

**SKYLIGHT BOARD MEETING**

Tuesday 09 May 2023

16.30

SHG Boardroom, Cornerstone, 2 Edward Street

**PRESENT / IN-ATTENDANCE:****Trustees (Present):**

- Robin Burman
- Marie Gilluley
- Kathryn Hanna
- Roger Phillips (Chair)
- David Nicholson
- Tessa Wiley

**Observer (Present):**

- Andy Kippax, Strategic Housing Lead

**Officers (In-attendance)**

- Rachel Cossey, Governance Manager
- Anne-Marie Heil, Assistant Director – SKYlight
- Jonathan Kelly, Governance and Scrutiny Officer (minute-taker)
- John Kennedy, Assistant Director of Finance (item 06 only)
- Tanya King, Head of Customer Engagement & Inclusion
- Di Laming, Assistant Director - People & Organisational Development (item 03 only)
- Julie Nelson-Hall, Customer and Community Engagement Team Leader
- Tanya Haynes, Head of HR Business Partnering (item 03 only)
- Wayne Hurst, Customer Engagement and Inclusion Team Leader
- Si Welch, Director of SKYlight & Customer Services (Lead Officer)

01	APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST	Action
	Priti Butler sent her apologies. There were no declarations of interest.	
02a/ 02b	MINUTES FROM MEETING 6 FEBRUARY 2023 AND ACTION MONITOR FROM MEETING 20 FEBRUARY 2023	
	The minutes from the meeting 6 Feb were approved. Progress with the action monitor was noted.	
03	PENSION BENCHMARKING PRESENTATION (SLIDES)	
	<p>The Head of HR Business Partnering and the Assistant Director - People &amp; Organisational Development introduced the presentation. The discussion covered:</p> <p>The Board asked whether there had been a good take-up of the pensions scheme for SKYlight. Head of HR Business Partnering confirmed that there had been an approximate 80 per cent take-up within SKYlight. The Assistant Director of People and OD highlighted that the importance of a pensions scheme is made clear to all staff and their options are provided to them, with decisions resting with the staff member themselves.</p>	

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	<p>The Board asked whether the pension scheme includes any benefits to an employee's family, following the death of an employee, such as the payment of a spouse's pension. Assistant Director of People and OD confirmed that SKylight pay a contribution for life cover and would provide information on other benefits.</p>	<b>DL</b>
	<p><b>RESOLVED:</b> The Board approved the proposed changes to pension contributions.</p>	
<b>04</b>	<b>SKYLIGHT PROGRESS AND UPDATE REPORT (ASSURANCE)</b>	
	<p>The Assistant Director - SKylight introduced the report to provide a Progress and Finance update of SKylight's business activity to the end of Q2 2022/2023. The discussion covered:</p> <p>The Strategic Housing Lead provided a verbal update on the Afghan refugees, adding that a 90-day notice had been delivered to all Afghan refugees currently living in hotels around the country. He explained that in three months, the Government will cease paying hotels and expect all Afghans to move on. He added that there are not the required amount or type of properties available in the UK, therefore the expectation will be that local authorities will pay the hotel bills, to prevent evictions. He explained that this is a nationwide problem not just in Greater Manchester, though a Greater Manchester working group has been established to agree the best approach for the region.</p> <p>The Board asked whether there was any scope for properties to be bought specifically for Afghans, to ease the pressures on potential homelessness. The Strategic Housing Lead referenced the Government's Local Authority Housing Fund (LAHF) had been provided with funds to buy 22 properties for Afghan refugees for Stockport. He added that the level of funds available would mean that the properties would be at the lower end of budgets, which would provide difficulties in finding suitable properties.</p> <p>The Board discussed the Ageing in Place Project and asked that an update on this be presented to the Board later in 2023.</p> <p>The Board discussed SKylight's current reserves following the higher than previous gift aid from SHL and asked whether there was any scope to explore expanding existing or funding additional projects. The Director of SKylight &amp; Customer Services confirmed that SKylight is always looking at other ways that it can spend funds and support the communities it serves and sought to ensure any developments are aligned with the Borough's priorities. Any spend would be within the context of ensuring existing services are sustained. He added that in 2022/23, the gift aid payment from Stockport Homes was £2m as that was prudent for SHL but there was no guarantee for 2023/24.</p> <p>The Board asked whether the humanitarian issues in Sudan would lead to any involvement from SKylight and Stockport Homes. The Strategic Housing Lead</p>	<b>AMH</b>

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	explained that is unknown whether there would be any impact within Stockport, however it is a possibility and would create additional pressures.	
	<b>RESOLVED:</b> The SKylight Board noted and discussed the progress and financial position to date.	
<b>05</b>	<b>YOUR LOCAL PANTRY UPDATE (ASSURANCE)</b>	
	<p>The Customer Engagement and Inclusion Team Leader introduced the report to update on activities and budgets for Your Local Pantry from October 2022 – March 2023. The discussion covered:</p> <p>The Board discussed the whole model surrounding the Pantry and asked whether it was sustainable in the long term, due to many factors including supermarkets improving efficiencies and wasting less food. The Head of Customer Engagement &amp; Inclusion confirmed that there are concerns surrounding the source of food and whether the Fareshare model is sustainable in the long-term but highlighted the difficulties of SKylight addressing these issues. She added that the demand from customers is potentially something that can be controlled, and it is being explored whether means-testing could be introduced, to ensure that only those who are truly in need can access the Pantry’s services. The Director of SKylight &amp; Customer Services added that the point hasn’t been reached yet where there is an issue with the source of food donations, but provided assurance to the Board that SKylight will adapt to the external environment as necessary.</p>	
	<b>RESOLVED:</b> SKylight Board noted the positive contribution made by Your Local Pantry to reducing food poverty and food waste in Stockport.	
<b>06</b>	<b>SKYLIGHT 2022/23 YEAR END STATUTORY ACCOUNTS (CONSULTATION)</b>	
	<p>The Assistant Director – Finance introduced the report to present the draft year end statutory accounts for SKylight. The discussion covered:</p> <p>The Board discussed the elements of the report relating to fraud and sought assurances that cases of fraud are managed effectively, there are robust fraud management processes in place and that incidents of fraud and near misses are reported to Board for their oversight within the Group. Assurances were provided to Board that fraud is effectively managed, including via Audit and Risk Committee, and there are processes in place to ensure it is effectively managed and monitored. It was agreed that further information would be circulated following the Board meeting and that in future Board should have a specific update to say if any fraud had been reported and any action taken.</p> <p>The Board highlighted SKylight’s current reserves following gift aid from SHL and asked that the accounts include a statement to make it clear where the underspent funds will be applied over the next 12 months. The Assistant Director of Finance confirmed that the accounts will include a statement of that type, as requested.</p>	<p><b>SD</b></p> <p><b>JKEN</b></p>
	<b>RESOLVED:</b> SKylight Board noted the Financial Statements including Directors’ reports for SKylight. The Board noted that they will subsequently be	

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	requested to approve these later in the summer, following completion of the external audit.	
<b>07</b>	<b>CHARITY CODE OF GOVERNANCE 2023 (DECISION)</b>	
	<p>The Governance and Scrutiny Officer introduced the report to provide SKYlight Board with assurance on its compliance with the Small Charities Code of Governance. The discussion covered:</p> <p>The Board discussed the partial compliance in 2.4.5 and noted that the scheme of delegation sets out the responsibilities that the Board are responsible for and those which are delegated. It was agreed that Board members should have easy access to this document, and it was requested that it be uploaded to TeamEngine for all Board members to access.</p> <p>The Board discussed SKYlight's partial compliance with newly introduced principles surrounding Equality Diversity and Inclusion and asked whether it would be possible for any relevant information to be shared with the Board relating to the most recent census results, in addition to the information provided at the Board webinar about Stockport census results in March 2023. They felt that this would help them better understand the demographics of the communities that SKYlight serve.</p> <p>The Board discussed SKYlight's partial compliance in principle 4.6.4 relating to comparing and benchmarking against other organisations. They highlighted that as SKYlight grows and takes on more projects, it is important that more benchmarking on projects and organisations takes place. The Director of SKYlight &amp; Customer Services explained that there aren't many direct like-for-like comparisons to SKYlight and many of the services it delivers, but efforts will be made to compare and benchmark wherever possible and report these to Board.</p> <p>The Board discussed customer complaints and sought assurances that this was a delegated responsibility of Board oversight elsewhere in the Group. The Director of SKYlight &amp; Customer Services explained that the Customer Focus Committee is responsible for having oversight of customer complaints but added that this information is readily available and therefore any complaints information or data relevant to SKYlight will be brought to SKYlight Board going forward.</p>	<p><b>JKEL</b></p> <p><b>AMH</b></p>
	<b>RESOLVED:</b> SKYlight Board noted the progress made against delivery of the CV&I Strategy to date and updated actions for year three of delivery.	
<b>08</b>	<b>SKYLIGHT QUARTER FOUR 2022-23 RISK UPDATE (ASSURANCE)</b>	
	The Governance Officer introduced the report to provide an update on delivery of risk control actions at the end of quarter two of 2022-23 within the SKYlight Risk Register.	

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	The Board discussed the Stockport Council election results and the potential ramifications they may have on SKylight. The Strategic Housing Lead provided a verbal update on the known outcomes so far.	
	<b>RESOLVED:</b> The SKylight Board took assurance from the contents of the Quarter Four Risk Report.	
<b>09</b>	<b>FORWARD PLAN (INFORMATION)</b>	
	The Governance and Scrutiny Officer introduced the forward plan of the expected business for the remainder of 2023-24.	

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