
	There will be a meeting of the Management Committee to be held on Tuesday, 23 June 2020 at 6.30 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) Information Technology* b) Annual Report 2019-20*	Yes	6.30pm	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*	No N/A N/A No Yes	6.40pm	N/A N/A N/A N/A Yes
8.	Approval of Minutes & Actions Notes* a) Management Committee and actions note – 26 May 2020* b) Management Committee – 16 June 2020*	Yes Yes	6.45pm	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	6.50pm	Yes
12.	Staffing Report including office refurbishment*	Yes	6.55pm	No(C)
13.	Development Report*	Yes	7.10pm	Yes(R)
14.	Annual Return on the Charter 2020 - update*	Yes	7.15pm	Yes
15.	SHR Loan Portfolio Annual Return 2019/20*	Yes		Yes(R)
16.	SHR Loan Portfolio In-year Return*	Yes		Yes(R)
17.	Expense Claims – May 2020*	Yes	7.20pm	Yes(R)
18.	Policy Review – Attendance & Absence Management*	Yes		Yes
19.	Policy Review – Flexi-time/Time off in Lieu*	Yes	7.25pm	Yes
20.	Declaration of Interest/Entitlements, Payments & Benefits/Gifts & Hospitality Report 2019/20*	No		Yes
21.	GDPR Action Plan Update*	No	7.30pm	Yes(R)

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22.	Maintenance Report* a) First time central Heating – Dumbarton Rd b) Procurement of Clerk of Works Services – Major Repairs contracts c) Extension to Open Space Maintenance contract	Yes	7.35pm	Yes
23.	Communications Report*	No	7.40pm	Yes
24.	Centre81 Report*	Yes	7.45pm	Yes
25.	SHR – Covid19 Return – May 2020*	No	7.50pm	Yes
26.	Health and Safety Report - June*	No		Yes
27.	Health and Safety Compliance Report*	No	8.00pm	Yes
28.	Focus on Governance/Risk a) Self-Assurance Action Plan update 2019* b) Notifiable Events Register* c) Proposed Governance Review – joint procurement - update d) MC Appraisals – update e) SFHA Covid-19 Briefing-Practical governance advice V2* f) Governing Body Review 2019/20	No No No No No	8.10pm	Yes Yes(R) N/A N/A Yes N/A
29.	Intranet	N/A		N/A
30.	Signing of Minutes	N/A		N/A
31.	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 19.06.2020