

**MINUTE OF THE MANAGEMENT COMMITTEE MEETING HELD ON
TUESDAY, 10 OCTOBER 2023 AT 7PM**

PRESENT

Mr A Scott (Chair)
Mrs M Hutchison
Mr J O'Donnell
Ms G O'Hara
Mrs J Donachy
Mr N Halls
Mr A Young
Mrs R Tinney
Mrs C McGuire
Ms G Hay
Mrs M Smith
Mrs A Jenkins

IN ATTENDANCE

Mr P Martin (CEO)
Mrs L Sichi (Deputy CEO)

1a. APOLOGIES FOR ABSENCE

1a.1 Apologies were tendered for Mrs M Anderson and Mrs E Conwell.

1b. DECLARATIONS OF INTEREST

1b.1 The CEO and Deputy CEO declared an interest in agenda item 5f, Note of Governance Sub-Committee Meeting 04.10.23.

1c. RELEVANT BUSINESS ITEMS TO BE ADDED TO AGENDA

1c.1 There were none.

2. ADOPTION OF MINUTES – 12 SEPTEMBER 2023

2.1 The above was proposed for approval by Mrs J Donachy, seconded by Mrs R Tinney and unanimously agreed by the MC.

2a. MATTERS ARISING FROM MEETING – 12 SEPTEMBER 2023

2.1.a There were none.

3. ADOPTION OF MINUTES – 21 SEPTEMBER 2023

3.1 The above was proposed for approval by Mr N Halls, seconded by Mrs M Smith and unanimously agreed by the MC.

3a. MATTERS ARISING FROM MEETING – 21 SEPTEMBER 2023

3.1.a The following amendment was approved: "Mrs J Donachy accepted the nomination and was duly elected as Treasurer".

4. USE OF SEAL

4.1 The above was approved by Mrs J Donachy, seconded by Mr N Halls, and unanimously approved by the MC.

5. GOVERNANCE ISSUES

5a. CEO'S REPORT

5a.1 The CEO referred to the previously distributed report which covered an update on the staffing and operational matters, performance and noting that a monthly financial update will be presented to the MC going forward, internal audits, wider role, SHR update, digital transformation, CFN and office refurbishment.

5b. APPROVAL OF ANNUAL ASSURANCE STATEMENT

5b.1 The MC discussed in detail the report on the development of the Annual Assurance Statement 2023. The MC subsequently confirmed their assurance of the draft Annual Assurance Statement 2023 and with Chair signed this on behalf of the MC. This will be uploaded to the SHR portal. The above was approved by Mrs R Tinney, seconded by Mr A Young, and unanimously approved by the MC.

5c. MEMBERSHIP OF MHA'S COMMITTEE/BOARDS

5c.1 Following the AGM, and in line with current policy, the composition of each of the sub-committee's and Boards was discussed and unanimously agreed by the MC.

5d. REVIEW OF COMMITTEE MEMBERS MEETINGS CHARTER

5d.1 The above was reviewed and unanimously approved by the MC.

5e. REVIEW OF COMMITTEE SKILLS AUDIT POLICY

5e.1 Following discussion, the above was approved by Mrs R Tinney, seconded by Mr N Halls, and unanimously approved by the MC.

5f. NOTE OF GOVERNANCE SUB-COMMITTEE 04.10.23

5f.1 The CEO and Deputy CEO left the meeting at this point.

5f.2 The Chair updated the MC on the above meeting with Pat Bradley HR Consultant. Following discussion, it was agreed that Mr Bradley provides a comprehensive report on the impact of MHA becoming members of EVH.

5g. FEEDBACK ON THE GOVERNANCE CONFERENCE & SHARE AGM

- 5g.1 GWSF Governance Conference – The MC members who attended the recent GWSF Governance Conference reported that the venue was good and that the speakers were, on the whole, of a high standard. However, the IT arrangements were poor.
- 5g.2 SHARE AGM – Two representatives attended the above. The format was basic, and the attendance was poor (this included online attendance). SHARE launched their new logo and advised of the forthcoming office move.

5h. Committee Meeting Schedule 2023

5i. KPI's 2023/24

5j. SHR Compliance Update

5k. GDPR, FOI, NE, Complaints & Compliments

The above items (5h-5k) were noted by the MC.

6. A.O.C.B

- 6a. Appointment of Employer's Agent, Todd Street New Build – Following discussion of the previously circulated report on the above, it was agreed to appoint nbm as cost consultants as EA for the Todd Street New Build. This was approved by Mr A Young, seconded by Mrs M Smith, and unanimously approved by the MC.

7. DATE OF NEXT MEETING:

Tuesday, 07 November 2023 at 7.00pm.



CHAIR
07.11.23