

DECISIONS/ACTIONS TRACKER

Date of Meeting	Agenda Item	Decision/Action	By Whom	Date for Completion	Completed	Comments/any further action required	
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> <p>Update 26/11/25 - Committee report advising that pursuer's legal fees had now been submitted. Will be discussing with solicitor re: room for negotiation over the fees, as solicitor believes there are some charges that could be challenged.</p> <p>Update 21/01/25 - Committee verbally updated that NE now closed with SHR, works in the property are now complete and data loggers now installed. Signing of the settlement agreement is outstanding and with the pursuant.</p> <p>Update 25/02/16 - Committee verbally updated that the matter of the signing of the settlement agreement remained outstanding. Our solicitor had advised the pursuer had executed the agreement incorrectly. Therefore, a fresh copy has had to be issued.</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		Ongoing	<p>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. The Model EPB still not available by time of October meeting.</p> <p>Update 21/01/26 - following approval of Model EPB Policy, the Handbook will be reviewed further to determine if any others changes are needed.</p>

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.
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 04/08/2026	Ongoing	Due to ongoing staff shortages and workload requirements. The decision has been taken to delay the implementation of the new system until August 4th 2026
21/01/2026	1 - Apologies	Committee approved a 3 month extension of Leave of Absence for K Stevenson	Director	Mid- April	Ongoing	Director will be contacting KS early April to review LOA
21/01/2026	7.1 - Entitlements, Payments & Benefits	Committee approved the offering of an alternative tenancy to an applicant who is closely related to a Committee member	Housing Services Manager	17/02/2026	Completed	
21/01/2026	8.1 - Appointment of Website Developer	Committee approved the proposed costs of a website re-design at approx. £10,000 + VAT and delegated authority to G Mogan and A Innes to appoint the preferred supplier	Corporate Services & HR Manager	31/01/2026	Completed	Third Sector Lab Appointed
21/01/2026	9 - Proposed Rent Increase 2026/27	Following tenant consultation, Committee approved a 4.8% rent increase for 2026-27	Housing Services Manager	01/03/2026	Completed	Notices issued to all tenants 25/02/26
21/01/2026	12 - Membership Applications	Committee approved 1 new membership application	Housing Services Manager	23/01/2026	Completed	
25/02/2026	5.1 - Management Accounts to 31st December 2025	Committee approved the accounts	Finance & IT Manager		Completed	
25/02/2026	9.6 - Section Operational Plans	It was agreed that a report would be provided detailing the outcome of the Cazenove investment in comparison to the interest which would be received via Bank	Finance & IT Manager	29/04/2026	Ongoing	
25/02/2026	10 - Quarterly Review of Strategic Risk Register	Committee agreed that no further changes are required at this time.	Director	N/A	N/A	
25/02/2026	11.1 - Proposed Strategic Objectives & Priorities	Following tenant consultation, Committee approved the proposed strategic objectives and priorities.	Director	25/03/2026	On track	these will be incorporated into the new style BP for Committee's final approval at its March meeting.
25/02/2026	11.2 - Business Plan 2026-31: Draft Sections	Committee considered the draft sections, acknowledging that further changes/fine tuning will be made. Committee concluded it had no changes to propose. Committee approved the revised SWOT Analysis, acknowledging that the full version will be added to the relevant data book. However, a more streamlined version will form part of the new style BP, with this in mind it was agreed Committee will provide its suggestions on the top 10 for each part of the SWOT within the next few days.	Director	25/03/2026	On track	full version will be added to Data Book and the finalised streamline version will be included in the high level, new style BP for Committee's final approval at its March meeting.

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 - May	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.
25/02/2026	14 - Recommendation from Staffing and Health & Safety Sub-Committee	Committee approved the recommendation to make the fixed term part-time post of Finance Assistant permanent.	Director	with immediate effect	Completed	Staff member advised, verbally, by Line Manager that the post will now be permanent. 04/03/26 - Director requested CS&HR Manager draw up the necessary contract for her to sign and issue to the staff member.
25/02/2026	17.1 - additional discretionary public holiday	Committee requested further information prior to making a decision about the additional public holiday declared on 15th June 2026	Director	25/03/2026	On track	Director will speak with TS Manager about contractor arrangements if 15/06/26 is to be given to staff as an additional public holiday