

DECISIONS/ACTIONS TRACKER

Date of Meeting	Agenda Item	Decision/Action	By Whom	Date for Completion	Completed	Comments/any further action required
22/01/2025	9.2 - Sexual Harassment Policy	Tenancy Agreement to be updated to reflect new Policy	Housing Services Manager	30/08/2025	Completed	Updated Tenancy Agreements received 14/08/25
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 and April committee meetings. Further update at May meeting covering 2 main options open to Committee. More detailed report on the options will be presented at the June meeting for decision. See update/comments under June meeting section.
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.
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	Closed	The project has still not responded to the request for additional info. Item closed due to no response.
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		Ongoing	The request was made the day after Committee approval and there has been confusion at the bank and this has been escalated to our relationship manager. The relationship manager has taken this up and apologised for the delay. He was however, going onto annual leave and this will be picked up again come 23/06/2025
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.
21/05/2025	7.2 - Community Fun Day	Committee agreed to go ahead with the fun day should the National Lottery grant be unsuccessful on a scaled back basis	Housing Services Manager	07/08/2025	On track	National Lottery funding application unsuccessful however funding secured from Greater Pollok Barratt Community Development Trust
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	On track	All forms required now complete and submitted to CT for progression.
25/06/2025	8.3 - Refurbishment work at 48 Linnhead Dr	Committee authorised Chairperson to sign formal contract for works following tender exercise	Technical Services Manager		Completed	Signed and circulated to all parties.
25/06/2025	9.3 - Potential Evictions Report	Committee agreed verbal report is sufficient if no cases to report	Housing Services Manager	N/A	N/A	Further reports will be given verbally from 26.08.25
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	Ongoing	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	11.1.2 - Committee Members Induction	Committee noted the routine review and agreed that an EIA is not required	Director	N/A	N/A	PDF version uploaded to central library (for staff) on 27/06/25 14/07/25 - uploaded to Board Portal > Resources> Policies > Governance and uploaded to Resources > Committee Members' Induction/Information Pack
25/06/2025	11.1.3 - Committee & Staff Expenses	Committee noted the routine review and agreed that an EIA is not required	Director	N/A	N/A	PDF version uploaded to central library (for staff) on 27/06/25 14/07/25 - uploaded to Board Portal > Resources> Policies > Governance and uploaded to Resources > Committee Members' Induction/Information Pack
25/06/2025	11.2 - Arrangements for AGM 2025	Committee decided a hybrid option should be made available; approved the draft agenda and approved the prizes for raffle & bingo.	Director	16/09/2025	On track	AGM papers will be issued w/b 25/08/25
25/06/2025	11.2 - Arrangements for AGM 2025	Committee decided that N Finlayson continues to be an effective member and agreed she can stand for re-election, as per the 9 year rule.	Director	16/09/2025	On track	
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	
	11.4 - Submission of Trustee Details to OSCR	Committee approved the submission of trustee details to OSCR	Director	From 30/06/25	Completed	xx/07/25 - Finance Manager submitted trustee details to OSCR
	11.5 - Director's Rep - Mgt Comm Recruitment	Committee decided that the applications from the 2 potential committee members, who attended the meeting as observers, will be considered and decided on at the earlier additional meeting in August.	Director	13/08/2025	Completed	Report prepared for meeting on the options available re: appointment of 2 potential committee members.
25/06/2025	14.1 - Committee meetings	Committee decided, in an effort to make meetings more efficient, Committee should make use of the notes function in OneAdvanced and submit questions prior to the meetings	Director	N/A	N/A	