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Minutes of the Committee of Management/Board of Blue Triangle (Glasgow) Housing Association Ltd, in person and via MS Teams, Glasgow on Thursday 28th March 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), Ms E Campanaro (EC), Ms R Harper (RH) and Ms M Gibb (MG)
- 2. In Attendance**
G Meek (GM), L Keegan (LK), L Munro (LM), G Longmire (GL), P Fee (PF) and L McElroy (LMcE).
- 3. Apologies**
J Pow (JP) and MC Gair (MC)
- 4. Conflict of Interest**
None.
- 5. Minutes Approval: (25th January 2024)**
Update reference to initials – KD.
7.1 – 'impact' not impacts. Minutes were read and approved with these changes. Minutes will be uploaded to website following appropriate redaction. **LMCE**
- 6. Matters Arising/ Corporate Action Tracker**
GM updated.
B199: in progress
B200: PF will update on work in Finance team
B205: H&S minute brought to committee. More in-depth reports will come to committee. LK report will include these aspects at the meeting. COM member should have H&S ownership to have oversight. GL noted that content of report to Delivery and Change be enhanced and refined and COM ownership lies there. MT noted review in 6 months to be carried out. **GL**
B209: KPI development ongoing with planned integration with system to pull data going forward.
Training link resent to COM members to complete training. Campaign update alerts switched off, only emails should relate to required training. Status of COM training will be checked after meeting, **GL**

6.1 Services: Positive Updates
Care Inspectorate: Charles Brownlie unannounced inspection carried out with an excellent outcome of 5's for areas reviewed. This service is across three locations and staff have worked hard to embed processes and policies.

JMcN will email on behalf of COM to the staff to recognise the work they have done. LM will share with JMcN. **JMcN**



Participation and Engagement Meeting: Ongoing with supported people engaging (SP). Great input with ideas to take forward. Flyers gone to all services for feedback from SP's.

Abercorn: bag packing at Morrisons to raise funds for Easter. Raised just under £100 and received donation of eggs for all SP from Morrisons.

Street Soccer: Number of SP from Holland Street engaging with this activity. Very well attended

Paisley Hub: Number of young SP's in service and this hub gives them access to IT, Wi-Fi to allow them to continue their studies/homework. Shettleston are keen to create a hub for their SP's and are raising funds through the Kilt Walk.

Renfrew: SP from 96/97 revisited the service to meet with Service Manager who supported them during their time in the service.

SP who has recently moved on to tenancy and fed back on positive feedback on the support provided. Positive stories are shared with staff on the fortnightly newsletter.

Service Visits: GM/LM visiting final service tomorrow to Renfrew, proposal to engage previous SP with COM. **LM**

Future engagement: SP are asked if they want to be involved when moving on from the services.

Lanark: Complex support provided with lowest staffing hours. Manager attends problem solving group with other agencies in the local authority. Recognised at this meeting the work done by the Lanark team to support those in the community. JMcN will reach out to this staff team. **LM**

7. **Health and Safety Update**

No further update, covered under item 6.

8. **FOR APPROVAL**

8.1 **Chair/Vice Chair Formal Election**

Initial interim period of 6 months. Vote on continuing with arrangements with further discussion at the closed session should either post be voted as not continuing.

JMcN will arrange meeting with KM and SR with JP.

Noted attendance report. This flags patterns of attendance at the committee and sub-committee meetings and continues to be monitored.

8.2 **Social Investment Strategy**

LK provided background on this document. Relates to purchase of property and draw down of funds if we are approved from application. This paper was discussed at FIA and is brought on the committee recommendation for



approval to progress our application. If successful we would look to form a working group to identify targeted local authorities for property purchases.

MG sought clarity if we are not successful in the application for Social funding. Will other charity loan financing options be sought as the next option – GM advised yes, this would be the next step, However, if successful with the application this next step may still form part of the wider strategy.

Committee approved application submission.

**8.3 Policies for Approval:
Fundraising Complaints Policy**
Policy approved.

On-call Policy
Policy approved. Updated to reflect new system.

Business Continuity and Disaster Recovery Policy
Policy circulated to COM due to issue opening file. Comment to be fed back to LMCE.
Implication of specific systems going down/access being lost.

Should a GDPR notification of breach be received, this would be circulated immediately to COM. Scottish ICO stats will be included in CEO report going forward to ensure COM have oversight. **LMCE**

Mock run through for potential breaches to be run in organisation.
Response to Cyber Attack to be outlined as a critical incident, who is involved in the process.

9. FOR DISCUSSION

9.1 Standing Orders – Committees

LK discussed. Development and Partnership committee business proposal to bring to FIA as this is the process for recommendations for approvals to go to COM. Working Group will be formed as part of the Strategy document.

Criteria set for new business proposals has been refined to remove considerations for tender at organisation level if not beneficial.

Separate discussion with Committee chairs to focus on options. What do we need the groups to do. Proposal will then come to COM.

9.2 2024/25 Budget

Budget prepared from bottom up with aim to achieve surplus.

Request for COM to approve the budget with quarterly reporting to the COM with reforecast or variations. Assumptions in planned budget with documentation for these as to how the numbers have been arrived at.



MT proposed budget be approved to allow work to commence internally. PF proposed continuing with operational expenses to be met with quarterly reforecasts provided with time to review.

Assumed income increases – justification commentary on these to be shared with COM to understand the change and rationale. Ballpark dates of when we expect confirmation of values to be included. **PF/LK**

Continued operational spend approved with follow up data shared.

10. FOR INFORMATION

10.1 Internal Audit Plan (Wylie and Bisset)

Read and content noted.

10.2 CEO Update

Read and content noted.

10.3 People Policy Update

Legislative amendment noted

10.3 Business Plan

Will be drafted in April.

10.4 Pipeline, New Services and Contracts

Content noted.

10.5 Quality of Buildings: Health and Safety

Content noted.

10.6 Corporate Risk Register

Content noted.

11. Sub Committee Reports

11.1 Development and Partnership 26th February 2024

Noted.

11.2 Delivery & Change sub committee 7th March 2024

Noted. HW indicated the change in culture has led to staff feeling comfortable raising concerns.

Noted high volume of incidents within services.

11.3 Finance, Investment and Audit sub-committee (21st March 2024)

Noted.

12. Chair Update

None.

13. Any other Business



14 Date of Next meeting

Next Committee Meetings:

Remuneration Committee – 2nd May 2024

FIA Committee – 16th May 2024

Development and Partnership Committee – 10th June 2024

Delivery and Change Committee – 13th June 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