

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	<p>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.</p> <p>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.</p> <p>Update 29/10/25 - model EPB still not available. If not received by end of year, Director will carry out interim review of the 2 related policies (Declarations of Interest, Gifts and Hospitality) and present at January meeting for approval.</p>
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	<p>27/05 - 29/05 - exchange of emails with solicitor to agree first settlement offer. Update report to Committee for June meeting.</p> <p>22/05/25 - NE updated to report Committee's decision to settle and May Committee Report uploaded.</p> <p>June to Sep meetings - Committee kept updated and NE subsequently updated.</p> <p>Update 29/10/25 - Committee report advising that latest settlement offer has been accepted, which includes £5,500 in compensation, installation of data loggers and NDA. Still waiting to receive the legal bill for pursuer. G Mogan has updated SHR.</p>
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	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	<p>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.</p>

27/08/2025	1 - Apologies	Committee approved a Special leave extension to October for K Thomson	Director	end of October	Completed	K Thomson resigned as of 15/10/25
		Committee approved a 3 month special leave request for J Thomson	Director	end of October	Completed	J Thomson has now returned to the Management Committee.
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
24/09/2025	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.
29/10/2025	1 - Apologies	Committee approved a 3 month special leave request for K Stevenson	Director	by 21st January 2026	N/A	
29/10/2025	5.1 - Deposit increase	Committee approved a transfer of £4M to a strategic cash management scheme with instant access	Finance & IT Manager			
29/10/2025	5.2.1 - IT & Data Security Policy	Committee approved the revised policy	Finance & IT Manager			
29/10/2025	5.2.2 - IT Acceptable Use Policy	Committee approved the revised policy	Finance & IT Manager			
29/10/2025	5.4 - Determination of Accounting Requirements	Committee authorised L Donnachie to respond to the consultation provided the changes are arbitrary and will have little impact on Rosehill	Finance & IT Manager			
29/10/2025	8.1 - Annual Performance Report to 31/03/25	Committee approved the video report for circulation to all members, subject to some minor changes	Corporate Services & HR Manager	31/10/2025	Completed	
29/10/2025	9 - SHAPS Defined Benefit Pension Scheme	Committee decided the proposed closure of the DB scheme to new entrants (this will include any existing staff who are not currently in the scheme) for staff consultation. In terms of the future service contribution rate which has reduced from 32.8% to 21%, the savings of 12% should be split 50/50 between employer and employee. Committee also agreed to leave the growth fund and pay the exit fee. Committee also decided that EVH should be used to provide advice and assistance on staff consultation.	Director	Minimum of 3 month process	Ongoing	G Mogan contacted EVH on 30/10/25 to advise of Committee's decision and to request advice and assistance in relation to the process for staff consultation. Initial acknowledgement by EVH.
29/10/2025	10.1 - Annual Assurance Statement	Committee approved the draft statement for submission to SHR and publication on the website	Director	30/10/2025	Completed	Signed and Unsigned versions of AAS uploaded on 30th October 2025. Screenshot attached.
29/10/2025	10.2.1 - Donations Policy	Committee approved the new policy	Director	07/11/2025	Completed	30/10/25 - change made to Policy. 03/11/25 - uploaded to central library (for staff) and the Board Portal for Committee. Has also been uploaded to the website along with application form.
29/10/2025	10.2.2 - Settlement Agreements Policy	Committee approved the revised policy	Director	10/11/2025	Completed	03/11/25 - Policy uploaded to central library (for staff) and the Board Portal for Committee.
29/10/2025	10.2.3 - Disaster Recovery & Business Continuity Policy	Committee approved the revised policy	Director	10/11/2025	Completed	07/11/25 - Plan uploaded to central library (for staff) and the Board Portal for Committee.
29/10/2025	10.2.5 - Prevention of Fraud & Anti-Bribery Policy	Committee approved the revised policy	Director	10/11/2025	Completed	03/11/25 - Policy uploaded to central library (for staff) and the Board Portal for Committee.

29/10/2025	11 - Membership applications	Committee approved 51 applications from existing joint members to sole members	Housing Services Manager	05/11/2025	Completed	First batch of certificates issued 31/10 and remainder issued 5/11.
------------	------------------------------	--	--------------------------	------------	------------------	---