

Decisions/Actions Tracker

Date of Meeting	Agenda Item	Decision/Action	By Whom	Date for Completion	Completed	Comments/any further action required
22/05/2024	9.1 – ARC 2023/24: Pre-submission Audit	Action Plan to be developed for any work required for subsequent Returns	Corporate Services & HR Manager	By 21/08/24	Completed	Action plan being devised based on feedback from pre-submission audit. Will be shared with management team and finalised then shared with committee at main August meeting (28/08/24).
22/05/2024	10.5 – Factoring Progress Report	A written report to be submitted at the next meeting that covers organisational performance	Technical Services Manager	21/08/24	Completed	Report included in 28/08/24 meeting papers
03/07/2024	4.5 – Membership minutes 21/06/24	Unable to approve the minutes – defer to next meeting	Housing Services Manager	21/08/24		Will be re-submitted at main August meeting on 28 th .
03/07/2024	6.1 – Revised 30 Year Projections	Approved revised projections	Director	N/A	N/A	No further action required
03/07/2024	7.2 – Cyclical Gutter Cleaning – Programming	Approval of Original Stock & SST stock being brought forward in the programme	Technical Services Manager	01/08/24	Completed	Works instructed to contractor; ongoing progress will be reported via standard reports
03/07/2024	8.3 – Arrears Management Policy Review	Approval of new policy, replacing Rent Arrears and Former Tenant Arrears Policy	Housing Services Manager	04/07/24	Completed	Central Library & website updated with Arrears Management policy. Both Arrears

						and Former Tenant arrears policies removed. Staff notified of updated policy.
03/07/2024	8.4 – Equalities & Human Rights Report	Approval of draft Action Plan. Progress reports to be presented at the “quarterly” meetings beginning with August meeting	Housing Services Manager	21/08/24	Pending	Meeting is on 28 August, all committee papers will be issued by end of play on 21/08/24
03/07/2024	9.1 – Special Leave Policy	Approval of revised policy	Corporate Services & HR Manager		Completed	
03/07/2024	10.1 – Review of ICT: Acceptable Use Policy	Approval of revised policy	Director	31/07/24	Completed	25/07/24 - Policy updated with wording approved by Committee for Equality & Human Rights Statement. Updated Policy in Central Library for staff and staff notified.
03/07/2024	10.6 – Initial Preparations for SGM/AGM 2024	Approval of Agendas for SGM & AGM Approval of prizes for Raffle & Bingo Decided K Stevenson, who needs to stand down at AGM and is subject to 9 Year rule, is eligible for re-election at AGM.	Director	26/07/24	Completed	19/07/24 – transferred documents approved by Committee to relevant folder for Customer Services Officer.

03/07/2024	12.2 – Dates for Events	Agreed 15/10/24 for AAS annual committee session. Agreed 23/11/24 for Business Plan annual planning event.	Director	04/07/24	Completed	03/07/24 - confirmed dates chosen by Committee for both events with Linda Ewart. 03/07/24 – calendar invites sent to All Committee Members for both events
Update to Decision Tracker from 3rd July 2024						
22/05/24	6.2 - SHR Return – FYFP (Five Year Financial Projections)	Submission of Return	Director	Original deadline 31/05/24 02/08/24	Completed Completed	30/07/24 SHR had a query from the return which was passed to W+B to deal with, which was completed on 2 nd August. Director then re-submitted on 5 th August. Confirmation email (05/08/24) of resubmission attached