

	There will be a meeting of the Management Committee to be held on Tuesday, 29 September 2020 at 6.30 pm by VIDEO CONFERENCING link (members have the option of attending the office too – please call Sharon)			
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) Welcome to new and re-elected members b) Sub-Committee selection – finalise c) WDC Co-options d) Committee Membership 2020-21 e) Review/extension Leave of Absences (if applicable) f) Correspondence g) Share Membership Applications h) MC Membership Applications i) MC Reps for SFHA, EVH and SHARE j) Annual Declarations including H&S k) Shareholder Approval of SFHA Charitable Model Rules (Scotland) 2020 – process for formalising	N/A N/A Yes Yes N/A N/A Yes Yes Yes No No	6.40pm	N/A (Per minute)
7.	Approval of Minutes & Actions Notes* a) Management Committee – 25 Aug-20* b) Finance & Corporate Services SC - 09 Sep-20* c) Housing Services SC – 22 Sep-20* d) Management Committee (after AGM)–23 Sep-20*	Yes	6.45pm	Yes
8.	Business Arising from the Minutes	Yes		N/A
9.	Ratification of all Minutes	Yes		N/A
10.	Emergency decisions since last meeting*	No	6.50pm	Yes
11.	Staffing Report including office refurbishment*	Yes	7.00pm	No(C)
12.	Development Report*	Yes	7.10pm	Yes(R)
13.	Cart Street – verbal update	No	7.15pm	N/A
14.	SHR 5-Year Projections Annual Return – to follow on Tuesday	Yes	7.35pm	Yes
15.	Draft Business Plan 2020-2025 - Review and Approval – Proposed Meeting 13 October 2020	Yes		N/A
16.	Approach from local Housing Association re. Proposed service level agreement – verbal	No		N/A
17.	Annual Submission Timetable – Regulatory and Governance Compliance*	No	7.40pm	Yes

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18.	Policy Review – Code of Conduct for Staff*	Yes		Yes
19.	Policy Review – Code of Conduct for Governing Board Members*	Yes		Yes
20.	Policy Review – Flexible Working*	Yes	7.50pm	Yes
21.	Annual Data Protection Checklist*	Yes	7.55pm	Yes
22.	GDPR Action Plan Update*	No	8.00pm	Yes(R)
23.	Customer Consultation/Communications Report*	No	8.05pm	Yes
24.	Centre81 Report*	No	8.10pm	Yes
25.	SHR – Covid19 Returns – to 31 August 2020*	No	8.15pm	Yes
26.	Health and Safety Report including health and safety declarations – September 2020*	No		Yes
27.	Health and Safety Compliance Report*	No	8.20pm	Yes
28.	MC Annual Training Information a) MC Training Evaluation 2019/20* b) MC Skills Matrix inc. qualifications c) Meeting Schedule V2*	No	8.25pm	Yes
29.	Focus on Governance/Risk a) Self-Assurance Action Plan update 2019* b) Notifiable Events Register* c) MC Appraisals – update d) Governance Review – procurement update	No Yes No No No No	8.30pm	N/A Yes Yes Yes(R) N/A N/A
30.	Intranet	N/A		N/A
31.	Signing of Minutes	N/A		N/A
32.	Date and Time of Next Meeting/Training Session			

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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 23.09.20) 10) Cllr Marie McNair (Co-opted 23.09.20) 11) Mrs Laura Breeze (Elected Member) 12) Mr Tom McCormack (Elected Member) 13) Ms Kathleen Brown (Elected Member) <p>Current Vacancies 0 casual, 2 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 22.09.2020