



**There will be a meeting of the Management Committee to be held on Tuesday, 30 March 2021 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	6.30pm	N/A
2.	Chairperson's Remarks	No		N/A
3.	Declaration of Interest	No		N/A
4.	Internal Audit Reports (Wylie & Bisset in attendance) a) Budgetary & Financial Controls* b) Rent Setting & Affordability* c) Follow up* d) 2021/22 Internal Audit Plan*	Yes	6.40pm	No
5.	Business Carried Over from Last Meeting	No		N/A
6.	Management Committee External Training/ Conference Feedback (if applicable)	No		N/A
7.	Secretary's Report a) Correspondence b) Share Membership Applications c) MC Membership Applications	N/A N/A N/A		N/A (Per minute)
8.	Approval of Minutes & Actions Notes* a) Management Committee – 23-Feb-21*	Yes		Yes(R)
9.	Business Arising from the Minutes	Yes		N/A
10.	Ratification of all Minutes	Yes	6.50pm	N/A
11.	Staffing Report including EVH info and finalised pay award- Confidential*	Yes	7.00pm	No(C)
12.	Development Report*	Yes	7.10pm	Yes(R)
13.	Emergency Decisions Report*	No		
14.	Cart Street – verbal update	No	7.15pm	N/A
15.	Proposed Open Market Purchases*	Yes	7.20pm	No (C)
16.	Bad Debt Write-off report – Factoring and Rechargeable Repairs*	Yes		Yes
17.	Expenses Report* a) February 2021* b) March 2021*	Yes	7.25pm	Yes(R)
18.	Policy Review – Development Strategy*	Yes		Yes
19.	Policy Review – Development Standard Design Guide*	Yes		Yes
20.	Policy Review –Landbanking*	Yes		Yes
21.	Policy Review – Post completion Review*	Yes		Yes
22.	Policy Review –Contract Management*	Yes		Yes



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23.	Procedure Review - Factoring Complaints Handling Procedure & Report*	Yes		Yes
24.	New Policy – Remote/Home Working*	Yes		Yes
25.	New Policy – Protocol for Management, Appraisal & Support of Senior Officer*	Yes		Yes
26.	New Policy – Personal Relationships at work*	Yes	7.45pm	Yes
27.	ICT Support - Tender Report*	Yes	7.50pm	Yes
28.	SHR – Covid19 Returns – to 28 February 2021*	No	7.55pm	Yes
29.	GDPR Action Plan Review*	No	8.00pm	Yes(R)
30.	Centre81 Report*	No	8.05pm	Yes
31.	Tenant Participation and Communications Report*	No	8.10pm	Yes
32.	Health and Safety/Compliance Report including Risk*	No	8.15pm	Yes
33.	Focus on Governance/Risk a) Self-Assurance Action Plan 2020– Feb Update* b) Notifiable Events Register* c) MC Appraisals 2021-update d) SHR Engagement Plan 2021/22* e) Equalities information for the ARC*	No No No Yes No	8.25pm	Yes Yes(R) N/A Yes N/A
34.	Intranet	N/A		N/A
35.	Signing of Minutes	N/A		N/A
36.	Date and Time of Next Meeting/Training Session	N/A	8.30pm	N/A
Circulated to:	1) Mrs Kimberley Tennant (Elected Member) 2) Miss Catherine McGarrity (Casual Vacancy) 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 (Casual Vacancy) 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) Ms Kathleen Brown (Elected Member) Current Vacancies 1 casual, 2 co-opted Quorum Required (4 elected members) Numbers in attendance ( ) Quorum Achieved Yes/No			

**\*Indicates report attached to email**

**KT/SK 23.03.21**