March 2025.

**The meeting closed at 19.30pm.**