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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 30th May 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), Ms E Campanaro (EC), Ms MC Gair (MCG)
Teams: Ms S Randell (SR), Ms R Harper (RH) and Ms J Neilson (JN).
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 M Gibb (MG)
4. **Conflict of Interest**
None.
5. **Minutes Approval: (28th March 2024)**
Minutes read and approved.
6. **Matters Arising/ Corporate Action Tracker**
JMcN welcomed JN to her first formal meeting as our newest COM member. Share certificated issued.

Management Accounts: Target under 2 weeks of month end. On track for May accounts to be out within first 10 days. Noted issue with balance sheet on system but this is being worked on. Remaining In Progress on tracker.

6.1 Services: Positive Updates

LM provided update.

Management Position: Paisley service has been filled by a previous employee who is returning to Blue Triangle. Joining in July 2024. Common message from staff returning is the ethos and core of the organisation approach to support.

Somerset: Management team linked in with Civil Engineering company who heard about the work we do through a local business. Looking to make weekly donation of food/activities for supported people. Donated computer system to the service for SP use.

Lanark Nightshift worker retiring today. Advert for post and an ex-SP has been recruited following shadowing of post. Support received encouraged to move into this work.



Sainsburys and Argos grant donations received to this service for SP activities.



Alexandria: Housing First tenancy linking in following move from the service which has the ongoing trust and link with support staff from time in Alexandria. Successful tenancy at this time which is positive for the individual.

Clydebank: Linking in with theatre, tickets secured for staff and SP to attend show and have dinner as well as taxi costs covered.

Falkirk: Two supported people in our outreach flats. Two individuals in the service has been identified for tenancies. Two other individuals have been granted their right to remain.

Agency Use Significant reduction in this expenditure with work alongside managers and staff through the use of [REDACTED] Services cannot book agency without authorisation.

50th Anniversary: Meeting took place, event will be held for supported people and staff. Wiston Lodge has provisionally been booked for 8th August for our big event.

SR asked for information to be shared on positive stories. SLT will discuss with KD to link this information for sharing. **SLT**

7. Health and Safety Update

GM advised SLT are advised of incidents daily. SLT receive weekly tracker of incidents that occur to ensure overview. Allows us to pick up on actions.

8. FOR APPROVAL

8.1 Five Year Financial Projection

Regulatory return. Circulated to FIA with amendments made as outlined on cover paper.



Document brought to COM for approval prior to submission.

MG raised a couple of queries on the submission. Maintenance costs as 0 across all years. Final version will be circulated to committee after meeting for response for approval. **LMcE**

8.2 Annual Return on the Charter

For committee information. Data in line with previous submissions.

Committee approved for submission to SHR.

LMcE

9. FOR DISCUSSION

9.1 Finance Update/April Management Accounts

LK noted update circulated to committee in advance of meeting.

[REDACTED]

[REDACTED]

GL advised no claim for pay increase has been received from Unison. Meeting will be scheduled end June/start of July. Negotiation will commence on receipt of claim.

Establishment report is the staffing capacity report where staff are across various cost centres. Allows comparison of actual verses budget. Changes in staffing will ensure we know what funding is available.

MT noted the loss of income for voids at Renfrewshire properties is higher than areas with larger void percentage. Noted importance of reviewing both of these. PF all cost centres have been looked at to take into account income to allow discussions with commissioners.

Year-end deficit of £590K.

Treasury report- RBS negative balance was a process timing error with payment made in wrong period.

Absence rates: GL advised no target in place. Supporting managers in reducing rates. Launch of new absence management policy on Monday, 3rd June. Short term persistent absences will be managed using the Bradford factor with triggers based on points. Sitting at around 6% absence level (average around 7-9% in general).

PF left meeting at 11.41.

9.2 50th Anniversary

Planning commenced for events. Looking at options for engagement with partners. Civic Reception and Holyrood event to mark the year.



In terms of COM engagement will be provided with updates and keen for members to be involved.

Year planner will be prepared commencing in January 2025. MT noted that the ongoing provision of services should be highlighted as the circumstances haven't changed for society and need government engagement to tackle the ongoing issues. The events will be a celebration of the positive impact services have had on individuals.

Consideration of language used in comms. Participation committee involved in the planning so its appropriate for the supported people.

SR asked what was done to mark the 25th /40th anniversaries to recreate/involve the same individuals.

9.3 Board Strategy Session 2024

Proposal to hold a second session for the Board/COM on the day of the proposed November date – 21st. Planning going forward will be a strategy day in the schedule with external facilitator. Calendar invite will be shared.

LMcE

10. FOR INFORMATION

10.1 Blue Triangle Strategy

Noted.

10.2 CEO Update

Noted content of report. Highlighted the death of a supported person within our Renfrew service in April 2024. Staff engaged with family and support and debrief provided to staff. Reported to SHR and Care Inspectorate and appropriate third-party agencies.

10.4 Pipeline, New Services and Contracts

Noted.

10.5 Quality of Buildings: Health and Safety

Noted.

10.6 Corporate Risk Register

Noted.

11. Sub Committee Reports

11.1 Laser COM (25th April 2024)

Noted content of minute. Budget was re-circulated following COM to members who were not present to ensure viewed, discussion points and approval were confirmed. Majority approval received and budget in place.

11.2 Finance, Investment and Audit sub-committee (16th May 2024)

Noted.

12. Chair Update



Possible consideration of holding a COM meeting at a service. GM proposed alternative to arrange site visits to services in smaller groups. Information will be shared with members for discussion at the next meeting. **GM/JMcN**

Further consideration of staff/supported people engagement at COM meetings. This has previously been part of the Delivery and Change. LM will look to arrange this for the August meeting. **LM**

13. Any other Business

None.

14 Date of Next meeting: 15th August 2024

Next Committee Meetings:

Delivery and Change Committee – 13th June 2024

FIA Committee - 1st August 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	6.1	Identifiable individual
2	6.1	Agency Use: system redaction
2	8.1	Confidential information re values
3.	9.1	Confidential reference to pay award discussions