DECISIONS/ACTIONS TRACKER

Date of Meeting	Agenda Item	Decision/Action	By Whom	Date for Completion	Completed	Comments/any further action required
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/ Awaiting confirmation**	All forms required now complete and submitted to CT for progression.
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	Chief Executive Officer	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. **Update 20/5/26 -** Director requested update re: filling vacancy, no response to date. Agreed this should be pursued periodically e.g 3 monthly. **Update 19/8/26** - A further update request sent. Vacancy has still not been filled, as far as we are aware.
29/04/2026	12.1 - Draft Committee Training & Development Programme 2026/27	Committee approved the programme	Chief Executive Officer		**On track**	Update training programme with additional topic as decided by Mgt Comm
24/06/2026	6.1 - 100 Peat Road - Options	Committee approved the refurbishment of this property as a 5 bedroom family home.	Technical Services Manager	Ongoing	**Ongoing**	Will become an extention to the existing one off refurbs contract
26/08/2026	11.5 - Chief Executive's Report	Committee approved the introduction of a salary sacrifice option for all staff for electric vehicles	Chief Executive Officer		**On Track**	Policy to be approved and implemented before going live. All staff interested in the scheme will have elligiblity checks completed before accessing live system.
26/08/2026	11.6 - Proposed Rebranding Concept	Committee approved the rebranding proposal to be put out for consultation to staff and members.	Chief Executive Officer		**On track**	Consultation with staff, tenants and residents now complete. Now to be rolled out in a phased basis.
30/09/2026	3 - Annual Signing of Governance Documents	Signing of revised Code of Conduct, Declarations of Interests Form and Eligibility Declaration	Chief Executive Officer	N/A	**On track**	Absent Committee members still to sign
30/09/2026	4.1 - Election of Chairperson	Committee approved the election of Paula McCann	Chief Executive Officer	N/A	**Completed**	
30/09/2026	4.2 - Election of Vice Chairperson	Committee approved the election of Joyce Gallen	Chief Executive Officer	N/A	**Completed**	
30/09/2026	4.3 - Election of Secretary	Committee agreed that G Mogan should fill this position	Chief Executive Officer	N/A	**Completed**	
30/09/2026	5.1 - Formation of Staffing and Health & Safety Sub-Committee	Committee approved J Gallen, H McLatchie, A Greene and Z Bradley to serve on this Sub-Committee	Chief Executive Officer	N/A	**Completed**	
30/09/2026	5.2 - Formation of Audit & Risk Sub-Committee	Committee approved S Bannerman, D Wilson, A Greene and N Finlayson to serve on this Sub-Committee	Chief Executive Officer	N/A	**Completed**	

30/09/2026	8.1 - FCA Annual Return	Committee confirmed personal information was correct and approved the return to be submitted.	Finance & IT Manager	14/10/2026	**Completed**	Mutuals confirmed acceptance and upload on 14/10/2026
30/09/2026	11.1 - Annual Performance Report	Committee approved the first draft of the video report noting that some additional minor changes will be made before distribution	Corporate Services & HR Manager	31/10/2026	**Completed**	
30/09/2026	11.2 - Unacceptable Actions Policy	Committee approved the revised policy	Corporate Services & HR Manager		**Completed**	
30/09/2026	11.5 - Annual Resigning of H&S Manual Documents	Committee authorised the relevant Committee members to sign the appropriate section of the manual	Corporate Services & HR Manager		**On track**	Absent Committee members still to sign