

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 - Revised 30/04/2025	Partially achieved	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. Errors found in the asset register upon compiling software uploads (£220k overcharged depreciation). Additional, consultation was required with the auditors and revision to ensure software implemented accurately. This will be slightly delayed but still expected to be used for the FYE 24/25
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.
22/01/2025	8.1 - Allocations Policy Review	Committee noted review delayed until March 25	Housing Services Manager	26/03/2025	Completed	Policy 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	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	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.
26/03/2025	6.1 - Annual Budget 2025/26	Committee approved the proposed budget	Finance Manager	N/A	Completed	
26/03/2025	6.2 - 30 Year Projections	Committee approved the projections	Finance Manager	N/A	Completed	
26/03/2025	6.3 - Audit/Year End Plan	Committee approved the appointment of CT Audit Limited for external audit	Finance Manager		Completed	
26/03/2025	7.1 - Defects Policy Review	Committee noted the routine review of the policy	Technical Services Manager	31/03/2025	Completed	Policy implemented
26/03/2025	7.2 - Net Zero Archetype Study	Committee approved the appointment of MAST	Technical Services Manager	31/03/2025	Completed	TSM to appoint MAST
26/03/2025	8.1 - Allocations Policy Review	Committee approved the revised Policy for consultation	Housing Services Manager	30/05/2025	On track	
26/03/2025	8.2 - Former Tenant Arrears Write Off	Committee approved the write off of £9067.95	Housing Services Manager	31/03/2025	Completed	write offs processed via system 28/3/25
26/03/2025	8.3 - Former Tenant Credit Write Off	Committee approved the write off of £1783.58	Housing Services Manager	31/03/2025	Completed	write offs processed via system 28/3/25
26/03/2025	8.4 - Rechargeable Repairs Write Off	Committee approved the write off of £3288.29	Housing Services Manager	31/03/2025	Completed	write offs processed via system 28/3/25
26/03/2025	8.6 - Current Tenant Arrears Write Off	Committee approved the write off of £1702.11	Housing Services Manager	31/03/2025	Completed	write offs processed via system 28/3/25
26/03/2025	10.1 - Annual Risk Strategy Statement 2025	Committee approved the statement	Director	N/A	N/A	
26/03/2025	10.2 - Annual Business Plan 2025/26 & Appendices	Committee approved the Plan and various appendices	Director	N/A	N/A	
26/03/2025	11.1.1 - Governance Policies/Document for Review	Committee approved the revised Staff Code of Conduct, Committee Code of Conduct and Protocol for Alleged Breaches of the Committee Code of Conduct	Director	N/A	N/A	
26/03/2025	11.1.2 - Management, Support & Appraisal of the Director	Committee noted the routine review of the policy and approved the standard equalities statement to be included	Director	N/A	N/A	
26/03/2025	11.1.3 - Learning & Development Policy	Committee noted the routine review of the policy and approved the standard equalities statement to be included	Director	N/A	N/A	

26/03/2025	11.1.4 - Review of the Scheme of Delegated Authority & Standing Orders	Committee noted the postponed review of these documents	Director	30/04/2025		Once feedback received from Governance Consultant, will present both policies for Committee approval at April meeting.
26/03/2025	11.4 - Proposed Policy Review Timetable 2025/26	Committee approved the timetable	Director	N/A	N/A	
26/03/2025	14.1 - Committee Training Programme	Committee agreed to review their individual learning statements to identify training needs and methods to enable Director to prepare draft programme for coming year	Director	30/04/2025		Will have draft training plan for Management Committee prepared for committee consideration and approval. Draft individual training plans for Committee Members will be prepared with aim to be signed off by individual members by May/June.
26/03/2025	14.3 - Business Planning Event 2025	Committee agreed to schedule the session for 22/11/2025	Director	31/03/2025	Completed	confirmed date with governance consultant on 27/03/25 and Committee and Management Team advised on 27/03/25.