

Date of Meeting	Agenda Item	Decision/Action	By Whom	Date for Completion	Completed	Comments/any further action required
30/10/2024	6.1 – Treasury	Agreed to postpone review until	Finance Manager	22/01/2025	Completed	Approved at meeting on 22/01/25
27/11/2024	7.3 – Asset Management	Committee advised on intention to purchase software	Finance Manager	31/03/2025	On track	Software contract signed December 12 <sup>th</sup> 2024. Initial meeting with consultant on January 7 <sup>th</sup> 2025. Finance Manager now collating database upload, Anticipated to complete implementation 28/02/2025 for closing of financial year.
27/11/2024	14.3 – Committee Training	Committee approved updated training programme	Director	31/03/2025	On track	January training on PR, Media and Marketing completed.
22/01/2025	4 – Annual Committee Assessments	Annual appraisal surveys to be completed by all Committee members by 05/02/25	Director	05/02/2025	Completed	All paper and online surveys submitted.
22/01/2025	6.1 – Service Charge Review	Committee approved the various revised service charges	Finance Manager	28/02/2025	Completed	Service charges agreed and incorporated into new budget for FY 25/26
22/01/2025	6.5 - Degistration from Construction Industry Scheme	Noted intention to deregister as now Charitable Housing Association	Finance Manager		On track	Letter issued to HMRC on 31/01/25 to instigate deregistration. Expect this will take a few of months to complete. Will contact HMRC monthly for update on progress. Nothing further at this point
22/01/2025	7.1 - Contractor going into Liquidation Policy	Committee noted routine review	Technical Services Manager	03/02/2025	Completed	Updated Policy uploaded to Central Library
22/01/2025	7.2 - Asbestos Management Policy	Committee noted routine review	Technical Services Manager	03/02/2025	Completed	Updated Policy uploaded to Central Library
22/01/2025	7.3 - Decoration & Floor Coverings/Soft Furnishing Allowances Policy	Committee noted routine review	Technical Services Manager	03/02/2025	Completed	Updated Policy uploaded to Central Library
22/01/2025	7.4 - Rechargeable Repairs Policy	Committee approved revised policy following tenant consultation	Technical Services Manager	03/02/2025	Completed	Updated Policy uploaded to Central Library

22/01/2025	7.5 - Tenders	Committee delegated authority to Chair/Vice Chair & Director to appoint winning tenders ahead of next Committee meeting	Technical Services Manager	12/02/2025	Completed	Meeting took place 12/02/25; Chair tabling report at MC meeting 26/02/25
22/01/2025	8.1 - Allocations Policy Review	Committee noted review delayed until March 25	Housing Services Manager	26/03/2025	On track	
22/01/2025	8.3 - Social Housing Survey	Committee delegated authority to Housing Services Manager/Director to submit an appropriate response	Housing Services Manager	31/01/2025	Completed	Copy to be uploaded to decision time
22/01/2025	9.1 - IT Tender Preferred Supplier	Committee delegated authority to Director to select preferred supplier following presentations from top 2	Corporate Services & HR Manager	13/02/2025	Cancelled	Director decided that the outcome of the IT tender should be taken back to Committee for approval, as deadline not as pressing as first thought.
22/01/2025	9.2 - Sexual Harassment Policy	Committee approved new Policy	Corporate Services & HR Manager	31/01/2025	Completed	Policy uploaded to central library following Committee approval.
		Tenancy Agreement to be updated to reflect new Policy	Housing Services Manager	31/03/2025	On track	
22/01/2025	10 - Proposed Rent Increase 2025/26	Committee approved 4% increase following tenant consultation	Housing Services Manager	28/02/2025	On track	Increase spreadsheet for HB completed and returned 23/1/25. Increase letters produced and ready to be posted on 28/2/25.
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	26/02/2025	On track	Initial progress report to February committee meeting
22/01/2025	11.2 - Timetable of Management Committee & Sub-Committee meetings	Committee approved timetable for Apr 25 to Mar 26	Director	N/A	N/A	Timetable uploaded to Board Portal for Committee
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	26/03/2025 30/04/2025	On track	Model Codes and Protocol - March meeting E,P,B Policy - April meeting

22/01/2025	12 - Membership Applications	Committee approved 9 membership applications received	Housing Services Manager	31/01/2025	<b>Completed</b>	Future meetings, certificates will be issued within a week of Committee approval.
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