
	There will be a meeting of the Management Committee to be held on Tuesday, 17 December 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.	CAF Bank Presentation – Stuart Niven in attendance	No	7.30pm	
6.	Management Committee External Training/ Conference Feedback (if applicable)	No		N/A
7.	Secretary's Report a) Correspondence b) Share Membership Applications c) MC Applications	Yes		N/A
8.	Approval of Minutes & Actions Notes* a) Finance & Corporate Services S-C – 05 November 2019* b) Management Committee – 26 November 2019*	Yes		Yes
9.	Business Arising from the Minutes	Yes		N/A
10.	Ratification of all Minutes	Yes	7.40pm	N/A
11.	Housing Management Legal Issues Report*	No	7.45pm	Yes
12.	Staffing Report – Confidential*	Yes	7.50pm	No (C)
13.	Proposed Office Refurbishment – verbal update	No	7.55pm	N/A
14.	Development Report*	Yes	8.00pm	Yes
15.	Staff & Committee Expenses – November*	Yes	8.05pm	Yes
16.	Policy Review - Asbestos*	Yes		Yes (R)
17.	Policy Review – Equality & Diversity*	Yes		Yes
18.	Policy Review – Equality & Diversity in Employment*	Yes		Yes
19.	New Policy – GB Annual Appraisals*	Yes	8.15pm	Yes
20.	Customer Consultation/Communications Update*	Yes		Yes
21.	Focus on Governance/Risk – Self-Assurance a) Assurance Improvement Action Plan - update* b) Notifiable Events Register*	No No	8.20pm	Yes Yes (R)
22.	Intranet	No		N/A
23.	Signing of Minutes			
24.	Date and Time of Next Meeting/Training Session		8.25pm	

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	<p>Circulated to:</p> <ol style="list-style-type: none"> 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) <p>Current Vacancies 1 casual, 1 co-opted Quorum Required (4 elected members) Numbers in attendance () Quorum Achieved Yes/No</p>			
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***Indicates report attached to email**

KT/SK 17.12.19