

DECISIONS/ACTIONS TRACKER

Date of Meeting	Agenda Item	Decision/Action	By Whom	Date for Completion	Completed	Comments/any further action required
27/11/2024	7.3 – Asset Management	Committee advised on intention to purchase software	Finance Manager	31/03/2025 - Revised 30/04/2025	Completed	Software installed 02/04/2025
22/01/2025	9.2 - Sexual Harassment Policy	Tenancy Agreement to be updated to reflect new Policy	Housing Services Manager	30/06/2025	On track	Wording been agreed - awaiting printed tenancy agreements.
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.
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	TBC	N/A	As of 21/05/25 Model E,P,B Policy still not available
26/02/2025	12.3 - Director's Report	Committee approved donation of £200 to Pollok Children's Centre subject to required information being received	Director	N/A	On hold	The project has still not responded to the request for additional info.
26/03/2025	8.1 - Allocations Policy Review	Committee approved the revised Policy for consultation	Housing Services Manager	30/05/2025	Completed	Consultation report being presented to committee 25/06/25.
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
30/04/2025	8.1 - Damp & Mould Case	Committee decided that matter would be discussed further at its May meeting once Technical Services Manager and Director has met with our solicitor and independent expert.	Technical Services Manager/Director	21/05/2025	Completed	Further report for May meeting, providing an update on the outcome of meeting with solicitor and independent expert witness. Based on report and discussions at meeting, Committee decided to settle case. See separate entry for agenda item 6.1 - Damp/Mould Case for current position.
		Committee noted the matter is potentially a NE and Director will update it at its May meeting once she has spoken with Regulation Manager.	Director	21/05/2025	Completed	Director contacted Regulation Manager on 01/05/25 to discuss the matter and it was agreed that a NE should be submitted which was done on 02/05/25. A message sent to committee on 02/05/25 but was formally reported at the May meeting. The NE will remain open until the case has concluded.
30/04/2025	13.2 - Draft Committee Training & Development Programme 2025/26	Committee agreed the programme for 2025/26 and that 1 to 1 sessions will be held to discuss individual training needs	Director	by end of May 2025	Completed	All 1-2-1 sessions held before the end of May.

30/04/2025	13.3 - Committee Skills Gap Assessment	Committee agreed a general recruitment advert be placed for co-optees with emphasis on skills in asset management or finance	Director	by 27/05/2025	Completed	Advert placed with Scottish Housing News and Scottish Financial News and, posted on LinkedIn. Closing date 09/06/25.
21/05/2025	5.1 - Management Accounts to 31/3/25	Committee approved the accounts	Finance Manager		Completed	Added to evidence bank on website
	5.2 - SHR FYFP Return	Committee approved the return for submission online	Director	by 27/05/25	Completed	Submitted on 22/05/25 - confirmation email attached.
	5.3 - Loan Portfolio Return	Committee approved the return for submission online	Director	by 27/05/25	Completed	Submitted on 22/05/25 - confirmation email attached.
	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.
	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	On track	
	8.2 - ARC 2024/25	Committee approved the return for submission online	Director	27/05/2025	Completed	Submitted on 27/05/25 - confirmation email attached.
	8.3 - ARC 2024/25 - Stock Return	Committee approved the return for submission online	Director	27/05/2025	Completed	Submitted on 27/05/25 - confirmation email attached.
	10 - Review of Strategic Risk Register	Committee decided that no further amendments required at this time	Director	N/A	N/A	No changes required to register following Management Committee review.