

DECISIONS/ACTIONS TRACKER

Date of Meeting	Agenda Item	Decision/Action	By Whom	Date for Completion	Completed	Comments/any further action required
27/11/2024	7.3 – Asset Management	Committee advised on intention to purchase software	Finance Manager	31/03/2025	On track	Software contract signed December 12 th 2024. Initial meeting with consultant on January 7 th 2025. Finance Manager now collating database upload, Anticipated to complete implementation 28/02/2025 for closing of financial year.
27/11/2024	14.3 – Committee Training	Committee approved updated training programme	Director	31/03/2025	Partially achieved	All training, with the exception of risk management (December session cancelled due to low number of committee members attending) and Rosehill Values session. Both of these will be carried forward into the next annual training programme.
22/01/2025	6.5 - Deregistration from Construction Industry Scheme	Noted intention to deregister as now Charitable Housing Association	Finance Manager		On track	Letter issued to HMRC on 31/01/25 to instigate deregistration. Expect this will take a few of months to complete. Will contact HMRC monthly for update on progress. Nothing further at this point
22/01/2025	8.1 - Allocations Policy Review	Committee noted review delayed until March 25	Housing Services Manager	26/03/2025	On track	Policy being presented at March meeting.
22/01/2025	9.2 - Sexual Harassment Policy	Tenancy Agreement to be updated to reflect new Policy	Housing Services Manager	30/05/2025	On track	Completion date extended until 30/5/25 due to staff shortages.
22/01/2025	10 - Proposed Rent Increase 2025/26	Committee approved 4% increase following tenant consultation	Housing Services Manager	28/02/2025	Completed	Increase spreadsheet for HB completed and returned 23/1/25. Increase letters produced and ready to be posted on 28/2/25. Letters posted as agreed.

22/01/2025	11.1 - Proposal for Supported Accommodation Unit	Committee approved proposal for Director to begin discussions about a lease agreement with GCC or Care Provider	Director	Ongoing	Ongoing	Initial progress report to February committee meeting. Further progress report to March committee meeting.
22/01/2025	11.3 - Governance Policies due for review	Committee noted various policies due for review delayed until Mar/Apr due to non receipt of model documents from SFHA	Director	26/03/2025 30/04/2025	Completed On Track	Model Codes and Protocol - March meeting E,P,B Policy - April meeting
26/02/2025	5.1 - Management Accounts to 31/12/24	Committee approved the accounts	Finance Manager	N/A	N/A	
26/02/2025	8.1 - IT Tender Preferred Supplier	Committee approved the appointment of Roswell IT Services	Corporate Services & HR Manager	13/03/2025	Completed	Finance Manager notified Roswell of appointment. New contract will commence on 27/04/25
26/02/2025	10 - Quarterly Review of Strategic Risk Register	Committee agreed that no further changes are required at this time	Director	N/A	N/A	February 2025 Risk Register remained unchanged following Committee quarterly review.
26/02/2025	11 - Business Plan 2021-26: Annual Plan 2025-26 - Outcome of Tenant Consultation	Committee approved draft programme of activities for 2025-26	Director	26/03/2025	Completed	Updated Programme of Annual Priorities 2025/26 being presented to Committee's March meeting for approval along with Annual Business Plan 2025/26 and other appendices
26/02/2025	12.1 - Office Seal	Committee agreed that the seal should no longer be used	Director	27/02/2025	Completed	Mgt Team notified Seal is no longer in use. Director has locked seal away.
26/02/2025	12.3 - Director's Report	Committee approved donation of £200 to Pollok Children's Centre subject to required information being received	Director	N/A	On hold	The project has still not responded to the request for additional info.
26/02/2025	13 - Membership Applications	Committee approved application 2422	Housing Services Manager	05/03/2025	Completed	Membership Certificate hand delivered 28/2/25.