



**Please note compliance with Scottish Housing Regulator's Standards and Freedom of Information requirements at end of these minutes**

Minutes of the Committee of Management/Board of Blue Triangle (Glasgow) Housing Association Ltd, in person and via MS Teams, Glasgow on Thursday 23<sup>rd</sup> November 2023, 10:30 – 12:30.

1. **Present** Action  
In person: Mr J McNaughton (JMcN - Chair), Mr J Pow (JP – Vice Chair), Ms M Gibb (MG), Ms R Harper (RH), Mr M Trant (MT)  
Via Teams: Ms E Campanaro (EC) and Ms MC Gair (MCG).
2. **In Attendance**  
In person: Mr Gary Meek (GM), Ms L Keegan (LK), Ms L Munro (LM), Ms G Longmire (GL) and Ms L McElroy (LMcE – minutes).
3. **Apologies**  
Mr J Lloyd (JL), Ms H Ward (HW) and Mr D Stewart (DS).
4. **Conflict of Interest**  
None.
5. **Minutes Approval: 28<sup>th</sup> September 2023**  
Chair Update: minute should read 'MG will step into Chair of Remuneration committee post going forward'.  
  
Minutes were approved with this amendment and will be uploaded with **LMCE** appropriate redactions.
6. **Matters Arising**  
None.  
  
Following voting at the last meeting, it was confirmed that the Chair post will be held by JMcN and Vice-Chair by JP, initially for a period of six months. This will be reviewed at March 2024 meeting prior to 6 months period.  
  
JMcN welcomed GM to his first COM as CEO. As part of discussions JMcN, JP and GM will review the format of COM papers to ensure members are getting the most out of these sessions with focussed discussions.
- 6.1 **Services: Positive Updates**  
The Hub: Our Falkirk service was officially launched yesterday with an event attended by supported people, staff and partner organisations as well as the Lord Provost. The work undertaken by S Cranston, Service Manager, B Cassidy, Assistant Manager and the team at the Hub has been fantastic and the service is operating well.  
  
Hamilton: Learning Hub opening in this service for supported people to have digital access to support them in preparing CVs, accessing educational materials and online learning. This access builds on the positive relationships built within the service to provide this additional support.



East Lothian Services: Port Seton service welcomed Sully the labradoodle as part of their pet therapy programme with the Canine Concern Scotland Trust. These are monthly sessions for supported people to engage with.

Somerset Place: Linked in with The Venture Trust to engage supported people in activities such as rock climbing and looking to expand to abseiling/sailing in the summer.

Glasgow Services 16+ Review: This has been underway since March 2023. Service Managers at Somerset and Shettleston met with Commissioner in November 2023 for feedback which was very positive and outlined the various work undertaken in these services. Outcomes and service provision contracts are due in March 2024 and we look to retain these.

Paisley: Summer house has been built at Bruce Court. DS and his team will be painting and wiring for electricity.

Staff in Paisley services will be donating gifts to the Brightest Star charity this year instead of running their secret Santa.

Renfrew and Paisley teams are collecting for foodbanks in December so will be taking in donations.

Clydebank: Received a donation of 20 tickets to the Iconic Glasgow Grand Central Station tour for staff, current and ex supported people to attend in December.

Viewpark: LM shared positive feedback from staff member at Viewpark relating to support provided. JMcN noted the importance of support not only for those who reside in our services but our staff members.

## 7. **FOR APPROVAL**

### 7.1 Pensions – Salary Sacrifice

GM discussed proposal, noting that the government announcement re NI in the new year will have a positive impact on possible savings from this approach to pensions.

COM were asked to approve the gathering of data to back up the proposed change of pension accounting.

JMcN noted the importance of reviewing the possible impact on staff earning close the thresholds to ensure there is no negative impact, also have to factor in benefit programme which links to salary sacrifice for options such as cycle to work scheme, tech purchases. These payments would need to be considered as there is no differentiation of pension from other salary sacrifice options in terms of total value.

Approved for updated figures to be sought and brought back to committee for further discussion prior to approving any change of treatment. As part of

**GM/GL**



this review we will request an update on the Death in Service benefit benchmark as our terms were below comparative organisations.

**8. FOR DISCUSSION**

**8.1 Standing Orders**

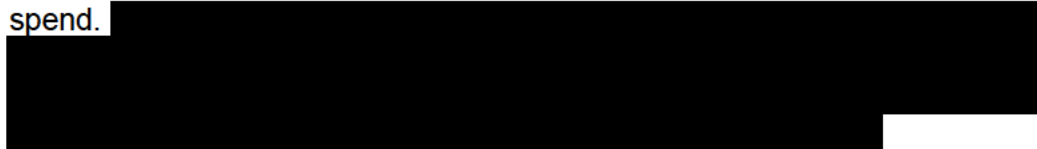
Terms of reference were shared at committees. Following discussion at FIA it was proposed that we ensure an annual evaluation of committee effectiveness is incorporated into these.

In addition, we will be creating a tracker of actions which align to the remits to aid these reviews, in addition to committee member feedback.

These will be reviewed further and brought back to committee in January for discussion/approval. **LMcE**

**8.2 Forecasted Year End Out-turn based on September Management Accounts**

Current forecast is showing a deficit of £660K. GM has started a review of all spend.



RH noted that COM did approve planned investments relating to IT etc under Central Support costs, however there is not proper reporting of the investment spend within budget lines.

EC advised that each sub-committee appears to see different figures, whereas they should all be the same, meaning there's no clear profit/loss view.

GM has requested breakdowns of each service outlining income, staffing costs, outgoings as well as a contract review of hours delivered (over/under contracted terms). **GM/JL**

There will be a deficit at year end, confident this will not be at the £660K as actions have already been taken to mitigate. West Dunbartonshire, Bonhill service is, at this date, full.

Recommendations to reduce the deficit will be prepared by SLT and shared with COM. There may be a requirement for a meeting to be called prior to January scheduled date to allow approval of proposals.



**GM/JL**

Going forward, budgets will come to SLT, 2 weeks after month end and have a traffic light system for actual and budgeted spend showing whether red, amber or green for discussion prior to coming to the COM.

[REDACTED]

[REDACTED]

Communication with managers is key, there was a period where accounts were shared, this has restarted and managers will have overview of their position

MCG requested that forecasting outlines when we will be out of deficit position.

JP advised the required work should be concluded in no more than 4 weeks as a priority

JMcN advised that by end of year - Dec 23 the COM require a clear outline of actual spend and position with a forecast for year end based on accurate budgets with reviewed assumptions.

**SLT**

## 9. **FOR INFORMATION**

### 9.1 CEO Update

GM provided update.

VSDAA: LK and A Melvin (AM) attending meeting on 16<sup>th</sup> November and group keen to engage further. Next meeting taking place at Blue Triangle on 9<sup>th</sup> January 2024. Involvement in this allows us to participate with ADP.

Elevate: Linking with Somerset Place to link young people into pre-employment skills, confidence building, literacy skills etc. This is a pilot and if successful we would look to secure funding to roll this out across all our services.

Atrium Homes (E. Ayrshire RSL): LK and GM met with Atrium to look at opportunities.

CORRA E. Ayrshire Project: GM and LK Viewing of a 4 in a block in Newmilns on 24/11. Successful purchase of this would allow project to commence.

Discussion at FIA to take place re ringfencing of funds to allow purchases such as this to be progressed quickly in link with an investment appraisal linking to our risk strategy.

**LMCE**

Discussion to take place with South Ayrshire re the prospect of developing this same model in this LA.



Oban: GM and LK attending partners meeting on 27<sup>th</sup> November regarding the housing crisis in this local authority. Followed by a meeting with Argyll and Bute Council on Tuesday, 28<sup>th</sup> to discuss possible developments.

Falkirk: Notification that we are in the standstill period for Lot 2 (not to be discussed outwith COM).

Social and Sustainable Capital: LK and GM met with group to discuss process. A meeting will be arranged outwith COM with M Gibb to discuss these types of opportunities as there may be alternatives. **LK**

COM Agenda: Will be split as outlined within CEO to reflect confidential matters. JMcN proposed a management summary be included at the start of each paper and clarification of exactly what is needed from COM to streamline discussions.

Where a paper is purely for information this will be reflected and be open for questions – these will be requested via email by a cutoff date for submission to GM and JMcN and brought to COM. **LMcE**

Where possible, options should be given within papers to allow COM to have a full overview of what outcomes are available. What is the risk attached in not taking action. COM agreed to this approach to ensure informed decisions are made. **GM/LMcE**

## 9.2 Pipeline, New Services and Contracts

LK noted active quick quote which was shared by West Dunbartonshire Council. This is a £40K annual income linking into the councils Housing First programme. We are building on the relationship with the council in terms of voids and repairs and as such would look to submit to maintain this progress.

Falkirk Lot 2: Standstill period has been notified and pending no issues will be confirmed on 4<sup>th</sup> December. This remains confidential until this date.

Renfrewshire retender: no notification received as yet [REDACTED]

## 9.3 Quality of Buildings: Health and Safety

Additional standing item will be added to the agenda on Health and Safety. Board representative should be on the H&S Committee, or consideration should be given to a specific committee. Review remits to ensure this is adequately covered.

Outline paper to be circulated to COM showing the clear chain of command for responsibility and accountability and tracking of matters (including safeguarding) showing any issues/breaches and actions taken/rectifications. **GM**

COM Training priority on responsibilities and safeguarding. GL will check what training has been allocated to members via THRIVE. JP will share training pack with GL from other organisation for reference. **GL JP**





Consideration to be given to an audit of governance. LMCE to check if an audit has been carried out by internal auditors **LMcE**

Viewpark: tender out for quotation for replacement windows.

HMO: Work ongoing at Bonhill service with W. Dunbartonshire council to make required repairs to service.

Insurance: Still awaiting confirmation liability relating to claim submitted against E. Kilbride service. Information has been shared with insurance broker/investigator.

9.4 Corporate Risk Tracker

Risk register was reviewed by SLT, however with GM in post a full review will be carried out to ensure it reflects all potential risks and mitigating factors. **GM**

All COM papers going forward should, where possible, be linked to a risk to identify what areas the outcome will mitigate a risk.

9.5 Corporate Action Tracker

KPI's: Full review of contracts and budgets to help identify appropriate KPI's for measurement throughout the year. **SLT/LK lead**

**10. Sub-Committee Reports**

10.1 Delivery & Change subcommittee (16<sup>th</sup> November 2023)

Minute noted by committee.

10.2 Finance, Investment and Audit sub-committee (16<sup>th</sup> November 2023)

Minute noted by committee. Noted appointment of Azets as our external auditor following completion of tender activity.

**11. Policies for Approval**

None.

**12. Chair Update**

New Board Member Recommendations

JMcN will share CV's of two proposed appointments to COM. We will be re-advertising for more members and encourage COM to circulate round their networks. **JMcN**

**13. A.O.C.B**

Business Plan: Standing item on agenda from January 2024. **LMcE**

Code of Conduct: Circulated to COM for approval. No amendments other than rewording to ensure language is the same across all policy and governance documents e.g. supported people not service users. Document will be shared for signature after meeting. **LMcE**

**14. Date of Next meeting**

25 January 2024



Next Committee Meetings:  
Development and Partnership Committee *4th December 2023*  
FIA Committee – *18th January 2024*  
Delivery and Change Committee *18th January 2024*

Signed: Jonathon McNaughton, Chair

Dated: 25<sup>th</sup> January 2024

The COM minutes may be required to be posted on our external website to comply with Scottish Housing Regulator guidance and Freedom of Information legislation. Should we be asked for information in relation to this meeting. Text will be redacted and the reason for redaction noted below.

<b>Page</b>	<b>Section</b>	<b>Reason</b>
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