

Decisions/Actions Tracker

Date of Meeting	Agenda Item	Decision/Action	By Whom	Date for Completion	Completed	Comments/any further action required
28/08/24	7.1 – Quarterly Gas Audit	Progress against target section to be added to next report.	Technical Services Manager	27/11/24	On track	Will be included in next progress report
28/08/24	9.1 – ARC Pre-Submission Audit Action Plan	RAG system be introduced for next report.	Corporate Services & HR Manager	27/11/24	On Track	Will be presented to November committee meeting
28/08/24	10.6 - Equalities & Human Rights Action Plan – to 30 th June 2024	Staff equalities information to be gathered.	Corporate Services & HR Manager	Sep 24	Completed	Committee advised task was complete at meeting on 25/09/24
28/08/24	10.7 - Business Plan 2021- 26: Annual Plan 2024/25 – Director’s Plan and Section Operational Plans Q1 Outcomes	Finance Section Operational Plan to be added.	Director	27/11/24	On track	When new Finance Mgr is in post in early October will be asked to review and update in time for November’s Committee Meeting.
25/09/24	9.1 SHR AFS Return	Committee approval not required but submission had to be uploaded to SHR Portal by 30/09/24	Director	30/09/24	Completed	Return submitted on 25/09/24 after Committee meeting. Confirmation email attached

25/09/24	9.2 – Financial Conduct Authority – Annual Return	Return approved for submission online.	Director	31/10/24	Completed	Submitted on 26/09/24. Acceptance email from FCA attached.
25/09/24	10.2 – Rechargeable Repairs Policy	Revised policy approved for tenant consultation	Technical Services Manager	Dec 24	On track	Consultation to take place during late Oct / Nov
25/09/24	12.5 – Annual Performance Report	Draft video report approved subject to minor amendments	Corporate Services & HR Manager	31/10/24	Completed	Uploaded 28 th October 2024
25/09/24	12.6 – 2025 Calendar	Winning drawings selected by Committee	Corporate Services & HR Manager	Dec 24	Completed	Calendar winners selected, notified and mock up calendar approved.
25/09/24	14.1 – Principle Officer's Remuneration Policy	Revised policy approved	Director	14/10/24	Completed	02/10/24 Track changes accepted and updated Policy uploaded to Central Library > Governance and to Board Portal > Resources > Policies > Governance.
25/09/24	14.2 – Annual Rent Review	Session to be incorporated into Annual Business Planning event on 23/11/24 to enable decision to be made on 27/11/24	Director	23/11/24	On track	Managers briefed at Mgt Team meeting on 04/10/24 of plans to include annual rent review as part of annual BP event.

25/09/24	14.3 – Annual Committee Appraisals	Approved light touch review for 2025	Director	14/10/24	Completed	Emailed OG at SHARE on 03/10/24 to confirm light touch review for 2025 appraisals and reaffirmed timetable for appraisals.
25/09/24	14.4 – Constitutional Change	Approved revised logo and letterhead	Director	As soon as possible	Completed	Supply of revised letterhead delivered. New external signage delivered. Revised tenancy agreement template received.