



Committee of Management/Board Meeting, Thursday 21<sup>st</sup> November 2024 at 10:00 – 11:00 at the Radisson Red. Followed by Board Strategy Session.

1. **Present and Welcoming New Members** Action  
In Person: J McNaughton (JMcN – Chair), M Gibb (MG), R Harper (RH), S Randell (SR), E Campanaro (EC), K McLaughlan (KM), J Neilson (JN) and H Ward (HW), G Mochan (GM2) and D Mitchell (DM)
2. **In Attendance**  
G Meek (GM), L Keegan (LK), L Munro (LM), J Hempsey (JH) and L McElroy (LMcE- minutes).
3. **Apologies and Attendance Tracker**  
Mr M Trant (MT)
4. **Conflict of Interest**  
None.
5. **Minutes Approval: (26<sup>th</sup> September 2024)**  
Amendments shared and will be updated. Appropriate redactions will be made and uploaded.
6. **Matters Arising/Corporate Action Tracker**  
Pipeline report on agenda for LK.  
  
SASH: Steering Group meeting this afternoon. First two properties offers accepted in Falkirk.  
  
6.1 **Services: Positive Updates**  
Paper circulated to members. Noted the positive stories in the paper.  
  
Musselburgh service: Service Manager will be reporting back to all managers at the regional meetings to show what work was done in the service to implement best practice. C Bauld will also attend the next Delivery and Change committee to update on the excellent work highlighted in the CI inspection.  
  
Board Update: JN visited our Falkirk service and had good discussions with staff. Highlighted the feedback that senior management team are connected to the organisation and what is happening. Staff very open to giving feedback. Visiting East Lothian services in coming weeks.  
  
JMcN encouraged committee to arrange visits to services. Linking in with LM and LMcE. ALL
7. **Health and Safety**  
No update
8. **FOR APPROVAL**



### **8.1 Resignation of COM Member: Conflict of Interest**

JMcN outlined the context of this discussion. JP resigned post in October 2024 due to conflicting committee membership following appointment as Chair of another organisation which works within the sector.

Discussion with committee members took place outwith meeting at point of conflict being raised to reach view as to next steps. JP tendered his resignation prior to any action being taken by the committee in regard to the conflict of being in chair/vice chair role across the two organisations.

Committee ratified discussion outwith meeting and accepted the resignation from the Vice Chair.

JMcN noted his thanks to JP for his contribution to the Board.

Post of Vice Chair needs to be filled and we will be seeking nominations for position. We will circulate role remit for the post and expectations for committee members to note their interest. Should no interest be received, we will seek to recruit externally.

**JMcN**

### **8.2. Code of Conduct 2024 Update**

Outlined changes and reason for bringing – brought to committee to outline update and seek approval to implement this for the Board. This was approved and will be circulated to the members for sign off. We have also updated the code of conflict for staff and this will be implemented for sign off.

**Approved**

### **8.3 Declaration of Interest Policy**

Circulated for members approval. Formalisation of this policy, referenced within other documents already in place.

**Committee approved adoption of this policy.**

## **9. FOR DISCUSSION**

### **9.1 Board Application**

Enquiry from J Edwards to rejoin the Board. CV circulated to committee. JE was previously on Board and stepped down due to work commitments, JE brings a wealth of knowledge on property regulations and was a core member of Development committee.

Agreed to JE being invited to rejoin the committee.

## **10. FOR INFORMATION**

### **10.1 CEO Update**

Noted.

Committee thanked J Brown for his commitment to Blue Triangle prior to his departure for a new post.

### **10.2 Business Development Report**

Noted.

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

Noted.

**10.4 Corporate Risk Register**

Impact of NI changes is in the region of £250K and will also impact on our suppliers so costs will be affected. Look at impact on forecast with additional percentage on costs to reflect the impact being passed onto us. Board will be kept updated on potential impact.

**11. Sub-Committee Reports**

**11.1 Finance, Investment and Audit Committee: 7<sup>th</sup> November 2024**

Noted content of minute.

**11.2 Delivery and Change Committee: 14<sup>th</sup> November 2024**

To follow

**12. Any other Business**

Microsoft NFP Licensing: Still appealing. Looking at license options for staff to reduce the impact of cost increase. LK will discuss further with KMcL and JMcN. **LK/KMcL /JMcN**

LK taking discussion to CCPS to see if other organisations are in the same situation. **LK**

Admin Control

LMcE provide update on system which will be implemented for Board papers and supporting documentation.

**14 Date of Next meeting: 23<sup>rd</sup> January 2025**

- Delivery and Change Committee – 23<sup>rd</sup> January 2025
- FIA Committee – 20<sup>th</sup> February 2025

Meeting concluded and Board Strategy session commenced from 11am.

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