

**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 <sup>th</sup> 2024. Initial meeting with consultant on January 7 <sup>th</sup> 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
22/01/2025	6.5 - Deregistration from Construction Industry Scheme	Noted intention to deregister as now Charitable Housing Association	Finance Manager		Completed	
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 TBC	Completed N/A	Model Codes and Protocol - March meeting As of 02/05/25 Model E,P,B Policy still not available
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	8.1 - Allocations Policy Review	Committee approved the revised Policy for consultation	Housing Services Manager	30/05/2025	On track	
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	Complete	Committee approved draft Committee Annual Training Plan 2025/26 at April Meeting Based on Individual Learning Statements, individual training plans drafted for Committee to review. These training plans need to be signed off by end of May '25.
30/04/2025	7.1 - Review of Financial Regulations	Committee approved the revised Policy	Finance Manager	30/04/2025	N/A	
	7.3 - New Current Account	Committee approved the opening of a new account to facilitate ad-hoc purchases and remove the need for petty cash, further approved an invoice first approach	Finance Manager			
	8.1 - Damp & Mould Case	Committee decided that matter would be discussed further at its May meeting once Technical Services Manager and Director has met with our solicitor and independent expert.	Technical Services Manager/Director	21/05/2025	On track	

		Committee noted the matter is potentially a NE and Director will update it at its May meeting once she has spoken with Regulation Manager.	Director	21/05/2025	On Track	Director contacted Regulation Manager on 01/05/25 to discuss the matter and it was agreed that a NE should be submitted which was done on 02/05/25. A message sent to committee on 02/05/25 but will be formally reported at the May meeting.
8.2.1 - Review of Legionella Policy		Committee noted the routine review of the policy.	Technical Services Manager	30/04/2025	N/A	
8.2.2 - Review of Adaptions Policy		Committee noted the routine review of the policy.	Technical Services Manager	30/04/2025	N/A	
8.2.3 - Review of Development Policy		Committee noted the routine review of the policy.	Technical Services Manager	30/04/2025	N/A	
9.1 - Review of Allocations Suspensions Policy		Committee noted the routine review of the policy.	Housing Services Manager	30/04/2025	N/A	
11 - Business Plan 2021-26: Annual Plan 2025/26 - Corporate Services & HR Section Operational Plan		Committee approved the section operational plan to be included in the Business Plan	Director	09/05/2025	Completed	Annual BP and all appendices uploaded to Resources Section of Board Portal on 07/05/25
13.1.1 - Review of Scheme of Delegated Authority Policy		Committee approved the review of the policy.	Director	09/05/2025	Completed	Revised SDA uploaded to Resources Section of Board Portal and on Central Library for Staff on 07/05/25
13.1.2 - Review of Standing Orders		Committee approved the review of the policy and also the revised role descriptions for Chair, Vice Chair and Committee Members.	Director	09/05/2025	Completed	Revised Standing Orders uploaded to Resources Section of Board Portal and on Central Library for Staff on 07/05/25
13.2 - Draft Committee Training & Development Programme 2025/26		Committee agreed the programme for 2025/26 and that 1 to 1 sessions will be held to discuss individual training needs	Director	by end of May 2025	On track	
13.3 - Committee Skills Gap Assessment		Committee agreed a general recruitment advert be placed for co-optees with emphasis on skills in asset management or finance	Director	by 27/05/2025	On track	
14 - Membership Applications		Committee approved application 2423 and noted cancellation of certificate 2355	Housing Services Manager	07/05/2025	Completed	Share certificate hand delivered 7/5/2025