
 <b>There will be a meeting of the Management Committee to be held on Tuesday, 15 December 2020 at 6.30 pm by VIDEO CONFERENCING link</b>				
<b>Draft Agenda</b>				
<b>Agenda Item Number</b>	<b>Details</b>	<b>Decision/ Approval required (Yes/No)</b>	<b>Estimated time to conclude Agenda Item</b>	<b>FOI info to be published on Web?</b>

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 Membership Applications d) Shareholder Approval of SFHA Charitable Model Rules (Scotland) 2020 – update registration	N/A N/A N/A N/A	6.35pm	N/A (Per minute)
7.	Approval of Minutes & Actions Notes* a) Management Committee – 24 Nov-20*	Yes		Yes
8.	Business Arising from the Minutes	Yes		N/A
9.	Ratification of all Minutes	Yes	6.40pm	N/A
10.	Emergency decisions since last meeting*	No		Yes
11.	Staffing Report - Confidential*	Yes	6.50pm	No(C)
12.	Development Report*	No	6.55pm	Yes(R)
13.	Cart Street – verbal update	No	7.00pm	N/A
14.	Policy Review – Equality & Diversity*	Yes		Yes
15.	Policy Review – Equality & Diversity in Employment*	Yes	7.05pm	Yes
16.	Business Plan 2020/21 Performance to 30 September 2020*	No	7.15pm	Yes
17.	Maintenance Report – Various Major Repairs (Procurement Route)*	Yes	7.20pm	Yes
18.	SHR – Covid19 Returns – to 30 November 2020*	No	7.25pm	Yes
19.	Health and Safety Report*	No		Yes
20.	Health and Safety Compliance Report*	No	7.30pm	Yes
21.	Focus on Governance/Risk a) Annual Assurance Statement 2020 Update b) Self-Assurance Action Plan 2020–Dec Update* c) Notifiable Events Register*	No No No	7.35pm	N/A No No
22.	Intranet	N/A		N/A

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<b>23.</b>	Signing of Minutes	<b>N/A</b>		<b>N/A</b>
<b>24.</b>	Date and Time of Next Meeting/Training Session			
	<p><b>Circulated to:</b></p> <ol style="list-style-type: none"> <li>1) Mrs Kimberley Tennant (Elected Member)</li> <li>2) Miss Catherine McGarrity (Elected Member)</li> <li>3) Mr Paul Shiach (Elected Member)</li> <li>4) Mr John Hillhouse (Elected Member)</li> <li>5) Mr John Calderwood (Elected Member)</li> <li>6) Mr Joe O'Donnell (Elected Member)</li> <li>7) Ms Doris Smith (Elected Member)</li> <li>8) Mrs Grace Daly (Elected Member)</li> <li>9) Cllr John Mooney (Co-opted 23.09.20)</li> <li>10) Cllr Marie McNair (Co-opted 23.09.20)</li> <li>11) Mrs Laura Breeze (Elected Member)</li> <li>12) Ms Kathleen Brown (Elected Member)</li> </ol> <p>Current Vacancies                      1 casual, 2 co-opted                      Quorum Required                      (4 elected members)                      Numbers in attendance              ( )                      Quorum Achieved                      Yes/No</p>			

**\*Indicates report attached to email**

**KT/SK 11.12.2020**