DECISIONS/ACTIONS TRACKER

Date of Meeting	Agenda Item	Decision/Action	By Whom	Date for Completion	Completed	Comments/any further action required
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/ Awaiting confirmation**	All forms required now complete and submitted to CT for progression.
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	**Ongoing**	**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. **Update 20/5/26 -** Director requested update re: filling vacancy, no response to date. Agreed this should be pursued periodically e.g 3 monthly. **Update 19/8/26** - A further update request sent. Vacancy has still not been filled, as far as we are aware.
27/08/2025	5.2 - Proposed Housing Management system upgrade	Committee approved the direct appointment/implementations of Homemaster subject to conditions	Finance & IT Manager	~~05/05/2026~~ delayed until 05/08/2026	**Completed**	The Housing management system is now in place, it was completed on time and staff are working with this. Any corrections required are being addressed and plan for further implementation for utilising the entire system will be in place in the next few months once the bedding in period of basic functions is complete.

25/02/2026	13.5.1 - Outcome of Management Committee Recruitment Drive	Committee rejected the one application received as the person did not have the required skills or experience needed at this time. Requested G Mogan notify the applicant of Committee's decision and to thank them for their interest. Committee further agreed that further recruitment should be undertaken and that a recruitment company should be appointed to assist.	Director	by w/e 27/02/26 Mid-March - June	**Completed** **On track**	1) Letter issued to applicant by post on 26/02/26. 2) Director will liaise with Aspen late March/early April over recruitment plan for Committee Members. Aim is to have 2 new members identified and appointed by June meeting. **Update 29/4/26** - Places now available will be increased to 3. Recruitment timetable - deadline for interest 11/05/26, sift meeting 18/05/26 and informal chats with potential committee members w/b 25/05/26. Any selected candidates will be invited to observe June Meeting. **Update 24/6/26** - Two potential members attended June meeting as observers. Committee agreed to invite both to apply for membership and stand for election at AGM **Update 26/08/26** - Two potential committee members to have memberships approved at committee meeting held 26/08/26 with the plan to elect onto the committee at the 2026 AGM.
29/04/2026	12.1 - Draft Committee Training & Development Programme 2026/27	Committee approved the programme	Director	20/05/2026	**On track**	Update training programme with additional topic as decided by Mgt Comm
29/04/2026	12.3 - Director's Report	Committee approved a donation of £500 to Whitacre Wolves subject to receiving a valid bank statement	Director	N/A	**Completed**	on hold until group provides bank statement
29/04/2026	5 - Chair's Report	Committee noted the outcome of the recruitment process for new Chief Executive and agreed that they should prepare a short informal introduction when attending the June meeting as an observer	Director	24/06/2026	**Completed**	New Chief Executive attended June meeting and presented an intro to Committee.
20/05/2026	11.1 - Initial Arrangements for AGM 2026	Committee agreed to offer a hybrid option; approved the draft agenda; approved the prizes for raffle	Director	28/08/2026	**On track**	New Chief Executive will pick this up once he is in post
		Committee decided to allow J Thomson to stand for election at AGM	Director	15/09/2026	**On track**	New Chief Executive will pick this up once he is in post
24/06/2026	4 - Chair's Report	Committee noted that A Innes was appointed as interim Secretary by Chair & Vice Chair using delegated authority	Chair	06/07/2026	**On track**	New Chief Executive will take on this role once in post. **Update 26/8/26** - CEO now in place and will resume the role of secretary.
24/06/2026	6.1 - 100 Peat Road - Options	Committee approved the refurbishment of this property as a 5 bedroom family home.	Technical Services Manager	Ongoing	**Ongoing**	Will become an extention to the existing one off refurbs contract
12/08/2026	3 - Financial Statements to 31st March 2026	Committee approved the financial statements and authorised them to be signed by P McCann, J Gallen & C Chalk	Finance & IT Manager		**Completed**	Completed 12/08/26
		Committee approved the auditors remuneration in the sum of £11,520	Finance & IT Manager		**Completed**	Completed 12/08/26
		Committee agreed to propose CT Audit Limited be re-appointed for 2026/27 at the AGM	Finance & IT Manager	15/09/2026	**On track**	

		Committee authorised the Chair to sign the Management Response letter for issue to CT Audit Limited	Finance & IT Manager		Completed	Completed 12/08/26
		Committee confirmed that sections 1-22 of the Letter of Representation have been complied with	Finance & IT Manager		Completed	Completed 12/08/26
		Committee agreed to provide a response to the Audit & Risk Sub-Committee on its decision and recommendations	Finance & IT Manager		Completed	Completed 12/08/26