

Decisions/Actions Tracker

Date of Meeting	Agenda Item	Decision/Action	By Whom	Date for Completion	Completed	Comments/any further action required
28/08/24	7.1 – Quarterly Gas Audit	Progress against target section to be added to next report.	Technical Services Manager	27/11/24	Completed	Included in report presented to Committee Nov 24
28/08/24	9.1 – ARC Pre-Submission Audit Action Plan	RAG system be introduced for next report.	Corporate Services & HR Manager	27/11/24	Completed	Included in report presented to Committee Nov 24
28/08/24	10.7 - Business Plan 2021- 26: Annual Plan 2024/25 – Director's Plan and Section Operational Plans Q1 Outcomes	Finance Section Operational Plan to be added.	Director	27/11/24	On track	When new Finance Mgr is in post in early October will be asked to review and update in time for November's Committee Meeting.
25/09/24	10.2 – Rechargeable Repairs Policy	Revised policy approved for tenant consultation	Technical Services Manager	Dec 24	On track	Consultation to take place during late Oct / Nov; flyer to be included with Winter Newsletter

25/09/24	14.2 – Annual Rent Review	Session to be incorporated into Annual Business Planning event on 23/11/24 to enable decision to be made on 27/11/24	Director	23/11/24	On track	Managers briefed at Mgt Team meeting on 04/10/24 of plans to include annual rent review as part of annual BP event.
30/10/24	4.1 – Membership Minutes 25//09/24	Unable to approve the minutes – deferred to next meeting	Customer Services Officer	27/11/24	On Track	Added to agenda for meeting on 27/11/24
30/10/24	6.1 – Treasury Management Policy	Agreed to postpone review until Jan 25	Finance Manager	22/01/25		
30/10/24	7.1 – Tender Return: Office Alterations	Delegated Authority to Chair & Vice Chair to approve appointment of contractor once tenders analysed if required	Technical Services Manager		Completed	Included in report presented to Committee Nov 24; delegated authority not required.
30/10/24	10 – ARC: SHR Consultation	Approved draft response subject to amendment following consideration of GWSF's response	Director	08/11/24	Completed	Amended response submitted to SHR – 07/11/24
30/10/24	11.1 – Annual Assurance Statement 2024	Approved statement for submission to SHR and publication on website	Director	31/10/24	Completed	Submitted immediately after the Committee meeting on 30/10/24
30/10/24	11.2 – Constitutional Change	Approved Membership Policy, Succession Planning & Recruitment	Director	N/A	Completed	New Policies uploaded to Central Library for staff and Board Portal for

		Policy and Membership Application				Committee. Staff briefed on new policies at November ½ day closing.
30/10/24	11.3 – ARC 2023/24: Benchmarking Results	Action plan to be devised for areas for improvement	Corporate Services & HR Manager		Completed	Included in November's committee meeting agenda