

LISTER HOUSING CO-OPERATIVE LTD

Minutes of the Management Committee Meeting held on Tuesday 28 October 2025 at 6.30 pm

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

In attendance: J Rankin (CEO), R Foggo (Housing Officer), Fiona Dodds (Housing Assistant).

6.30 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 Renton, C Littlewood.	
No one affected under Rule 41.3 (attendance clause in Rules).	<i>Noted</i>
3 DECLARATION OF INTERESTS	
There were no declarations of interest.	
4 TOPICS FOR ANY OTHER BUSINESS	
There were two items noted to be raised as AOB.	<i>Noted</i>
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	
There were no matters arising.	
7 OFFICE BEARERS' REPORT	
There was no Office-Bearers business to report.	
8 2025 ASSURANCE STATEMENT TO THE SHR - FINAL REPORT/DRAFT STATEMENT	
The draft Assurance Statement was reviewed and discussed, in the context of the reports which had been presented to recent meetings. The Management Committee confirmed that it was satisfied with Statement and authorised the Chair to sign it.	<i>AS agreed, Chair to sign, officers to submit</i>

9 2025 ASSURANCE STATEMENT TO THE SHR – ACTION PLAN

The CEO spoke to the updated Action Plan which was submitted, which had been reviewed and updated in detail alongside the preparation of relevant reports. Following review, the Action Plan was noted.

Plan noted

10 LISTER CHP – QUARTER 2 STATISTICS

The CHP Q2 statistics were noted.

Noted

11 HEALTH AND SAFETY LANDLORD MANUAL – AUDIT REPORT

The CEO spoke to the H&S Landlord Manual – Audit Report. Any actions arising from the report had been added to the H&S Action Plan.

Noted

12 H&S COMMITTEE REPORT AND ACTION PLANS – Quarter 2

The CEO updated on the H&S report and action plans which had been presented to the meeting, updating also on key areas of landlord health and safety management, including asbestos management, electrical safety and upcoming risk assessments. Following discussion, the updated report and action plans were noted.

Noted

13 POLICIES, CODE AND STRATEGY FOR REVIEW

- a) Treasury Management Policy
- b) Membership Policy
- c) Code of Conduct for Staff
- d) Risk Management Strategy

The CEO spoke to these reviews, updating on key changes, and the Management Committee approved the two policies, the Code and the Strategy.

Approved

14 EQUALITIES UPDATE AND MONITORING

The CEO spoke to the equalities and monitoring update, noting that it was positive to see that over the last 5.5 years Lister is performing slightly above the most recent comparator for the population of Scotland as a whole (12.9% minority ethnic groups) for lets to people from these communities, with 15.79% of lets during that period. The terms of the update were noted.

Noted

15 HOUSING OFFICER'S REPORT

- 1) **Arrears.** September arrears were £34,145 a decrease of £1973 compared to August 2025.

Noted

Former Tenant Arrears. There was no difference 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) **Voids.** There were no void properties in September. *Noted*
- 4) **Allocations.** There were no re-lets in September. *Noted*
- 5) **Overdue gas services.** There were no overdue services since the previous meeting. *Noted*

16 CEO REPORT

- 1) **Health and Safety/ Landlord Facilities Health and Safety.**
The Health and Safety and Landlord Health and Safety Audit Reports are being provided separately.
- 2) **Management Committee Calendar and Planner.**
All identified actions have been implemented, and all returns have been submitted on time. *Noted*
- 3) **CEO Appraisal.**
The Committee noted that the CEO appraisal has been completed by the Chair and reviewed by the Treasurer, in accordance with the relevant policy and regulatory expectations. *Noted*
- 4) **Lister 50th Anniversary.**
The 50th Anniversary Group continues to make good progress planning for next year, and based on a suggestion from the Group, the CEO contacted Bob Last, a former tenant who went from running an independent record label from his flat, to a successful career in the arts. The former tenant has agreed in principle to attend our 50th anniversary celebration to talk about his experience whilst living at Lister. *Noted*
- 5) **External Painting Contract.**
The external painting contract is due to be completed and the CEO will keep the Management Committee updated on progress towards completion of the Main Site works. *Noted*
- 6) **Payroll Update**
Committee noted the update. *Noted*
- 7) **Potential Membership of the Confederation of Co-operative Housing.**
Following on from the discussion at the last Management Committee meeting, the Chief Officer of CCH has advised that he would be able to attend the November meeting to answer any questions that Committee members may have. CEO to progress. *Noted and officers to progress*
- 8) **Gardens Update.**

The CEO will provide a paper to next month's meeting, which will hopefully help support the Committee's consideration of how we manage the external areas at the end of this year's growing season. *Noted*

9) **Tenant Survey.**

The CEO advised that the 3 yearly tenant survey is now due. It was proposed that we use the same format as for the last survey and that it be issued prior to the end of the calendar year. The Committee agreed. *Agreed and officers to progress*

10) **Equalities Data Gathering.**

The CEO proposed issuing an Equalities Data Gathering exercise early in the New Year, and the Committee agreed. *Agreed and officers to progress*

17 MEMBERSHIP

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

Member no.	Address	Approval date	Date of start of membership
980	Lauriston Place	17.09.25	17.09.25
981	Heriot Place	22.09.25	22.09.25

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

Member no.	Address	Reason	Cancellation date
910	Lauriston Place	Left Co-op	23.09.25

18 COMMUNITY ISSUES

None.

19 ANY OTHER BUSINESS

JL Addams proposed banners for the 50th Anniversary and presented a sample. The Management Committee approved. *Approved*

A McDonald enquired about the 'Leave of Absence' policy and proposed that the topic be added to a future Management Committee Meeting agenda. The Committee agreed and this will be added to a future Agenda. *Agreed*

The meeting closed at 7.10pm.