

DECISIONS/ACTIONS TRACKER

Date of Meeting	Agenda Item	Decision/Action	By Whom	Date for Completion	Completed	Comments/any further action required
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	01/09/2025	Ongoing	Update 25/6/25 - Model E,P,B Policy should be available in July 25 and will be brought to Committee to consider in September. Update 27/08/25 - Committee informed model EPB still not available. Director advised if it is received within the next week, will review and present it to Committee at its September meeting. However, if still not received by 10/09/25 will need to be postponed until October meeting.
30/04/2025	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		Completed	Current account now active with all cards received.
21/05/2025	6.1 - Damp/Mould Case	Committee agreed to negotiate settlement and delegated authority to Director to liaise with solicitor over negotiations/settlement options within limits set by Committee	Director Technical Services Manager	N/A	Ongoing	27/05 - 29/05 - exchange of emails with solicitor to agree first settlement offer. Update report to Committee for June meeting. 22/05/25 - NE updated to report Committee's decision to settle and May Committee Report uploaded. June to Sep meetings - Committee kept updated and NE subsequently updated.
25/06/2025	7.3 - Periodic Tax Filing	Committee approved change to periodic tax filing and associated one off cost	Finance Manager	31/03/2026	Ongoing	All forms required now complete and submitted to CT for progression.
25/06/2025	10.2 - Health & Safety update	Committee authorised annual resigning of various statements within the Health & Safety Control Manual	Corporate Services & HR Manager	31/08/2025	Completed	Statements still to be signed by some members who were absent at June's meeting. Will be completed at August's meeting.
25/06/2025	11.1.1 - Committee Members Handbook	Committee approved the adoption of the model Governing Body Members Guide and Being a Committee Member	Director	30/09/2025	On track	The approval was subject to any updates required following the revised Model E,P,B Policy being received which is anticipated to be issued in July and brought to the Sep meeting for approval.
25/06/2025	11.3 - Supported Accommodation	Committee decided to continue with the supported accommodation and notify the Council/Care Provider that the vacant room can be relet, subject to Director obtaining further legal advice on use of occupancy agreements/SSTs	Director	Ongoing	On track	Update 27/08/25 - Committee report advised following further legal advice re: SST vs Occupancy Agreement, the Director had notified GCC and the Care Provider that the vacant room could now be let. Meeting to be arranged to discuss process for letting the room and Rosehill's requirements re: evidence of legal authority to act on resident's behalf. Update given at Committee meeting that meeting has been arranged for 03/09/25 with care provider. GCC staff member unavailable but provided requested info to Director.
27/08/2025	1 - Apologies	Committee approved a Special leave extension to October for K Thomson	Director	end of October	Ongoing	
		Committee approved a 3 month special leave request for J Thomson	Director	end of October	Ongoing	

27/08/2025	5.2 - Proposed Housing Management system upgrade	Committee approved the direct appointment/implementations of Homemaster subject to conditions	Finance & IT Manager		Ongoing	Now contracted and project initiation underway
27/08/2025	11.1 - Proposal for Independent Pension Advice	Committee decided to appoint Spence and Partners to provide independent Pension Advice and agreed a date for the session of 2nd October.	Director	N/A	Completed	29/08/2025 - Director emailed company to confirm their appointment and the date for the Committee session on 02/10/25 Session took place on 02/10/25
27/08/2025	11.2 - Life Assurance Cover	Committee agreed that all staff should be given life cover and selected option 3 - continue with life cover as part of DC pension but also purchase own life insurance to provide life cover of 4 x salary for 4 employees not in either pension and 1 x salary cover for 6 employees in DB pension, which provides 3 x cover. The total cost of Option 3 is £4,601.	Director/ Finance & IT Manager	end of October	Completed	Director advised Finance & IT Manager of Committee's decision and to now proceed with arranging a life insurance policy for Rosehill. Policy is agreed. Awaiting final instructions and completion Policy effective as of 14/10/2025
24/09/2025	3. Annual Signing of Governance Documents	Signing of revised Code of Conduct, Declarations of Interests Form and Eligibility Declaration	Director	24/09/2025	Completed	Director confirmed at the meeting that all the required paperwork had been completed by 24/09/25
24/09/2025	4.1 - Election of Chairperson	Committee approved the election of Paula McCann	Director	N/A	Completed	
24/09/2025	4.2 - Election of Vice Chairperson	Committee approved the election of Joyce Gallen	Director	N/A	Completed	
24/09/2025	4.3 - Election of Secretary	Committee agreed that G Mogan should fill this position	Director	N/A	Completed	
24/09/2025	5.1 - Formation of Staffing and Health & Safety Sub-Committee	Committee approved J Gallen, H McLatchie, A Greene and Z Bradley to serve on this Sub-Committee	Director	N/A	Completed	
24/09/2025	5.2 - Formation of Audit & Risk Sub-Committee	Committee approved S Bannerman, D Wilson, A Greene and N Finlayson to serve on this Sub-Committee	Director	N/A	Completed	
24/09/2025	8.1 - FCA Annual Return	Committee confirmed personal information was correct and approved the return to be submitted.	Finance & IT Manager		Completed	26/09/2025
24/09/2025	12.1.1 - Whistleblowing Policy	Committee approved the draft policy subject to the inclusion of contractors at item 1.4 and that Committee have agreed that an EIA is not required.	Director	30/09/2025	Completed	Policy updated as per Committee's decisions and uploaded to the Central Library for Staff and the Board Portal > Resources for Committee
24/09/2025	12.1.2 - Digital Inclusion - Supporting our Committee Members	Committee noted the routine review of the policy and agreed that an EIA is not required.	Director	30/09/2025	Completed	Policy updated as per Committee's decision re: EIA and uploaded to the Central Library for Staff and the Board Portal > Resources for Committee
	12.5 New Rules - Joint Membership Report	Committee noted approach (taking account of legal advice and input from governance consultant) to tackle pre-existing(pre constitutional change) joint memberships.	Director/Housing Manager	28/11/2025	Ongoing	New certificates will be issued for the 1st named of any pre-existing joint memberships (107 in total). First half will be presented at the October meeting for signing and the remainder will be dealt with at the November meeting. Need to allow for any 2nd or 3rd named joint members, applying for membership in their own right.
24/09/2025	13 - Membership applications	Committee approved membership applications 2426 and 2427	Housing Services Manager	07/10/2025	Completed	Memberships issued 7/10/25.