

# CLOCH HOUSING ASSOCIATION LTD

Finance & Corporate Services Sub-Committee Meeting  
to be held at 6.00pm on Tuesday 03 September 2024  
Hybrid (Cloch Office & MS Teams)

## AGENDA

No	Item	Owner	Time
			18.00pm – 18.05pm
1.	Apologies & Declarations of Interest	Chair	
2.	Minutes for Approval – 04 June 2024	Chair	18.05pm – 18.10pm
3.	Matters Arising & Outstanding Actions	Chair	18.10pm – 18.15pm
3.1	Internal Audit Table	Chair	
	<b>ITEMS FOR APPROVAL</b>		
4.	Q1 Management Accounts Executive Summary*	CEO	18.15pm – 18.30pm
4.1	Q1 Management Accounts	↓	↓
5.	<b>Policies for review / approval</b>		
5.1	Fraud, Bribery & Corruption Policy Executive Summary	CEO	18.30pm – 18.40pm
5.1.1	Fraud, Bribery & Corruption (No.018) *	CEO	↓
5.2	Corporate Services Policy Reviews & New Executive Summary	CSO	18.40pm – 19.00pm
5.3	Smoke Free (No.098) *	↓	↓
5.3.1	App1 – Five Questions to Ask	↓	↓
5.4	Privacy Notice, Employees (No.119) *	↓	↓
5.4.1	App2 – Supplementary Information: DPIA	↓	↓
5.5	Privacy Notice, Customers (No.054) *	↓	↓
5.6	Appropriate Document Policy (No.112)	↓	↓
5.7	Data Subjects' Rights (SAR's) – New (No.127) *	↓	↓
5.8	Artificial Intelligence Usage (128) - New	↓	↓
5.8.1	App3 – Checklist for the use of AI Chatbots	↓	↓
5.9	ICT Passport Policy Executive Summary	HITCS	19.00pm – 19.05pm
5.9.1	ICT Password (No.62)		
5.10	Recruitment & Selection Policy & Procedure Executive Summary	HR Consultant	19.05pm – 19.15pm
5.10.1	Recruitment & Selection Policy (No.008)	↓	↓
5.10.2	Recruitment & Selection Procedure	↓	↓
	<b>ITEMS FOR NOTING</b>		
6.	Treasury Management Report **	CEO	19.15pm – 19.25pm

\* to be approved

\*\* for noting

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6.1	App 1-3 – Practice guide, market rates & terminology	↓	↓
7.	Factoring Debt Recovery Report **	CEO	19.25pm – 19.35pm
8.	ICT Update Report **	HITCS	19.35pm – 19.40pm
9.	Equality Monitoring & Recruitment Report **	SCSO	19.40pm – 19.45pm
9.1	App1 – Full breakdown of forms	↓	↓
9.2	App2 – Breakdown for 2023-24	↓	↓
9.3	App3 – Equalities Form	↓	↓
10.	Corporate Services Update Report **	CSM	19.45pm – 19.50pm
11.	Health & Safety Verbal Update **	CSO	19.50pm – 19.55pm
12.	AOCB & Reflections	Chair	19.55pm – 20.00pm
13.	<b>Deferred Items</b>		
	Policy Review - Business Continuity Management Plan (No.11) *	HITCS	
	Remote & Hybrid Working (No.084) *	HR Consultant	
	Salary Sacrifice (No.109) *	CEO	
	<b>Date of Next Meeting – 26 November 2024</b>		

\* to be approved

\*\* for noting

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