
	<b>There will be a meeting of the Management Committee to be held on Tuesday, 25 May 2021 at 6.30 pm by VIDEO CONFERENCING link</b>			
<b>Draft Agenda</b>				
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 Annual Report 2020-21 (Wylie Bisset in attendance)*	Yes	6.40pm	Yes
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 2021 (verbal update)	Yes	6.45pm	Yes
8.	Approval of Minutes & Actions Notes* a) Management Committee – 27 April 2021* b) Actions from MC Meeting – 27 April 2021* c) Finance & Corporate Services S-C-11 May 2021*	Yes No Yes	6.50pm	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	6.55pm	Yes
12.	Staffing Report*		7.00pm	
13.	Development Report*	Yes	7.10pm	Yes (R)
14.	██████████ update (verbal)	Yes	7.20pm	N/A
15.	Cart Street Update (verbal)	No	7.25pm	N/A
16.	Annual Return on the Charter 2021 including 2020 comparison*	Yes	7.35pm	Yes
17.	██████████ HMO licences update*	Yes	7.55pm	Yes
18.	GDPR Action Plan*	No	8.00pm	Yes
19.	ICT Strategy 2021-26 & Action Plan*	Yes	8.05pm	Yes
20.	Digital Inclusion Strategy 2021-26 & Action Plan*	Yes	8.15pm	Yes
21.	Complaints Annual Benchmarking Report*	Yes	8.20pm	Yes (R)

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<b>22.</b>	Communications Strategy - review*	Yes	8.25pm	Yes
<b>23.</b>	Wider Role/Centre81 Report*	Yes	8.25pm	Yes
<b>24.</b>	Health & Safety/Compliance Reporting*	No	8.30pm	Yes
<b>25.</b>	Focus on Governance/Risk a) Self-Assurance Action Plan 2021 update b) Notifiable Events Register* c) Management Committee Appraisals update d) Joint Governance Review update e) GB Review 2021	No No No Yes  No Yes	  8.40pm	Yes Yes(R) N/A Yes(R)  N/A Yes
<b>26.</b>	Intranet	N/A		N/A
<b>27.</b>	Signing of Minutes	N/A		N/A
<b>28.</b>	Date and Time of Next Meeting/Training Session			
	<b>Circulated to:</b> 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 Joe O'Donnell (Elected Member) 6) Ms Doris Smith (Elected Member) 7) Mrs Grace Daly (Elected Member) 8) Mrs Laura Breeze (Elected Member) 9) Mrs Kathleen Brown (Elected Member) 10) Cllr John Mooney (Co-opted Member) 11) Cllr Marie McNair (Co-opted Member)  Current Vacancies                      1 casual, 1 co-opted Quorum Required                        (4 elected members) Numbers in attendance                ( ) Quorum Achieved                        Yes/No			

\*Indicates report attached to email

KT/LL 25.05.2021