

DECISIONS/ACTIONS TRACKER

Date of Meeting	Agenda Item	Decision/Action	By Whom	Date for Completion	Completed	Comments/any further action required
22/01/2025	11.1 - 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. 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		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	Completed	Date was rescheduled until 06/09/25. Event took place and was successful.
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	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	11.2 - 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	Completed	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	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.
13/08/2025	3 - Management Committee Recruitment	Committee agreed that the two new potential Committee Members should be invited to apply for membership and then submit a nomination form for the AGM	Director	16/09/2025	Completed	Membership applications approved at meeting on 27/08/25. Director to organise nomination forms, which were completed and returned on 02/09/25
13/08/2025	4 - Financial Statements to 31st March 2025	Committee approved the financial statements and authorised them to be signed by P McCann, K Stevenson & G Mogan	Finance & IT Manager		Completed	Completed 13/08/25
		Committee approved the auditors remuneration in the sum of £13,038	Finance & IT Manager		Completed	Completed 13/08/25
		Committee agreed to propose CT Audit Limited be re-appointed for 2025/26 at the AGM	Finance & IT Manager	16/09/2025	Completed	confirmed 16/09/25
		Committee authorised the Chair to sign the Management Response letter for issue to CT Audit Limited	Finance & IT Manager		Completed	Completed 13/08/25
		Committee confirmed that sections 1-22 of the Letter of Representation have been complied with	Finance & IT Manager		Completed	Completed 13/08/25
		Committee agreed to provide a response to the Audit & Risk Sub-Committee on its decision and recommendations	Finance & IT Manager		Completed	Completed 13/08/25
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	5.1 - Management Accounts to 30th June 2025	Committee approved the accounts	Finance & IT Manager		Completed	Completed 13/08/25
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	Update provided 24/09/25

27/08/2025	6.2 - Glenmuir Estate - Flat Refurbishment Tender	Committee approved the appointment of Moogal Contracts in the sum of £408,858.92	Technical Services Manager	12/09/2025	Completed	Acceptance letter issued.
27/08/2025	7.1 - Ending Homelessness Together - Implementation of Local Lettings Plan	Committee agreed a minimum of 45% of lets would be offered to the Homeless Casework Team	Housing Services Manager	N/A	N/A	Decision passed onto staff - no further action required.
27/08/2025	10 - Review of Strategic Risk Register	Committee agreed that no further changes are required at this time.	Director	N/A	N/A	
27/08/2025	11.1 - Proposal for Independent Pension Advice	Committee approved the appointment of Spence & Partners in the sum of £5000 plus VAT	Director	N/A	Ongoing	29/08/2025 - Director emailed company to confirm their appointment and the date for the Committee session 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	Ongoing	Director advised Finance & IT Manager of Committee's decision and to now proceed with arranging a life insurance policy for Rosehill.
27/08/2025	11.6 - Annual Inspection of Registers	Committee inspected and authorised P McCann to sign the Interests, Gifts & Hospitality, Disposals and Fraud/Attempted Fraud Registers	Director	N/A	N/A	
27/08/2025	11.11 - Delegated Authority	Committee agreed to withdraw the funding application with GPAP and cover the full start up cost of £5000 for the Dementia project	Director	29/08/2025	Completed	28/08//25 - notified Housing Services Manager of Committee's decision to withdraw funding application.
27/08/2025	13 - Membership Applications	Committee approved 2 membership applications from non tenants identified during recent management committee recruitment exercise	Director	29/08/2025	Completed	27/08/25 - passed membership applications and signed share certificates to Housing Services Manager. 29/08/25 - email confirmation to 2 potential committee members that membership approved