



## MANAGEMENT COMMITTEE

Members of the Management Committee are invited to attend a meeting on Monday **25 October 2021** at **2.00 pm** via Microsoft Teams

David Lappin  
Chief Executive

<i>E-mail:</i> <a href="mailto:david.lappin@castlehillha.co.uk">david.lappin@castlehillha.co.uk</a>	Tel: 01224 628111 (direct)
<i>or</i>	
<i>E-mail:</i> <a href="mailto:wendy.oneill@castlehillha.co.uk">wendy.oneill@castlehillha.co.uk</a>	Tel: 01224 628106 (direct)

DL/JR/18.10.21

## AGENDA

- 1 Apologies for absence
- 2 Declarations of interest
- 3 Co-opt of new Management Committee member
  - Bob Hutcheson
- 4 Minutes of the meeting of 30 August 2021 (**enclosed – for approval**)
- 5 Matters arising from the minutes

### Items for approval/action

- 6 Appointment of Convener, Vice Convener, Conveners of Sub Committees and allocation of places on Sub Committees (**current position enclosed for discussion**)
- 7 Rent Review 2022/23.
- 8 Self Assurance Documents (**for approval**)
  - 8.1 Policy and procedure
  - 8.2 Report on findings for 2021 including updated action plan
  - 8.3 Self Assurance Statement for 2021
- 9 Remote working policy (**previously circulated - enclosed for approval**)
- 10 Additional staff resources (**approved by CS Sub for MC approval**)
- 11 Cover report for updated policies
  - 11.1 Updated Guide to Information (**for annual reapproval**)
  - 11.2 Updated Data Protection Policy (**enclosed for reapproval**)
- 12 Addition of Castlehill Housing Trust to New-Build Viability assessments

## Items for note

- 13 Update on Libor transition process
- 14 Minutes of subsidiary and sub-committee meetings
  - 14.1 Housing & Property Services sub committee 16 August 2021 (**enclosed - not approved last meeting**)
  - 14.2 Housing & Property Services sub committee of 25 October 2021 (**verbal report**)
  - 14.3 Minutes of Finance & Development sub committee of 30 August 2021 (**enclosed**)
  - 14.4 Solutions Board minutes of 25 October 2021 (**verbal report**)
- 15 Standing Items
  - 15.1 Report on Use of the Seal & Signing of Legal Documents (**enclosed**)
  - 15.2 Notifiable Events (**verbal**)
  - 15.3 Health & Safety (**verbal**)
  - 15.4 Freedom of Information (**verbal**)
- 16 AOCB
- 17 Date of the next meeting – 20 December 2021