
	There will be a meeting of the Management Committee to be held on Tuesday, 26 May 2020 at 4.30 pm by VIDEO CONFERENCING link			
	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.	Internal Audit Reports (Wylie Bisset in attendance)* a) GDPR/FOI* b) Follow up Report 2019-20*	Yes	4.30pm	No(C)
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 d) AGM update and Election 2020* e) Updated Model Rules - SFHA Charitable Model Rules (Scotland) 2020*	Yes No	4.50pm	Yes Yes
8.	Approval of Minutes & Actions Notes* a) Management Committee and actions note – 28 April 2020* b) Finance & Corporate Services - 05 May 2020* c) Management Committee – 12 May 2020*	Yes Yes Yes	4.55pm	Yes Yes Yes
9.	Business Arising from the Minutes	Yes		N/A
10.	Ratification of all Minutes	Yes		N/A
11.	Emergency decisions since last meeting*	Yes	5.00pm	Yes
12.	Staffing Report including office refurbishment*	Yes	5.05pm	No(C)
13.	Development Report*	Yes	5.10pm	Yes (R)
14.	Queens Quay Development – CAF Bank Loan Documentation*	Yes	5.20pm	No
15.	Annual Return on the Charter 2020 including 2019 comparisons*	Yes	5.35pm	Yes
16.	Internal and External Audit Tenders Update (verbal)	No		N/A
17.	Cart Street Update (verbal)	No	5.40pm	N/A
18.	Expense Claims* a) February 2020* b) March 2020* c) April 2020*	Yes	5.45pm	Yes(R)
19.	GDPR Action Plan*	No	5.50pm	Yes
20.	Policy Review - IT*	Yes	5.55pm	Yes

	There will be a meeting of the Management Committee to be held on Tuesday, 26 May 2020 at 4.30 pm by VIDEO CONFERENCING link			
	Draft Agenda			
Agenda Item Number	Details	Decision/ Approval required (Yes/No)	Estimated time to conclude Agenda Item	FOI info to be published on Web?

21.	Policy Review – Stress*	Yes	6.00pm	Yes
22.	Complaints Benchmarking Report*	Yes	6.05pm	Yes (R)
23.	Centre81 Report*	Yes	6.10pm	Yes
24.	Focus on Governance/Risk a) Self-Assurance Action Plan update 2019* b) Notifiable Events Register* c) Management Committee Appraisals – update d) Proposed Governance Review – joint procurement e) MC Appraisals – update f) GB Review 2020	No No No Yes No No	 6.20pm	 Yes Yes(R) N/A Yes(R) N/A N/A
25.	Intranet	N/A		N/A
26.	Signing of Minutes	N/A		N/A
27.	Date and Time of Next Meeting/Training Session			
	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 - Jun-19) 12) Mr Tom McCormack (Casual - 27-Mar-20) Current Vacancies 0 casual, 1 co-opted Quorum Required (4 elected members) Numbers in attendance () Quorum Achieved Yes/No			

***Indicates report attached to email**

KT/SK 21.05.2020