
 There will be a meeting of the Management Committee to be held on Tuesday, 26 November 2019 at 7.00 pm in the Association's offices, 77-83 Kilbowie Road, Clydebank				
Draft Agenda				
Agenda Item Number	Details	Decision/ Approval required (Yes/No)	Estimated time to conclude Agenda Item	FOI info to be published on Web?
1.	Apologies	No		N/A
2.	Chairperson's Remarks	No		N/A
3.	Declaration of Interest	No		N/A
4.	Business Carried Over from Last Meeting	No		N/A
5.	Management Committee External Training/ Conference Feedback (if applicable)	No		N/A
6.	Secretary's Report a) Correspondence b) Share Membership Applications c) MC Applications	Yes	7.05pm	N/A
7.	Approval of Minutes & Actions Notes* a) Management Committee . 29 Oct 2019* b) Finance & Corporate Services SC-05 Nov 2019*	Yes Yes		Yes Yes
8.	Business Arising from the Minutes (<i>Request from Finance & Corporate Services S-C</i>)	Yes		N/A
9.	Ratification of all Minutes	Yes	7.10pm	N/A
10.	Rent Policy Review 2020/21*	Yes	7.25pm	Yes
11.	Service Charge Policy Review 2020/21*	Yes	7.30pm	Yes
12.	Review of Housing Management Software - Confidential*	Yes	7.40pm	No (C)
13.	Housing Management Legal Issues Report*	No		Yes
14.	Clydebank HA VAT Deregistration - Update*	No	7.45pm	Yes
15.	Staffing Report . Confidential*	Yes	7.50pm	No (C)
16.	Proposed Office Refurbishment . Update	Yes	7.55pm	Yes
17.	Development Report*	Yes	8.05pm	Yes
18.	Business Plan 2019/20 . Performance Review to 30 Sept 2019*	No	8.25pm	Yes
19.	Maintenance Tender Reports*	Yes	8.30pm	Yes (R)
20.	Asset Management Strategy Action Plan Review*	No		Yes
21.	Value for Money Action Plan Review*	No		Yes
22.	IT Strategy Action Plan Review*	No		Yes
23.	Digital Inclusion Action Plan Review*	No		Yes
24.	Policy Review . Standing Orders, Sub-Committee Remits and Delegated Authorities*	Yes	8.40pm	Yes
25.	Health & Safety Report inc. Compliance & Risk*	No	8.45pm	Yes
26.	Centre81 Monthly Report*	Yes		Yes

		There will be a meeting of the Management Committee to be held on Tuesday, 26 November 2019 at 7.00 pm in the Association's offices, 77-83 Kilbowie Road, Clydebank		
Draft Agenda				
Agenda Item Number	Details	Decision/ Approval required (Yes/No)	Estimated time to conclude Agenda Item	FOI info to be published on Web?
27.	Customer Consultation/Communications Update*	No	8.50pm	Yes
28.	Focus on Governance/Risk . Self-Assurance	No	9.00pm	Yes
	a) Assurance Improvement Action Plan - update*	No		Yes
	b) Notifiable Events . 10 minute training slot (if time permits)	No		Yes (R)
	c) Notifiable Events Register*	No		
29.	Intranet	No		N/A
30.	Signing of Minutes			
31.	Date and Time of Next Meeting/Training Session		9.00pm	
	Circulated to: 1) Mrs Kimberley Tennant (Elected Member) 2) Miss Catherine McGarrity (Elected Member) 3) Mr Paul Shiach (Elected Member) 4) Mr John Hillhouse (Elected Member) 5) Mr John Calderwood (Elected Member) 6) Mr Joe O'Donnell (Elected Member) 7) Ms Doris Smith (Elected Member) 8) Mrs Grace Daly (Elected Member) 9) Cllr John Mooney (Co-opted Member) 10) Cllr Marie McNair (Co-opted Member) 11) Mrs Laura Breeze (Casual vacancy-Jun-19) Current Vacancies 1 casual, 1 co-opted Quorum Required (4 elected members) Numbers in attendance () Quorum Achieved Yes/No			

*Indicates report attached to email

KT/SK 19.11.19