



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 25th January 2024, 10:30 – 12:30.

1. **Present** Action
In person: Mr J McNaughton (JMcN - Chair), Mr M Trant (MT), Ms H Ward (HW), Ms K McLaughlan (KM) and Ms S Randell (SR)
Via Teams: Ms E Campanaro (EC) and Ms MC Gair (MCG) and Ms M Gibb (MG)
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 Pow (JP – Vice Chair), Ms R Harper (RH),
4. **Conflict of Interest**
None.
5. **Minutes Approval: 23rd November 2023**
Read and approved. Will be published to website with appropriate redactions. **LMcE**
6. **Matters Arising**
Ratification of COM Members
JMcN formally welcomed KM and SR to their first COM meeting. Share certificates issued.
 - 6.1 Services: Positive Updates
LM noted the work of staff over the festive period dealing with a number of incidents and going above and beyond to support those in our services.

Clydebank: staff arranged a go-kart day for supported people through links with local business. A social event will be arranged by the organisation to raise funds for the service. Staff linking with KD, Comms and Engagement Manager.

Oban: Sorcha CORRA Project: UHI Argyll College are attending the service three days a week to work with supported people and delivery Life Skills training which is accredited and certificated.

Hamilton: four unaccompanied young people in our service for 18 months are now preparing to move on to tenancies following receipt of visas and residency. Staff have built knowledge during this process which will be beneficial to others in the same circumstances going forward.



Falkirk: First supported person now moving on from the service to student accommodation as part of their education through support from social work and Blue Triangle team.

Bruce Court, Paisley: GM and LM visited service on 24th Jan. Supported people within this service continuing their education supported by staff to ensure they have the tools to focus on studies. Supported people also securing employment.

SR commented on the positive updates in comparison to the significant incidents and these are a credit to the teams at the services. Staff go above and beyond. GL noted the positive impact staff have on supported people.

JMcN encouraged members to arrange visits to services.

7. **Health and Safety Update**

7.1 Reporting Procedure

Record management system will be implemented to track reporting of incidents, accidents and safeguarding matters. This will allow us to flag recurring issues that may impacts of staff, supported people and visitors. Files are all currently manual exercise (stored on Sharepoint) and reviewing SHARP system as an option to streamline reporting. Meeting scheduled with CDP Soft to look at options for adding forms.

LK to share systems used in organisation with KM.

LK

8. **FOR APPROVAL**

8.1 Pensions: Salary Sacrifice

GL shared an update on process carried out [REDACTED] [REDACTED] oing forward will be BAU with opt out for pension scheme for new staff. [REDACTED]

COM approved progression of this project.

8.2 Newmilns Proposal Ratification

Following discussion outwith COM due to timeframe to submit offers this is brought to COM for formal ratification of decision. Offer was submitted as agreed based on proposal. Unfortunately we were unsuccessful in securing the property and suitable alternative was identified and proposal paper is brought to COM under 8.3.

8.3 Property Investment Request

[REDACTED] Purchase would be done through a transfer of cash out of investment which will transfer to cash to buildings asset. Income from the operational service will then be a return back to cash through the service budget.

[REDACTED]

Shift patterns being reviewed for the project with consideration of 12 hours to aid staffing need and initial plan would be to link to our Kilmarnock registration as a variation.

LK noted that the South Ayrshire Alcohol and Drug Partnership (ADP) are working with us to submit a bid for a similar type of delivery model.

[REDACTED]

COM approved submission of offer based on option 1 within the proposal **LK**
paper.

9. FOR DISCUSSION

9.1 E-Learning – Thrive

Review of learning undertaken and relevant elements are all available for COM members to access. COM encouraged to login and work through these sessions.

Issue with audiences for the alerts means we cannot currently send COM specific emails, therefore all updates are sent to all registered users. This has been raised with THRIVE and will look to find a solution.

Link to THRIVE will be resent to all members, and new members will be added. **GL**

8.2 KPI's

Outline of new KPI's shared with COM for information. IT support contract will be tendered in due course and KPI data will form part of this project. Data is being compiled at present and target levels will then be set for each KPI.

Discussion taking place with CDP Soft as to what SHARP system can do to assist in this process.

10. FOR INFORMATION

10.1 CEO Update

Report noted for information.

[REDACTED]

HW noted thanks to LM and team for the work with Care Inspectorate for Lomondside review.

10.2 Business Plan



LK progressing, met with Electrify to review process to identify values etc. These will remain.

Overarching plan will be generated for upload to website, we will then have a visual strategy to share with staff.

Our aims will be replaced with commitments for the next 5 years:

- ▲ Committed to improving the lives of those we support
- ▲ Committed to enhancing the communities in which we work
- ▲ Committed to ensuring resources are reinvested to support future developments.

LK advised there will be tangible outcomes for each year and a refresh will be carried out in 27/28 which will link in with our KPI's

10.3 Staff Survey Engagement
Report noted for information.

Action plan will be developed with managers.

10.4 Pipeline, New Services and Contracts
Successful Homes First submission for West Dunbartonshire.

[REDACTED] If we are successful there will be no further tender submissions this year. Discussion taken place with Care Inspectorate in terms of registration requirements if successful due to timeframe for contract commencing.

Falkirk Lot 2: Referrals due to commence in March 24. Properties have been identified and viewed. Further investment request will be circulated to COM and will reflect the impact with today's approval for Dalmellington, to allow this to progress

LK

SASH Funding: application to be submitted to allow consideration at their Board in March 24. If approved we would have funds in April 24.

Investment Strategy: being developed to allow us to have a plan of investments to remove the need for individual papers. Ring fenced funding within the budget to be agreed.

GM/LK

10.5 Quality of Buildings: Health and Safety
Noted for information. Cyclical maintenance plan being developed linking to 5-year budgets.

10.6 Corporate Risk Tracker

10.6.1 Proposed Risk Register

COM noted the revised documentation. Amendments to be made:

- ▲ Risk owner/team (Accountable) and Action owners (responsible)
- ▲ Timescale for action



▲ Ranking of risk by total score

10.7 Corporate Action Tracker
Read and noted updates.

11. Sub-Committee Reports

11.1 Delivery & Change subcommittee (18th January 2024)

Minute noted. TOR for Supported People Engagement group will be shared with members. **LM**

11.2 Finance, Investment and Audit sub-committee (18th January 2024)

Minute noted.

12. Chair Update

12.1 Board Recruitment

JMcN sought volunteers to assist with the process. EC and MCG – JMcN will reach out following meeting. **JMcN**

Proposed reaching out to HR teams in accountancy firms as it may align with ESG commitments and may be encouraged to apply if comes from within their organisation. Construction industry input also required.

13. Any Other Business

Expenses Policy

Policy was reviewed at FIA and amendments made. COM approved update.

14. Date of Next meeting

28 March 2024

Next Committee Meetings:

Development and Partnership Committee *26th February 2024*

Delivery and Change Committee *7th March 2024*

FIA Committee – *21st March 2024*

Signed: _____

Dated: _____

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.

Page	Section	Reason
2	8.1	Pension – financial information
2-3	8.3	Investment – Financial and funder information
3	10.1	CEO Update – Identifiable information
4	10.4	Pipeline – tender value information