

## West Whitlawburn Housing Co-operative

**Management Committee Meeting of Monday 29<sup>th</sup> November 2021 at 6.30 p.m.**

**Meeting to be held in Whitlawburn Community Resource Centre**

### Agenda

	Agenda Item	Type of Report
1.	Apologies	
2.	<b>Internal Audit Report – Equalities and Human Rights Wylie &amp; Bisset</b>	<b>Written</b>
3.	Confidentiality	
4.	Declaration of Interests	
5.	Equalities and Human Rights	
6.	Previous Minutes a) Management Committee meeting of 25 <sup>th</sup> October 2021 b) Signing of Minutes	Written
7.	Matters Arising from Previous Minutes  Actions from Previous Meeting Report	Written
8.	Sub Committee Minutes and Referrals	None
9.	Correspondence a) Information b) Decision	Verbal Verbal
10.	Delegates Reports and Affiliated Organisation Information a) Employers in Voluntary Housing (EVH) b) Glasgow West of Scotland Forum of Housing Associations (GWSF) c) Scottish Federation of Housing Associations (SFHA)	Verbal Verbal Verbal
11.	Governance and Assurance a) Management Committee Training Plan b) Notifiable Events c) Schedule of External Submissions 2021/22 d) Review of Rules	Written Verbal Written Verbal
12.	a) Management Committee post AGM paperwork b) Management Committee Annual Appraisals c) Director Appraisal	Verbal Verbal Verbal
13.	Regulation	Verbal
14.	Director Report and Targets	Written
15.	Property Services a) Procurement	Written
16.	Tenancy Services a) Arrears monitoring report	Written

	<b>Agenda Item</b>	<b>Type of Report</b>
17.	Corporate Services a) Budget and Rents 2022/23 b) Management Accounts – Quarter 2 c) Pension Options Review	Written Written Written
18.	Health and Safety	Verbal
19.	Business Plan Review	Written
20.	Policy Review a) Standing Orders – Committee Structure b) Flexitime Policy c) Privacy Policy d) Equalities Policy Clause	Written Written Written Written
21.	East Whitlawburn a) Legal agreement b) Loan Finance c) Road Construction	Verbal Written Verbal
22.	Any Other Competent Business	Verbal
23.	Date and Time of Next Meeting 24 <sup>th</sup> January 2022 at 6.30 p.m	
	<b>Confidential Items – Closed Session</b>	