

*LISTER HOUSING CO-OPERATIVE LTD*

***Minutes of the Management Committee Meeting held on Tuesday 31 March 2026 at 6.30pm***

Committee Members present: L Alexander, A McDonald, J L Addams, S Baxter, J Dydak, C Littlewood, J Renton.

In attendance: J Rankin (CEO), R Foggo (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 J Leith and J McCuaig.

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

*Noted*

3 DECLARATION OF INTERESTS

There were no declarations of interest.

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 A McDonald, 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 2025-26

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 2026-27

The CEO spoke to the Business Plan, Risk Register and Annual Priorities for 2026-27 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.

In relation to the Risk Register the CEO outlined the measures in place to manage threats, noting particular issues such as the potential challenges Lister faces in relation to stock management due to the nature of our stock, and measures to mitigate these risks.

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 programmes such as external painting at all properties, and external repairs to the Keir Street tenement.

Following discussion the Committee approved the Business Plan, Risk Register and Annual Priorities for 2026-27.

*Approved*

#### 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, with a continued focus on prioritising homeless applicants, the draft Lettings Plan had been amended to reflect this. Following , Committee approved the Lettings Plan for 2026-27, 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 KEIR STREET TENDER

The CEO spoke to the Tender Report for 12 Keir Street. The Management Committee agreed to take forward the lowest tender which was put forward by G Grigg & Sons.

*Approved*

#### 12 TENANT SURVEY REPORT

The CEO spoke to the Tenant Survey Report and the Management Committee noted the terms of the report, noting also that although there had been feedback in relation to challenges with the recent Main Site painting contract, feedback scores were generally positive.

*Noted*

#### 13 AUDIT PLAN AND TIMETABLE

The CEO spoke to the Audit Plan and the Committee noted plan, as well as the recently renewed contract with CT.

*Noted*

## 14 HOUSING OFFICER'S REPORT

- 1) **Arrears.** February arrears were £21,480 a decrease of £989 compared to January 2026. *Noted*  
  
**Former Tenant Arrears.** February FTA's were £13,875.20, a decrease of £1487.90 compared to January 2026. *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 three void properties in February. *Noted*
- 4) **Allocations.** There were three re-lets in February. *Noted*
- 5) **Overdue Gas Services.** There were no overdue services since the previous meeting. *Noted*

## 15 CEO REPORT

- 1) **Internal Audit Tender.**  
The CEO updated on the outcome of the internal audit tender has closed. Our current auditor, Cameron Audit were the only firm to provide a tender submission. The Office Bearers had reviewed and were satisfied both in relation to price and quality, and therefore were content to award this contract on behalf of Lister to Cameron Audit. The Management Committee confirmed this decision. *Approved*
- 2) **Co-ops Round Table meeting with the SHR/ CCH Manifesto Launch.**  
The meeting was very positive, and the SHR are keen to hear from the Co-ops in relation to any potential specific challenges in terms of the regulatory framework and standards. The Co-ops will consider, and a further meeting will be arranged with the SHR in due course. The meeting was also attended by the CEO of the Confederation of Co-operative Housing (CCH). After the SHR meeting CCH launched its manifesto for the upcoming Scottish Parliament elections, at a separate event. The event was covered by various Housing News outlets, and the CEO has emailed relevant links to the Management Committee for information. *Noted*
- 3) **SHR Engagement Plan.**  
The SHR shared its proposed engagement plan for 2026-27. The SHR plan to engage with Lister in relation to our emergency repairs service. The Management Committee considered Lister's target for 26-27 in relation to emergency repairs, and noted that contractors had indicated that they considered a 4 hour target achievable. In that context, the Management Committee set this year's target at 4 hours, and the CEO confirmed that he

would contact the SHR to update, as well of course as keeping the Management Committee updated.

*Noted*

4) **Lister Office Bearers.**

The CEO noted that this is the final year of the Chairperson's 5 year term as Chair, and it will therefore be necessary to appoint a new Chairperson after this year's AGM.

*Noted*

5) **Staffing.**

Our Housing Assistant, Fiona Dodds has handed in her notice and her last day will be 8<sup>th</sup> May 2026. The CEO will liaise with the Employment Sub-Committee, and the Committee itself as necessary in relation to potential staffing and recruitment next steps. Officers withdrew from the meeting, and the Management Committee agreed that a long service award should be paid to Ms Dodds, in accordance with EVH salary scales and guidance.

*Noted*

6) **External Painting Phase 2.**

The CEO has been in discussion with the Scottish Procurement Alliance (SPA) in relation to the proposed tender for Phase 2 of the external painting work, and potential safeguards which can be put in place to protect against some of the issues which arose during phase 1. Three Contractors have indicated that they would be interested in tendering for this work, and based on the update provided, the Committee confirmed that it wishes to proceed with the tender process, via SPA.

*Approved*

7) **Gardens Update.**

Specialist tree surgeons have been taking forward essential maintenance, together with tree-planting along Lauriston Place which was previously agreed by the Management Committee, following consultation.

Following discussion in relation to some of the issues which have been caused by over-feeding of birds and squirrels in the garden areas, the Management Committee asked officers to share a short standalone Newsletter update on this issue to all tenants.;

*Noted and officers to progress*

8) **Leave of Absence Process.**

The CEO provided an update on the process for managing Management Committee Leave of Absence requests. These are covered by Rule 41.3 of Lister's Rules, which simply provides that special leave of absence can be granted by the Committee either at the request of the relevant Management Committee member or by exercise of the Committee's discretion. This was discussed and noted by the Management Committee, and it was agreed that moving forward, in practice, it would make sense for requests to be submitted in cases where it was anticipated that apologies would need to be given for more than 2 meetings.

*Noted*

- 9) **Commercial Lease Rent Review.**  
The 3 yearly rent review for the Beauty Quarter at 32 Lauriston Place was concluded in January, and an increase of 9.1% in the annual rent was agreed with the tenants, effective from January 2026. *Noted*
- 10) **Potential Additional Public Holiday.**  
A public holiday on 15<sup>th</sup> June 2026 to mark Scotland's participation in the men's FIFA World Cup has been officially confirmed by the Scottish Government, and received approval by Royal Proclamation on 3 February. Officers withdrew to allow the Management Committee to consider this, and the one-off additional holiday was approved. *Approved*
- 11) **Filming Request.**  
We have been contacted by the company which will be filming the second series of the Rebus TV show, to request to film once again in the same location as was used in series 1, at Heriot Place. The filming is set to take place during the last week in June/ First week in July. The Management Committee agreed to this proposal, on the same terms as on the last occasion. *Approved*
- 12) **Health and Safety/ Landlord Facilities Health and Safety.**  
We are in the process of obtaining prices for updated Fire Risk Assessments for common areas, as well as updated Legionella Risk Assessments, and the CEO will keep the the Management Committee updated. *Noted*

## 16 MEMBERSHIP

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

| Member no. | Address         | Approval date | Date of start of membership |
|------------|-----------------|---------------|-----------------------------|
| 983        | Archibald Place | 10.03.26      | 10.03.26                    |
| 984        | Archibald Place | 10.03.26      | 10.03.26                    |
| 985        | Lauriston Place | 17.03.26      | 17.03.26                    |

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

| Member no. | Address | Reason | Cancellation date |
|------------|---------|--------|-------------------|
|------------|---------|--------|-------------------|

There were no cancellations in February.

## 17 COMMUNITY ISSUES

There were no community issues.

## 18 ANY OTHER BUSINESS

None

**The meeting closed at 19.30pm.**