



Committee of Management/Board Meeting, Thursday 15<sup>th</sup> August 2024 at 10:30 – 12:30 at the ground floor on Berkeley Street.

### Ice breaker

SP updated board on transition journey to interdependent living. 4 weeks ongoing support but doesn't stop at the end of this period. The Promise events offer opportunity for supported people to engage with local authorities. Active engagement in Participation and Engagement Group to progress ideas for the services.

Encouraging staff to visit services to see the positive work undertaken and the challenges they face.

1. **Present** Action  
In Person: Mr J McNaughton (JMcN - Chair), Mr J Pow (JP), Mr M Trant (MT), Ms K McLaughlan (KM), Ms R Harper (RH), Ms E Campanaro (EC), Ms H Ward (HW),  
Teams: Ms MC Gair (MCG), Ms M Gibb (MG) and Ms S Randell (SR)
2. **In Attendance**  
G Meek (GM), L Munro (LM), J Hempsey (JH) and L McElroy (LMcE).
3. **Apologies and Attendance Tracker**  
Ms J Neilson (JN) and L Keegan (LK)
4. **Conflict of Interest**  
None.
5. **Minutes Approval: (30<sup>th</sup> May 2024)**  
Read and approved.
6. **Matters Arising/ Corporate Action Tracker**

B199 – establishment report created to show actual costs. Large reduction in agency spend.

B200 will be shared in due course. V Meacham, Financial Controller, now in post.

B207 – information cant be shared due to confidentiality. Reviewing the training for COM with R McPike. J Brown will shared training information.

Board members wishing to visit services, link in with LMcE and these will be **ALL** arranged.



## 6.1 Services: Positive Updates

Management posts filled at both Paisley and Falkirk service.

Abercorn Race Night: £1,393 raised and matched by Morrisons. Funds will be used for outings for supported people.

Positive story shared about SP in Abercorn service. Fully engaged in participation group and engaged in training opportunities prior to moving into tenancy.

Oban: SP boat trip. Positive experience for SP and staff.

SP first aid and defib training provided through oban college for supported people.

Funding for fishing expeditions for supported people. Block of 6 week horse riding arranged for supported people to engage with.

Bonhill: engagement on lived experience and gaps in provision. Information shared with Scottish Government.

Lanark donation of £1,500 from Sainsburys and Argos. Creating garden and vegetable plot for the service.

## 7. Health and Safety Update

## 8. **FOR APPROVAL**

### 8.1 Financial Statements (Audited Accounts) FY 23/24

- **Audit Findings**
- **Letter of Representation**

RH provided overview of FIA discussion on accounts. S Wilson, Azets attended and talked through the accounts and documents.

Noted internal control points and FIA were comfortable to approve accounts to go forward to AGM.

Clean audit was provided and noted the staff engagement with auditors during the process. Committee noted thanks to the team for their hard work.

Committee approved accounts for submission to AGM.

## 9. **FOR DISCUSSION**

### 9.1 Management Accounts

FIA June accounts were circulated to committee for information. July accounts not yet finalised. Any questions on content of accounts to be circulated to LK/LMcE for response.

Noted the report in current form to confirm appropriate information is being shared. GM, LK, VM and FIA to discuss content of report. JP noted refresh on budgets to be shared with FIA to ensure expenditure is accurate.

**GM**



VM will prepare a Q1 reforecast following discussion at FIA. RH noted need for consistent pack of information for accounts.

Underlying budget assumptions with more accuracy going forward. Data management and recording of reporting and format/presentation with clarity. Target setting in September 2024 as part of the budget planning for 25/26 with targets for unrestricted surplus to rebuild reserves.

Increased income by £800K and reduction in overheads of £300K.

MCG noted need for planning re voids with a resulting deficit. Agreement as to sustainable period prior to next stage actions for service delivery

Plan for initiatives re reduction in voids and agency to allow committee to track progress. This progress tracker will be brought to COM to give opportunity for review and indication of risk. Link to corporate strategy and delivery targets. GM will consider and share proposal for reporting. Core action with decision points. **SLT**  
**GM**

JMcN noted the improvement in voids over recent months, work needed as part of ongoing review but work has been undertaken.

## **9.2 Social and Sustainable Capital (SASC) Steering Group**

Awaiting contractual documentation. Steering Group to review progress of planning submitted for funding.

GM sought interest from committee, initial planning on frequency of meetings. Once a month for steering group to align with targets prior to part way review. Risk, compliance and viability from governance perspective for Board. Skills audit of committee members to identify who would be best served to join.

## **10 FOR INFORMATION**

### **10.1 CEO Update**

Noted comments from JN, LK confirmed after all incidents there is a full debrief with the staff involved. Training may arise from this and outsource if it is not provided by the team.

Report noted.

### **10.2 Pipeline, New Services and Contracts**

Report noted.

### **10.3 Quality of Buildings: Health and Safety**

Report noted.

### **10.4 Corporate Risk Register**

Noted content of report.

## **11. Sub-Committee Reports**



**11.1 Finance, Investment and Audit sub-committee: 1<sup>st</sup> August 2024**  
Noted.

**12. Chair Update**

**Board Member Interviews**

Interviews taking place today and Tuesday. Once concluded will feedback to committee.

**Sub-Com Membership**

JMcN will reach out to members to allocated to sub-committees.

**13. Any other Business**

None.

**14 Date of Next meeting: 26<sup>th</sup> September (COM and AGM)**

Signed: \_\_J. McNaughton, Chair\_\_ Dated: \_26 September 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>
1.	6.	Redaction as minute relates to a contract not yet formalised – will be unredacted on completion.