

**SKYLIGHT BOARD MEETING****Monday 06 November 2023****16.30****SHG Boardroom, Cornerstone, 2 Edward Street****PRESENT / IN-ATTENDANCE:****Trustees (Present):**

- Priti Butler (Via MS Teams)
- Marie Gilluley
- Kathryn Hanna
- Roger Phillips (Chair)
- David Nicholson
- Tessa Wiley

**Observer (Present):**

- Andy Kippax, Strategic Housing Lead

**Officers (In-attendance)**

- Jessica Ann, Health and Safety Advisor
- Samantha Conroy, Independent Living Team Leader
- Rachel Cossey, Governance Manager
- Anne-Marie Heil, Assistant Director – SKYlight (Lead Officer)
- Eva Holt, Head of Independent Living
- Nerys Hughes, Partnership and Engagement Officer
- Laura Jennings, HR Business Partner
- Jonny Kelly, Governance and Scrutiny Officer (minute-taker)
- John Kennedy, Assistant Director of Finance
- Di Laming, Assistant Director of People and OD
- Tanya King, Head of Customer Engagement & Inclusion
- Si Welch, Director of Housing Plus

01	APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST	Action
	<p>There were no apologies for absence.</p> <p>Marie Gilluley declared an interest in item 08, relating to UKSPF and SKYlight's negotiations (as part of Athena) with The Growth Company and others. Marie explained that she is a member of the Employment and Skills Advisory Board and the Workforce Development Board of The Growth Company. Both are advisory and make no business or operational decisions and Marie is not involved in the discussions.</p> <p>Kathryn Hanna also declared an interest, which related to items 04 &amp; 06. The Board noted that a family member worked within the Independent Living Service.</p>	
02a/ 02b	MINUTES FROM MEETING 31 JULY 2023 AND ACTION MONITOR FROM MEETING 31 AUGUST 2023	
	<p>The minutes from the meeting 31 July 2023 were approved.</p> <p>Progress with the action monitor was noted.</p>	

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<b>02b/ 02c</b>	<b>NOTES FROM SKYLIGHT BOARD AWAY DAY 28 SEPTEMBER 2023 AND ACTION MONITOR FROM SKYLIGHT BOARD AWAY DAY 28 SEPTEMBER 2023</b>	
	<p>The notes from the away day 28 September 2023 were approved.</p> <p>Progress with the action monitor was noted.</p> <p>The Board were pleased to note that officers found the away day useful. In particular, the exercise that involved Board members ordering and prioritising SKYlight's activities and responsibilities was felt to be of particular use, specifically in shaping the Social Inclusion Strategy, which will be presented to the SHG Board in December.</p>	
<b>03</b>	<b>SHG REPORTS FROM PREVIOUS QUARTER (ASSURANCE)</b>	
	<p>The Governance and Scrutiny Officer explained that this item would be a standing item at each SKYlight Board meeting, to allow Board members the opportunity to discuss any reports that have been presented elsewhere in SHG.</p>	
<b>04</b>	<b>AGEING IN PLACE PATHFINDER (PRESENTATION)</b>	
	<p>The Head of Independent Living introduced the presentation, providing an update to Board on the activity of the Ageing in Place Pathfinder with additional contributions from the Independent Living Team Leader and the Partnership and Engagement Officer. The discussion covered:</p> <p>The Ageing in Place Pathfinder is part of a wider GM project which seeks to support healthy ageing in place, with SKYlight's project focussing on Brinnington and seeking to address the significant health inequalities that exist within the area in relation to life expectancy and healthy life expectancy.</p> <p>The Board noted that it is clear that SKYlight wants to support the growth of services to older people within the community. There is a wealth of activities and community support already in place in Brinnington, if there are gaps in service offers in the community, SKYlight will seek to find a way to address such but the primary objective of the Pathfinder is to ensure existing activities and services are aligned and complementary and that residents know about them and can access.</p> <p>The Board highlighted that projects such as this are clearly providing and supporting services which help people to live healthily and independently for longer. The Board asked whether it was hoped that SKYlight will build on its current offer for older people. The Head of Independent Living explained that there are two years funding remaining for the pathfinder, during which time the abilities and skills of the Steering Group made up of local residents and stakeholders, will be developed so that the project becomes more embedded and sustainable.</p>	

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05	<b>OPTIONS APPRAISAL OF YOUR LOCAL PANTRY IN STOCKPORT (PRESENTATION)</b>	
	<p>The Head of Customer Engagement &amp; Inclusion introduced the presentation, providing an update on the future of Your Local Pantry and potential ways to overcome the obstacles of food shortages. The discussion covered:</p> <p>The Head of Customer Engagement &amp; Inclusion explained that the team were continuing to look at a range of options to support the operational challenges within YLP and a full report will be brought to the next SKYlight Board in February.</p> <p>The Board highlighted that the problems of food shortages are rife across the country, which has resulted in some similar schemes resorting to radical changes, such as producing their own food and ready meals, in partnership with schools, probation and others.</p> <p>It was understood that nationally, Fareshare is supporting far more projects alongside supermarkets implementing measures to reduce their waste, resulting in a reduction in the food available to distribute. For YLP, Fareshare previously provided 80% of the food utilised within the Pantries, this has now been reduced to 40%.</p> <p>The Board suggested that local supermarkets be contacted to establish whether they could support more. They suggested that even if supermarkets can't gift more food, could they support SKYlight with their purchasing of food, which is a role currently carried out by SKYlight staff members and isn't seen as a good use of their time / prevents them fulfilling other areas of their roles and supporting the community in other ways.</p> <p>It was suggested whether SKYlight could liaise with local manufacturers of food to see if an agreement can be arranged, before the food is distributed to supermarkets.</p> <p>Reviewing membership for pantry members who don't utilise their membership that frequently, was discussed. The Board suggested that some customers may have been in need of the pantry when they signed up, but their circumstances may have improved since then, which means they don't use the service as often and therefore could be removed as a member, without impacting on their finances. This may result in more food being available for those in need.</p> <p>The Board highlighted that 60 per cent of YLP users aren't Stockport Homes residents. The Director of Housing Plus noted that the pantry isn't exclusive to residents of Stockport Homes, like many of SKYlight's projects. He highlighted that some private tenants may be worse off financially than Stockport Homes tenants, therefore it would be unfair to the wider community to ringfence YLP to council tenants only.</p>	<p><b>AMH</b></p> <p><b>JNH / AW</b></p> <p><b>JNH / AW</b></p>

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<b>06</b>	<b>SKYLIGHT PEOPLE UPDATE (PRESENTATION)</b>	
	<p>The HR Business Partner and the Assistant Director of People and OD introduced the presentation, providing an update to Board on the people aspects of SKYlight. The discussion covered:</p> <p>The Director of Housing Plus provided an update to Board on the recent Best Companies results, highlighting that Three stars accreditation had been achieved again – something the Board were pleased about. He added that achieving this result, at a time where SKYlight has experienced a number of senior managers leaving or changing roles, adds to the positivity surrounding the results.</p> <p>The Board asked whether SHG has any diversity and inclusion networks for staff members. Assistant Director of People and OD explained that SHG have a Proud Group (LGBT+ group) an Enable Group (Group for disabled colleagues) and Empower Group (BAME Group) with each group being sponsored by a senior member of staff to champion its work.</p>	
<b>07</b>	<b>HEALTH &amp; SAFETY ANNUAL REPORT AND UPDATE (ASSURANCE)</b>	
	<p>The Health and Safety Advisor introduced the report providing an overview of Health and Safety (H&amp;S) performance during 2022/23 and to highlight the ongoing initiatives being undertaken during 2023/24, to give the Board assurance over H&amp;S Management within SKYlight and the wider Group. The discussion covered:</p> <p>The Board commended the presentation and noted that it was interesting to see the themes and actions that have been introduced throughout SKYlight, which evidences good practice and provides confidence to the SKYlight Board.</p>	
	<p><b>RESOLVED:</b> That SKYlight Board:</p> <ol style="list-style-type: none"> <li>i. Discussed the H&amp;S update report and endorsed the planned initiatives for 2023/24.</li> <li>ii. Confirmed that the range of H&amp;S works and information provided is adequate to provide SKYlight Board with assurance over H&amp;S management</li> </ol>	
<b>08</b>	<b>SKYLIGHT PROGRESS AND FINANCE UPDATE (ASSURANCE)</b>	
	<p>The Assistant Director – SKYlight and the Assistant Director of Finance introduced the report to provide a Progress and Finance update of SKYlight's business activity to the end of Q2 2023/2024. The discussion covered:</p> <p>The Board asked for further information relating to the agreement with The Growth Company and SEETEC, specifically, surrounding the payment arrangement. The Assistant Director – SKYlight explained that parameters</p>	

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	<p>around payment are yet to be agreed but highlighted that whilst there will be some performance monitoring, it isn't a payment by results model.</p> <p>The Board requested Stockport Councils view on the use of hotels throughout Stockport, by asylum seekers. The Strategic Housing Lead explained that the Council have no say on this, as it is a government project and it was their decision to house asylum seekers in hotels across the country.</p> <p>The Board discussed the Furniture Recycling Project budget for 24/25 and it was suggested that the forecast appears to be in excess of the budget. The Assistant Director of Finance explained that this is because both the income and expenditure have increased, largely due to an additional grant being provided by Stockport Council. He also added that there were some unexpected additional costs associated with the Furniture Recycling premises which needed to be addressed.</p>	
	<b>RESOLVED:</b> SKylight Board noted and discussed the progress and financial position to date	
<b>09</b>	<b>SKYLIGHT QUARTER TWO 2023-24 RISK REPORT (ASSURANCE)</b>	
	<p>The Governance Manager introduced the report to provide an update on delivery of risk control actions at the end of Quarter Two of 2023-24 within the SKylight Risk Register and provide a wider assurance update for Board Members. The discussion covered:</p> <p>The Board discussed the local politics and asked whether there were any changes or issues. The Director of Housing Plus explained that the situation is quite tense locally. As an example of this there had been a lot of attention politically around Lancashire Hill and potential regeneration, with SHG Officers working closely with Members to agree actions to address concerns.</p> <p>He provided a positive update on the recent Member Committee, between Stockport Homes and Stockport Council, adding that the work of SKylight was well received by Councilors.</p> <p>The Strategic Housing Lead discussed the Risk Register and suggested that it should be shared with CSS Manager Specialist Risk at Stockport Council to check if there were any issues from the Councils view.</p>	<b>SD</b>
	<b>RESOLVED:</b> SKylight Board took assurance from the contents of the Quarter Two Risk Report	
<b>10</b>	<b>FORWARD PLAN (INFORMATION)</b>	
	The Governance and Scrutiny Officer introduced the forward plan of the expected business for 2023-24.	

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	<p>The Board noted that this was the final SKylight Board meeting for the Head of Customer Engagement &amp; Inclusion. They thanked her for her service to SKylight and SHG and wished her well in her future endeavors.</p>	
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