SOUTHERN SHELTERED HOUSING JOINT BOARD

ORDINARY BOARD MEETING

25TH APRIL 2022 (re-scheduled to 3rd MAY 2022)

AGENDA – OPEN SESSION

Item Number	Item	Action Required
1.	**OPENING OF THE MEETING**	
1.1	Welcome, Apologies & Declarations	As required by Board members
2.	**MINUTES**	
2.1	Minutes of the Ordinary Meeting held on the 28th March 2022	For Board approval
3.	**MATTERS ARISING - None**	
4.	**MOTIONS – None**	
5.	**FINANCE**	
5.1	Invoices for payment in April 2022	For Board approval
6.	**HEALTH, SAFETY & ENVIRONMENTAL PERFORMANCE**	

6.1	Projects Update	For noting
7.	**PUBLIC CORRESPONDENCE & COMMUNICATIONS - None**	
8.	**POLICY & RESOURCES**	
8.1	Menopause Policy	For Board approval
8.2	Covid-19 Policy	For Board approval
8.3	Meeting dates 2022	For Board discussion
9.	**PUBLIC CONSULTATIONS - None**	
10	**ANY OTHER BUSINESS OF AN URGENT NATURE (BY PERMISSION OF THE CHAIR)**	

Item 5.1

SOUTHERN SHELTERED HOUSING JOINT BOARD - Invoices to be paid in April 2022

Date	Inv #	Supplier	Details	Housing	Net (£)	VAT (£)	Total Cost (£)	NL Code
21/03/2022	28555	4Ts Window Cleaners	MC/CV/RyC/MHC - window cleaning	MC/CV/RyC/MHC	285.00	0.00	285.00	5240
01/04/2022	INV-1019	Adorn Leasing Limited	SF - carephone monitoring charges from 01/04 - 30/06/22	SF	614.40	122.88	737.28	5120
11/03/2022	Z01809	Appliance Doctors Ltd	SF - repair tumble dryer	SF	75.00	15.00	90.00	5000
09/03/2022	3858	Crossroads Manx Workshop	1 x company seal and pliers		30.50	6.10	36.60	5270
28/03/2022	435662	DEFA	RyC biomass delivery chgs to 22/03/22	RyC	2,709.12	248.06	3,250.94	5160
01/04/2022	15211	Data Processing Network	Rent and Rates software support 01/04/22 - 31/03/23		545.00	109.00	654.00	5155
10/02/2022	1249156	ELLAN VANNIN FUELS	SF - burning oil delivery	SF	654.50	32.73	687.23	5160
11/02/2022	1248795	ELLAN VANNIN FUELS	MHC - burning oil delivery	MHC	2,356.20	117.81	2,474.01	5160
10/03/2022	1252182	ELLAN VANNIN FUELS	SF - burning oil delivery	SF	910.00	45.50	955.50	5160
12/03/2022	1251644	ELLAN VANNIN FUELS	MHC - burning oil delivery	MHC	1,990.00	99.50	2,089.50	5160
17/03/2022	1252661	ELLAN VANNIN FUELS	SF - burning oil delivery	SF	980.20	49.01	1,029.21	5160
24/03/2022	1253096	ELLAN VANNIN FUELS	SF - burning oil delivery	SF	882.33	44.12	926.45	5160
01/04/2022	1253847	ELLAN VANNIN FUELS	SF - burning oil delivery	SF	1,027.33	51.37	1,078.70	5160
04/03/2022	2544	Express Fixtures & Fittings Ltd	Rose fixing screws		50.00	10.00	60.00	5000
17/03/2022	38216	Garage Door & Gate Automation Company	RyC - supply and install replacement automatic door by No 54	RyC	6,218.00	1,243.60	7,461.60	5000
14/03/2022	2070	Heattech Ltd	20 SF - change inlet pipework on toilet due to leak	SF	51.00	2.55	53.55	5000
31/03/2022	21/4445	Lifestyle Carpets & Blinds	MHC - service to passenger lift, visit 3 of 12	MHC	100.00	20.00	120.00	5240
15/03/2022	22/30111	MAc's Builders Merchants Ltd	MC - KNAUF earthwool	MC	617.76	123.55	741.31	5000
25/03/2022	961563515	Manx Gas	CV - gas bill 26/02 to 25/03/22	CV	1,910.69	382.14	2,292.83	5160
25/03/2022	961563516	Manx Gas	RyC - gas bill 26/02 to 25/03/22	RyC	2,564.88	512.98	3,077.86	5160
25/03/2022	961563517	Manx Gas	MC - gas bill 26/02 to 25/03/22	MC	5,211.44	1,042.29	6,253.73	5160
11/03/2022	RMS/2022/0754	NFU Mutual	Health and Safety consultancy 10/03/22		600.00	120.00	720.00	5140
01/04/2022	16925	Orb Limited	IOM payroll for March 22		56.50	11.30	67.80	5220
24/02/2022	22013463/U1	OTIS Limited	RyC - contractual maintenance 01/03 - 31/05/22	RyC	642.69	128.54	771.23	5240
04/04/2022	10509	Reliance Security	CV - repairs to 5-8 door access system, replace faulty proxi	CV	402.50	80.50	483.00	5000
04/04/2022	10514	Reliance Security	MC -check night time door locking, block 52-55, reset system	MC	90.00	18.00	108.00	5000
30/03/2022	RTJ1756	Richard J Taylor Decorating	41 MC - protect floor coverings and kitchen units, paint roo	MC	420.00	84.00	504.00	5000
11/03/2022	146196	Stewart Clague Services	48 RyC - reset timeclock and circuit, lamps replaced	RyC	279.56	55.91	335.47	5000
11/03/2022	146198	Stewart Clague Services	RyC Phase 2 - install coin meter for mobile scooter charging	RyC	1,024.43	204.89	1,229.32	5240
11/03/2022	146200	Stewart Clague Services	47 RyC - investigate extractor fan to cooker hood and reset	RyC	50.25	10.05	60.30	5000
15/03/2022	146229	Stewart Clague Services	22 RyC - carry out electrical installation condition report	RyC	150.75	30.15	180.90	5240
17/03/2022	146277	Stewart Clague Services	53 MC - carry out electrical installation condition report	MC	201.00	40.20	241.20	5240
22/03/2022	146356	Stewart Clague Services	RyC Phase 2 - install smoke detectors in lobby of apartments	RyC	2,683.01	536.60	3,219.61	5240
05/04/2022	3871	Southern Civic Amenity Site Board	Green waste - 230kg		21.71	4.34	26.05	5010
				Sub total page 1	36,405.76	5,602.65	42,302.18	

Date	Inv #	Supplier	Details	Housing	Net (£)	VAT (£)	Total Cost (£)	NL Code
07/04/2022	10100	Test & Maintenance Services Ltd	SF and MHC - monthly fire alarm and emergency light test	SF and MHC	82.50	16.50	99.00	5240
08/04/2022	10114	Test & Maintenance Services Ltd	MHC - trace and rectify fault on fire alarm system	MHC	129.35	25.87	155.22	5000
01/04/2022	1222	TopCare Nursing Agency	Warden cover at RyC	RyC	384.00	0.00	384.00	5110
23/04/2021	59557	WDS Limited	Cleaning supplies		145.01	29.00	174.01	5275
06/12/2021	71292	WDS Limited	Premium nitrate gloves		31.95	6.39	38.34	5275
23/03/2022	76594	WDS Limited	Nitrile gloves and suresan hand sanitiser		35.40	7.08	42.48	5275
31/03/2022	76993	WDS Limited	Cleaning supplies		239.94	47.99	287.93	5275
13/03/2022	3104	WINDOW MAINTENANCE SERVICES	59 RyC - release jammed sash and service window	RyC	50.00	10.00	60.00	5000
				Sub total page 2	1,098.15	142.83	1,240.98	
				Total	**37,503.91**	**5,745.48**	**43,543.16**	

Breakdown by type of expense

Nominal cod	Nominal description	Amount (£)
5000	Repairs and renewals	10,112.45
5010	Maintenance of grass and landscaped areas	26.05
5110	Wages	384.00
5120	Personal alarms	737.28
5140	Insurance	720.00
5155	Computer expenses	654.00
5160	Heat and light	24,115.96
5220	Admin charge	67.80
5240	Community reserve exp	6,146.26
5270	Miscellaneous	36.60
5275	Sundry - cleaning	542.76
	Total	**43,543.16**

Breakdown of invoices to be paid by supplier

Supplier	Amount (£)
4Ts Window Cleaners	285.00
Adorn Leasing Limited	737.28
Appliance Doctors Ltd	90.00
Crossroads Manx Workshop	36.60
Data Processing Network	654.00
DEFA	3,250.94
ELLAN VANNIN FUELS	9,240.60
Express Fixtures & Fittings Ltd	60.00
Garage Door & Gate Automation Company	7,461.60
Heattech Ltd	53.55
Lifestyle Carpets & Blinds	120.00
MAc's Builders Merchants Ltd	741.31
Manx Gas	11,624.42
NFU Mutual	720.00
Orb Limited	67.80
OTIS Limited	771.23
Reliance Security	591.00
Richard J Taylor Decorating	504.00
Southern Civic Amenity Site Board	26.05
Stewart Clague Services	5,266.80
Test & Maintenance Services Ltd	254.22
TopCare Nursing Agency	384.00
WDS Limited	542.76
WINDOW MAINTENANCE SERVICES	60.00
Total	**43,543.16**

Item 6.1

SOUTHERN SHELTERED HOUSING JOINT BOARD

PROJECTS UPDATE

Mill Hope & Sandfield Boilers

Discussions are ongoing with the consultants and Central Housing.

Warden call systems

Investigations are ongoing regarding new systems, at a recent Housing Maintenance meeting, Manx Telecom attended and advised that they are researching systems which will be compatible with their systems. Further verbal information to be provided.
Below is the last update received regarding Marashen Crescent;

A quick update following my visit last week to Marashen.

We had 50% of the system up and running without issues (this was the left side of the main building and old flats)

When adding in our final unit for the day in the Laundry the system failed with the speech very broken with the system lagging significantly.

I have spoken to Chubb and there are some parts I could place on the system to try and fix this issue but with the system now being obsolete they may not be available and may not guarantee a fix.

Chubb have recommended the new CS control unit to be installed now as the old RS unit is obsolete and not supported.

I also believe the room units to be faulty in the new flats as we tested two blocks and all these units failed.

I am awaiting confirmation of availability and costs for replacing the system along with room units.

Kind regards

Parking Order

The advertising of the Order has been delayed – verbal update to be provided.

Sandfield Roof

The scaffolding has been erected and work is underway to remove the moss from the roof.

Reayrt y Chrink – Flats 1&3

The following plans require Board approval;

PLANNING SUBMISSION
NOT FOR CONSTRUCTION

notes
copyright © 2022 McGarrigle Architects Ltd.
1 contractors must verify dimension before commencing shop or site work.
2 written dimensions to be taken in preference to scaled dimensions.
3 This drawing has been prepared for Statutory Planning Application purposes only and is not to be interpreted as a full working construction drawing.

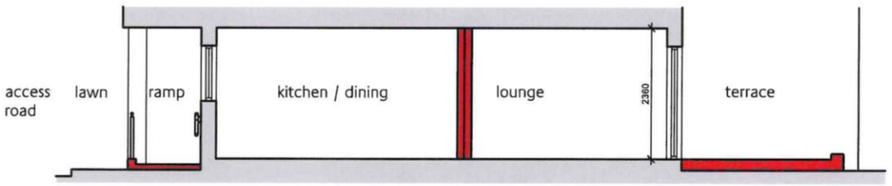
EAST ELEVATION

Existing door removed. Masonry opening widened with new lintol over. New double-glazed, white uPVC door and frame installed in opening. Door to have 'mobility' type level threshold.
landing formed to create level threshold, with guarding to match walkway above.
New ramp formed both sides of door with 100mm upstand. Handrail to both sides.
Existing door and frame removed. Opening bricked up to suit new window. Install new double-glazed, white uPVC casement window in modified opening.

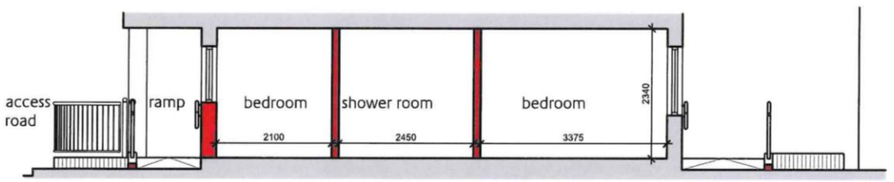
WEST ELEVATION

Existing windows removed. Masonry opening altered with new lintol over. New double-glazed, white uPVC sliding / folding door and frame installed in opening. Door to have 'mobility' type level threshold.
Terrace and ramp formed in concrete with brick upstand. To be level at doorway and have minimum fall to rainwater gulley
Handrail to ramp to be at 1m high

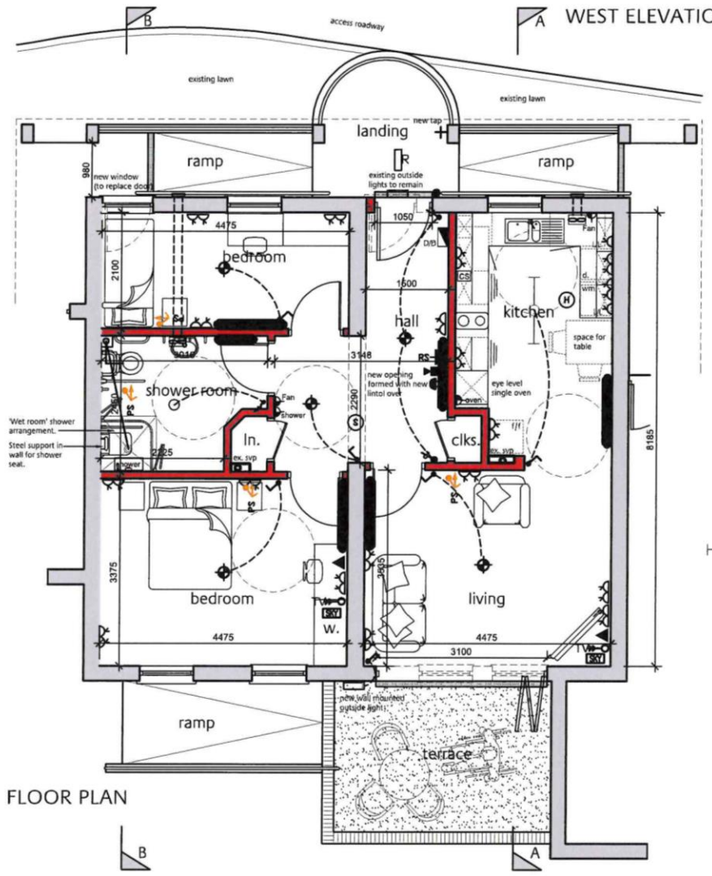
new walls
existing walls



SECTION A-A



SECTION B-B



FLOOR PLAN

legend

- RS emergency call system relay unit
- PS emergency call system pull switch
- H mains operated, interconnected smoke / heat detectors with battery back up
- S sounder for heat / smoke detection system
- push button door bell
- sounder for door bell
- telephone point
- TV TV aerial
- SKY SKY aerial
- D/B distribution board
- isolator fused switch with indicator light
- single switched socket outlet (low level)
- double switched socket outlet (low level)
- CS cooker switch
- extract fan with overrun
- shower electric shower
- ceiling mounted strip light
- pendant light fitting
- ceiling mounted light fitting (suitable for shower rooms)
- light switch (1 way)
- light switch (2 way)
- light pull switch
- radiator
- outside tap

rev	date

project title
PROPOSED ALTERATIONS
at
FLATS 1 AND 3 REARYT Y CHRINK
PORT ERIN
for
MARASHEN CRESCENT HOUSING COMMITTEE

drawing title
PLANS, ELEVATIONS AND SECTIONS
AS PROPOSED

PLANNING SUBMISSION - ? 2022

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SOUTHERN SHELTERED HOUSING JOINT BOARD

MENOPAUSE POLICY

Version 1 last updated 19th April 2022

1. Introduction

The Southern Sheltered Housing Joint Board are committed to ensuring the health, safety and well-being of its employees and ensuring everyone is treated with dignity and respect.

The menopause is a natural process and for many can be positively managed through lifestyle adjustments. However, we recognise that for some the menopause is not always an easy transition. Some employees may need additional considerations to support and improve their experience at work.

The authority is committed to supporting employees who are affected in any way by the menopause and to support and inform managers so that employees reporting issues are treated fairly and given appropriate support.

This Policy is inclusive of all gender identities including trans and non-binary employees.

2. Legislative Drivers

The Health and Safety at Work Act (1974) requires employers to ensure the health, safety and welfare of all workers. Within this, employers are required to perform risk assessments which "Should include any specific risks to menopausal employees".

The menopause is also an inequalities issue under the Equality Act (2010), employers have a duty not to discriminate in terms of age, sex and disability. Detrimental treatment related to the menopause could represent direct or indirect sex discrimination in any or all of these protected characteristics.

3. Aims

The aims of this Policy are:

- To support employees to remain at work.
- To raise awareness of menopause, the related issues and how this can affect employees.
- To break the stigma and taboo surrounding the menopause at work and to promote an environment in which employees feel confident in discussing menopausal issues and ask for support and adjustments if required.
- To provide guidance and direction on how to support employees who raise menopausal issues not only for the individuals experiencing the menopause but also those who may be affected indirectly which may include managers, colleagues, partners and family members.
- To inform managers of the potential symptoms of menopause, how this can affect employees and what can be done to support individuals (including reasonable adjustments).

4. Scope

This policy applies to all employees of Port St Mary Commissioners.

5. Definitions

Peri-menopause – the time leading up to menopause when menopausal symptoms can be experienced. Symptoms can start a few months or even years before periods stop.

Premature ovarian insufficiency (premature menopause) – Approximately 1 in 100 affected people will experience menopause before 40 years of age (naturally or as an effect of a medical condition or treatment).

Induced menopause – This happens when ovaries are removed for medical reasons, such as uterine cancer or endometriosis. It can also happen when radiation or chemotherapy damages ovaries.

Menopause – The menopause is a natural part of aging and refers to the time in life when periods stop (typically a year with no periods) and the natural reproductive cycle ends. It usually occurs between the ages of 45 and 55 with the average age being 51.

Post-menopause – These are the years after menopause. Menopausal symptoms usually ease. But health risks related to the loss of oestrogen increase as you get older.

6. Symptoms of Menopause

According to the UK's National Institute for Health Care and Excellence (NICE) the most commonly reported symptoms of menopause (hot flushes and night sweats) can occur in approximately 75% of cases with 25% being severely affected.

Symptoms are associated to a decrease in the body's production of the hormone oestrogen. Other factors such as diet and exercise, lifestyle and medication can also influence the symptoms.

It is important to note that not everyone will notice symptoms or need help and support. The most common symptoms include:-

- Hot flushes
- Night sweats
- Sleep disruption
- Fatigue
- Difficulty concentrating/memory problems/loss of confidence
- Mood disturbances including anxiety and depression
- Headaches
- Irregular periods/heavy bleeding

- Bone and Joint problems

Symptoms on average continue for 2-4 years, however some individuals will experience symptoms for longer. The nature of symptoms will vary from mild to severe. These symptoms can have a significant adverse impact on the quality of both personal and working life.

It is also important to note that the onset of menopause symptoms can also coincide with other health issues as well as potential caring responsibilities for elderly parents/relatives/children.

7. Roles and Responsibilities

All Employees are responsible for:-

- Taking reasonable responsibility and care for their own health and well-being (see appendix 1 for sources of information and support).
- Being open to having conversations with the Clerk. If for any reason they feel unable to speak with the Clerk, to speak with the Chair or another member of the Board.
- Upholding a positive working environment treating others with dignity and respect.

All managers will:-

- Familiarise themselves with this Policy.
- Be willing to have open discussions with employees about changes in their health, including issues relating to the Menopause, treat the discussion sensitively and recognise that each individual's experience may differ.
- Use the guidance in sections 8 and 9 to inform the discussion, reviewing together before agreeing with the individual how best they can be supported.
- Carry out a Menopause Risk Assessment where required and implement agreed adjustments.
- Ensure on-going communication and agree a plan for review where appropriate.
- If adjustments have not been successful and/or a member of staff is reporting on-going difficulties or concerns about their health at work consider a referral to Occupational Healthy for further advice.

8. Guidance for Manager's Discussions with Employees

Regular, informal conversations between manager and employee can enable discussions about issues related to menopause. One of the most valuable things a manager can do is listen and respond sympathetically if issues relating to menopause are reported. These conversations can assist to identify support at work which can make a real difference with how employees cope with menopause. This may enable them to continue working well, productively and to remain at work.

It is important to note that employees experiencing menopausal issues (directly or indirectly) may feel uncomfortable or embarrassed about approaching their manager. However, if a manager is aware of the symptoms associated with the menopause

and how this can affect a person, this can greatly assist in promoting an environment where employees feel more confident to approach their manager and seek support, if required.

If an employee wishes to talk about changes in health including symptoms of menopause, it is important to:

- Encourage the employee to discuss any relevant health concerns with their GP practice.
- Maintain confidentiality when handling health information (seek a private room and ensure any records are stored in a safe and confidential manner).
- Allow for sufficient time to have the conversation and encourage the employee to be open and honest when discussing any difficulties they may be experiencing.
- Explore with them ways in which they can be supported, if required (see section 9 on common symptoms and adjustments to consider).
- Agree an action plan, record the outcome of the discussion and agree a review / timeframe.
- Provide details of support and external services available (appendix 1).

9. Symptoms and Suggested Adjustments to Consider

Hot Flushes – can result in employees feeling uncomfortable and less tolerant of workplace temperatures.

- Review control of workplace temperature ventilation – consider desktop fan in an office or locate desk closer to an opening window or away from a heat source.
- Access to drinking water.
- Access to washroom facilities (take into consideration employees who travel or work in multiple locations).
- Avoid tight fitting uniforms.
- Fir staff who are not required to wear uniforms recommend loose fitting layers and cotton fabrics rather than man made fibres.
- Access to a rest area/room for breaks if work involves prolonged periods of standing or sitting.
- Access to a quiet room/area for a short break to manage a severe hot flush.

Night sweats/Sleep disruption – Can result in increased tiredness and fatigue.

- Consider flexible working hours or temporary shift changes to accommodate difficulties.

Difficulty concentrating/Memory problems – Performance may be affected.

- Regular supervision/review with manager for additional support, if required.
- Review task allocation workload.
- Consider flexibility in working pattern; for example if concentration is better or worse at certain times of the day.
- Offer quiet place to work (if feasible).

Low mood/Depression/Anxiety/Panic attacks/Loss of confidence – Can make work tasks more difficult to carry out and performance may be affected.

- Provide opportunity to openly discuss any concerns/difficulties.
- Regular supervision/review with manager for additional support, if required.
- Access to a quiet area for a short break if required (allowing time for simple relaxation and mindfulness techniques).
- Encourage that they discuss symptoms with their GP practice.
- Signpost of sources of support (appendix 1).
- Consider referral to Occupational Health.
- Headaches.
- Access to drinking water.
- Access to a quiet space pr area for a short break and to take medication if required.

Irregular/heavy bleeding

- Access to toilet and washroom facilities.
- May require more frequent short breaks.

Bone and Joint problems – certain moving and handling tasks may be more uncomfortable.

- *Local risk assessments and moving and handling assessments if required.*
- *Consider temporary adjustments or modifications to work tasks.*

APPENDIX 1 – SOURCES OF INFORMATION/SUPPORT

If you have troublesome menopausal symptoms, please arrange to see your GP in the first instance who will be able to discuss management options with you.

External Resources

NHS Choices

https://www.nhs.uk/conditions/menopause/

British Menopause Society

https://thebms.org.uk/

The Daisy Network (support for early menopause/premature ovarian insufficiency)

https://www.daisynetwork.org/

The Menopause Exchange

https://www.menopause-exchange.co.uk/

Women's Health Concern

https://www.womens-health-concern.org/

Henpicked (community site for women over 40)

https://henpicked.net/

Megs Menopause

https://megsmenopause.com/

Menopause Matters

https://www.menopausematters.co.uk/

Menopause Café (gather to eat cake, drink tea and discuss menopause)

https://www.menopausecafe.net/

Faculty of Occupational Medicine

https://www.fom.ac.uk/health-at-work-2/information-for-employers/dealing-with-health-problems-in-the-workplace/advice-on-the-menopause

NICE National Institute for Health and Care Excellence

https://www.nice.org.uk/guidance/ng23

Item 8.2

SOUTHERN SHELTERED HOUSING JOINT BOARD

COVID-19 POLICY

The Board are requested to consider and approve the following policy for all staff;

Testing positive for Covid-19

Should you test positive for Covid, staff are requested to stay at home and away from the work place until you receive 2 negative lateral flow tests.

Due to the nature of the roles within Southern Sheltered Housing, working from home is not an option the Board are able to offer. Your leave will be allocated as sick leave and will be fully paid.

If a member of your household tests positive for Covid-19

If an employee has a positive case in their household and if the employee returns a negative lateral flow test they can continue to work.

There is no requirement for other members of the household to isolate, unless they test positive.

It is recommended that employees who continue to work should check with the Clerk what mitigations or alternatives they may want to put in place. They should be encouraged to:

- Take daily LFTs for a 7 day period whether or not they have symptoms.
- Use a face covering while in the workplace.
- Keep a record of who they interact with for the 10 days after being told they are a close contact.
- Minimise face-to-face contact.
- Avoid confined spaces and poorly ventilated areas.

We are all aware that Covid-19 is a fluid situation and this Policy may be updated, you will be notified of any amendments in writing.

Item 8.3

SOUTHERN SHELTERED HOUSING JOINT BOARD

MEETING DATES FOR 2022

2022 Meeting Dates	
30th May 2022	AGM followed by meeting
27th June 2022	
25th July 2022	
29th August 2022	
26th September 2022	
31st October 2022	
28th November 2022	
19th December 2022	