

## Finance & Corporate Services Sub-Committee

To be held on  
Tuesday 3<sup>rd</sup> March 2020 at 6.15 pm  
at Cloch Housing Association Offices, 19 Bogle Street, Greenock

### AGENDA

Item		Timing
1.	Apologies and Declarations of Interest	Chair 6.15
2.	<b>Minutes</b>	Chair 6.20
2.1	Minutes of 28 <sup>th</sup> November 2019*	
3.	Matters Arising	Chair 6.25
4.	<b>Factoring</b>	FO 6.25
4.1	Factoring Report**	to
4.2	Factoring Admin Fee*	
4.3	Write-Offs	6.40
5.	Rechargeable Repairs Report**	FO 6.40 to 6.45
6.	ICT Report Update**	FD 6.45 to 6.50
7.	<b>Finance</b>	
7.1	Management Accounts Quarter 2*	FD 6.50
7.2	Treasury Report**	FD to 7.20
7.3	Extension of Insurance Report	FD
7.4	Closure of Companies - Property subsidiary and C&R	FD
8.	Annual Business Continuity Plan	FD 7.20 to 7.30
9.	Corporate Services Managers Report**	CSM 7.30 to 7.40
10.	<b>Policies</b>	
10.1	Flexi and TOIL Policy*	CSM 7.40 to
10.2	Young Person Strategy (New)*	CSM 7.50
11.	Sickness Absence KPI Report Quarter 2**	CSM 7.50 to 7.55
12.	Health & Safety January Updates**	CSM 7.55 to 8.00
13.	AOCB	Chair 8.00
14.	Date of Next Meeting: tba	Chair to 8.05

\*to be approved

\*\*for noting