
	There will be a meeting of the Management Committee to be held on Tuesday, 29 October 2019 at 7.00 pm in the Association's offices, 77-83 Kilbowie Road, Clydebank			
	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) Correspondence b) Share Membership Applications c) MC Applications d) Annual Declarations inc. H&S	Yes	7.05pm	N/A
7.	Approval of Minutes & Actions Notes* a) Management Committee . 24 Sept 2019* b) Housing Services SC - 22 Oct 2019*	Yes Yes	7.10pm	Yes (R) Yes
8.	Business Arising from the Minutes	Yes		N/A
9.	Ratification of all Minutes	Yes	7.15pm	N/A
10.	Staffing Report including proposed office refurbishment . Confidential*	Yes	7.20pm	No (C)
11.	Development Report*	Yes	7.30pm	Yes (R)
12.	Cart Street Update . Confidential (Legal)*	Yes	7.35pm	No (C)
13.	SHAPS Pension Report* a) CHA Annual Deficit Contribution . Appendix 3 b) Valuation Headlines c) Valuation Guide	No	7.40pm	Yes
14.	Policy Review . Openness & Confidentiality*	Yes		Yes
15.	Policy Review - Ethical Standards*	Yes		Yes
16.	Policy Review . Payment of Expenses to Staff and Committee*	Yes		Yes
17.	Policy Review . Management Committee Succession*	Yes		Yes
18.	Policy Review . Tenant Participation Strategy*	Yes		Yes
19.	Policy Review - Medical Aids & Adaptations*	Yes		Yes
20.	New Policy . FOI/Environmental Information Regs*	Yes		Yes
21.	New Policy . Settlement Agreements Policy*	Yes		N/R
22.	New Policy . Management Committee Induction*	Yes	7.55pm	Yes
23.	Complaints and Compliments to 30-Sep-2019* a) Complaints b) Compliments	Yes No	8.00pm	Yes Yes (R)

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24.	Freedom of Information Compliance Report*	No	8.15pm	Yes
25.	Health & Safety Report including Risk Assessments*	No	8.20pm	Yes
26.	Centre81 Monthly Report*	No	8.25pm	Yes
27.	Customer Consultation/Communications Update*	No	8.30pm	Yes
28.	MC Appraisal Summary & Action Plan Report (to follow)	Yes	8.35pm	Yes (R)
29.	Focus on Governance/Risk . Self-Assurance a) Self-assessment against Regulatory Standards . Final review of evidence work sheet b) Assurance Improvement Action Plan* c) Draft Annual Assurance Statement for final approval* d) Notifiable Events Register*	Yes Yes Yes No	 8.55pm 	N/A Yes Yes Yes (R)
30.	Intranet	For Info		
31.	Signing of Minutes			
32.	Date and Time of Next Meeting/Training Session		9.00pm	
	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 vacancy-Jun-19) 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/SK 25.10.19