

YORKHILL HOUSING ASSOCIATION LTD

**NOTICE OF A VIRTUAL MEETING OF THE MANAGEMENT COMMITTEE TO BE HELD
ON THURSDAY 28th SEPTEMBER 2023 AT 6.00PM IN THE ASSOCIATION'S OFFICE
AND VIA ZOOM**

AGENDA

- 1. Welcome & Apologies**
- 2. Election of Office Bearers**
 - 2.1 Chairperson
 - 2.2 Vice Chair
 - 2.3 Secretary
 - 2.4 Treasurer
- 3. Minutes of last meeting 31st August 2023**
 - 3.1 Amendments
 - 3.2 Approval
 - 3.3 Matters Arising
- 4. Declarations of Interest and 2023-24 Register of Interests**
- 5. Governance Structure 2023-24** For approval/discussion
 - 5.1 Standing Orders, Roles and Remits**
 - 5.1.1 Role Description for Governing Body members 2023
 - 5.1.2 Role Description for Chairperson 2023
 - 5.1.3 Role Description for Vice Chair 2023
 - 5.1.4 Role Description for Secretary 2023
 - 5.1.5 Role Description for Treasurer 2023
 - 5.1.6 Management Committee Remit 2023
 - 5.1.7 Chief Executive Remit 2023
 - 5.1.8 Services Sub Committee Remit 2023
 - 5.1.9 Governance and Finance Sub Committee 2023
 - 5.2 Committee Code of Conduct**
 - 5.3 Approved Signatories**
 - 5.3.1 Cheques /BACS
 - 5.3.2 SHR Portal
 - 5.3.3 FCA Portal
 - 5.3.4 OSCR
 - 5.3.5 Loan Documents
 - 5.3.6 Investment /Savings Accounts
 - 5.3.7 Routine Online Banking
 - 5.3.8 GCC Funding
 - 5.4 Tender Openers**
 - 5.5 Sub Committee Appointments**
 - 5.5.1 Governance and Finance
 - 5.5.2 Property Services
 - 5.6 Co-options 2023-24**

6. **Attendance and Absence Management Policy** *For approval*
Report prepared by Stewart Pattison, Compliance Manager
7. **Homeworking Policy** *For approval*
Report prepared by Stewart Pattison, Compliance Manager
8. **Membership Applications / Cancellations** *For information/approval*
9. **Schedule of meetings 2023-2024** *For approval*
10. **Report from EVH and appointment of representative**
11. **Report from SFHA and appointment of representative**
12. **Report from GWSF and appointment of representative**
13. **AOCB and Date of Next Meeting**