

## MANAGEMENT COMMITTEE

Members of the Management Committee are invited to attend a meeting **on Monday 24 October 2022 at 4pm** via Microsoft Teams or in person at 7 Waverley Place.

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

### AGENDA

- 1 Apologies for absence
- 2 Declarations of interest
- 3 Minutes of the meeting of 20 September 2022 (**enclosed – for approval**)
- 4 Matters arising from the minutes

#### Items for approval/action

- 5 Appointment of Convener, Vice Convener, Conveners of Sub Committees and allocation of places on Sub Committees (**current position enclosed for discussion**). Feedback on timing of meetings based on 2022 trial.
- 6 Rent Review 2022/23 (**enclosed**)
- 7 Policies for approval (**enclosed**)
  - 7.1 Asbestos Management
  - 7.2 Legionella
  - 7.3 Gas Safety Management System
  - 7.4 Contract Management
  - 7.5 Rent
- 8 Self Assurance Statement (**enclosed**)

#### Items for note

- 9 Annual Confirmation of Register of Interests (**verbal report**)
- 10 Minutes of subsidiary and sub-committee meetings
  - 10.1 Finance, Audit & Risk sub committee of 29<sup>th</sup> August 2022 (**verbal report at last meeting, enclosed**)
  - 10.2 Solutions Board of 29<sup>th</sup> August 2022 (**verbal report at last meeting, enclosed**)
  - 10.3 Corporate Services sub committee of 24<sup>th</sup> October 2022 (**verbal report**)

- 11 Standing Items
  - 11.1 Report on Use of the Seal & Signing of Legal Documents **(enclosed)**
  - 11.2 Notifiable Events **(verbal)**
  - 11.3 Health & Safety **(verbal)**
  - 11.4 Complaints report Q2 **(enclosed)**
  - 11.5 Freedom of Information **(no new requests since last meeting)**
- 12 AOCB

Date of the next meeting - Monday 12 December 2022 at 11am followed by buffet lunch with staff