
	<p>There will be a meeting of the Management Committee to be held on Tuesday, 28 January 2020 at 7.00 pm in the Association's TEMPORARY offices at the SEC, 63 Kilbowie Road, Clydebank</p>			
	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.	Internal Audit (Scott McCreedy, Wylie Bisset in attendance) a) Governance – Self Assurance* b) Finance – Purchases and Payments* c) Tenders Internal and External Audit	Yes Yes Yes	7.15pm	No No No
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	Yes		N/A
8.	Approval of Minutes & Actions Notes* a) Management Committee – 17 Dec 2019* b) Housing Services SC – 21 Jan 2020*	Yes		Yes
9.	Business Arising from the Minutes	Yes		N/A
10.	Ratification of all Minutes	Yes	7.25pm	N/A
11.	Rent Policy Review 2020/21*	Yes		Yes
12.	Service Charge Policy Review 2020/21*	Yes	7.35pm	Yes
13.	Factoring Management Fee Review 2020/21*	Yes		Yes
14.	Draft CHA Budget 2020/21 – to follow	Yes		Yes
15.	Draft CHA Power Budget and proposed price increase 2020/21 – to follow	Yes	7.50pm	Yes
16.	Staffing Report – Confidential*	Yes	7.55pm	No (C)
17.	Office Refurbishment*	No	8.00pm	N/A
18.	Development Report*	Yes	8.10pm	Yes (R)
19.	Staff & Committee Expenses a) November 2019* b) December 2019* c) January 2020*	Yes	8.15pm	Yes (R)
20.	Cart Street Update – verbal update	No		No (C)
21.	Reports for Quarter to 31 Dec 2019* a) Complaints* b) Compliments*	Yes	8.25pm	Yes
22.	Policy Review – Standard Design Guide*	Yes		Yes

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23.	New Policy –Communications Strategy – 1 st Draft*	No		Yes
24.	New Policy – Sustainability Policy*	Yes		Yes
25.	New Policy – Staff Succession & Plan*	Yes	8.35pm	Yes
26.	Health and Safety Report including Risk*	Yes	8.40pm	Yes
27.	Customer Consultation/Communications Update*	Yes	8.45pm	Yes
28.	Centre81 Report*	Yes	8.50pm	Yes
29.	<p>Focus on Governance/Risk</p> <ul style="list-style-type: none"> a) Self-Assurance Action Plan update 2019* b) Self-Assurance Annual Procedure 2020* c) Notifiable Events Register* d) Updated Meeting/Training Schedule* 	<p>Yes</p> <p>Yes</p> <p>No</p> <p>No</p>		<p>Yes</p> <p>Yes</p> <p>Yes (R)</p> <p>No</p>
30.	Intranet	No		N/A
31.	Signing of Minutes			
32.	Date and Time of Next Meeting/Training Session		9.00pm	
	<p>Circulated to:</p> <ul 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 Member) 10) Cllr Marie McNair (Co-opted Member) 11) Mrs Laura Breeze (Casual vacancy-Jun-19) <p>Current Vacancies 1 casual, 1 co-opted</p> <p>Quorum Required (4 elected members)</p> <p>Numbers in attendance ()</p> <p>Quorum Achieved Yes/No</p>			

***Indicates report attached to email**

KT/SK 24.01.2020