

	There will be a meeting of the Management Committee to be held on Tuesday, 25 August 2020 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		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 (Wylie Bisset in attendance)* a) Audit Needs Assessment* b) Engagement Letter*	Yes	6.30pm	No(C)
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) Closure of Share Register e) Compliance with Rules 62-67-Letter from Secretary* f) AGM update and Election 2020* g) SGM update – Shareholder Approval of SFHA Charitable Model Rules (Scotland) 2020	N/A N/A N/A N/A No Yes N/A	6.40pm	N/A N/A N/A N/A Yes Yes N/A
8.	Approval of Minutes & Actions Notes* a) Management Committee and actions note – 23 June 2020*	Yes	6.45pm	Yes
9.	Business Arising from the Minutes	Yes		N/A
10.	Ratification of all Minutes	Yes		N/A
11.	Emergency decisions since last meeting*	No	6.50pm	Yes
12.	Staffing Report including office refurbishment*	Yes	7.00pm	No(C)
13.	Development Report*	Yes	7.10pm	Yes(R)
14.	Cart Street – verbal update	No	7.15pm	N/A
15.	Quarterly Reports – 01 April to 30 June 2020 a) New RSL Complaints Handling Procedure* b) Quarter 1 Complaints* c) Quarter 1 Compliments*	No	7.20pm	Yes
16.	Audited Financial Statements (AFS) Return to SHR - 2019/20*	Yes		Yes
17.	OSCR Annual Return to 31 March 2020*	Yes		Yes
18.	Radnor Park Homes Dormant Accounts – 2019/20*	Yes		Yes

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19.	Financial Conduct Authority (FCA) Annual Return 2019/20*	Yes	7.25pm	Yes
20.	Expense Claims a) June 2020* b) July 2020*	Yes	7.30pm	Yes(R)
21.	Policy Review – Entitlements, Payments & Benefits*	Yes		Yes
22.	Policy Review – Volunteering*	Yes		Yes
23.	Policy Review - CCTV*	Yes	7.40pm	Yes
24.	GDPR Action Plan Update*	No	7.45pm	Yes(R)
25.	Customer Consultation/Communications Report* a) Communications Strategy Action Plan*	No	7.50pm	Yes
26.	Centre81 Report*	No	7.55pm	Yes
27.	SHR – Covid19 Returns – to 31 July 2020*	No	8.00pm	Yes
28.	Health and Safety Report including health and safety declarations – August 2020*	No		Yes
29.	Health and Safety Compliance Report*	No	8.10pm	Yes
30.	MC Annual Training Information a) MC Training Evaluation 2019/20 b) MC Skills Matrix inc. qualifications c) Meeting/Training Schedule 20/21 V1-by post* d) MC Draft Work Plan 2020/21*	No	8.15pm	Yes
31.	Focus on Governance/Risk a) Self-Assurance Action Plan update 2019* b) Self-Assurance timetable 2020* c) Notifiable Events Register* d) MC Appraisals – update e) SFHA Practical Governance Advice - Board Member Briefing 4*	No Yes No No No	8.25pm	Yes Yes Yes(R) N/A Yes
32.	ARC Audit 2019/20 a) Report* b) Adjustments*	No	8.30pm	Yes(R)
33.	Intranet	N/A		N/A
34.	Signing of Minutes	N/A		N/A
35.	Date and Time of Next Meeting/Training Session			

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	<p>Circulated to:</p> <ol 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 - Jun-19) 12) Mr Tom McCormack (Casual - 27-Mar-20) <p>Current Vacancies 0 casual, 1 co-opted Quorum Required (4 elected members) Numbers in attendance () Quorum Achieved Yes/No</p>			
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***Indicates report attached to email**

KT/SK 21.08.2020