

Please note compliance with Scottish Regulator's Standards and Freedom of Information requirements at end of these minutes

Minutes of the Committee of Management of Blue Triangle (Glasgow) Housing Association Ltd, held at Merchant's House, Glasgow on 20 September 2021.

1. Present

Ms A Davis (AD) (Chair), Ms R Harper (RH), Mr J Brown (JB), Ms E Campanaro (EC), Ms MC Gair (MCG), Mr S Mclvor (SMcl) (Vice Chair), Ms C Clark (CC), Ms Heather Ward (HW)

**Action
By**

2. In Attendance

Mr I Macfarlane (IM), Mr G Holmes (GH), Mr D Stewart (DS), Ms K McGhee (KMcG), Ms K Irvine (KI) (Minutes), Ms L Allardyce (Minutes)

3. Apologies

Mr J Edwards (JE), Mr M Trant (MT), Ms K Phillips (KP)

4. Conflicts Of Interest

None

5. Minutes of the previous Committee of Management Meeting

The minutes of the meeting held on 22 July 2021 were approved.

It was noted that these were action points and decisions only as requested and that a central action log has been created to track all actions that arise out of sub-committees, board, working groups and audits.

6. Matters Arising

None

7. For Approval

7.1 Cost of Living Increase

The board ratified their previous approval (via-email) of a 2.5% cost of living increase as well as the following actions agreed with UNISON –

- A commitment to assess the payment for On Call cover and, using benchmarks, agree an enhanced level with Unison via our Transformation Partnership Committee (TPC). Our aim is to complete and implement this in early course and have it operational no later than 31 December 2021.
- A commitment to complete a benchmark exercise, in partnership with Unison, across all Grades/Roles, recognising that this has not been done since our Job Evaluation Scheme was implemented in 2017. In



so doing, we will recognise the dependencies on re-assessing our JE Scheme, which is required to ensure it remains fit for purpose given our new Organisational Strategy and our Transformation Programme. We propose to progress the benchmarking and JE Scheme assessment via our TPC, where we can agree timelines and ensure we complete these key activities in partnership and as soon as feasible, managing all related dependencies.

The board ratified their prior approval.

Actions:

- *Benchmark On-Call Payments* IM
- *Re-visit and consider change in on-call escalation structure* IM
- *Benchmark all pay grades & roles to ensure JE scheme remains fit for purpose.* HR/IM
- *Local Authorities received 2.2% uplift for social care and only Glasgow passed this on to us as a provider. Have the conversation about passing this on with all Local Authorities where we operate.* Finance /IM

8. For Discussion

8.1 Local Authority Data Collation (Focus on South Ayrshire)

The board considered the South Ayrshire analysis and discussed options regarding the recycling or repayment of HAG, which remains an area of uncertainty.

IM advised he would be engaging with the Local Authority and the More Homes Team (who now manage HAG) at the earliest opportunity, to discuss options for the Chalmers Court service as well as the Chalmers Court building.

8.2 Finance Position to Date and Most Likely Outcome

GH highlighted the Audit Action linked to the Glasgow surpluses and noted that these totalled £288,000 at as 31 March 2021 and are recorded as a liability in our accounts. However, following dialogue with Social Work, we will be able to recycle this liability into staff budgets (for Social Work funds) and into Tests of Change in the city (for DWP funds).

IM also highlighted that significant costs had been removed by bringing certain functions in house.

Actions:

- *Action to close off Glasgow surplus liability complete*
- *The board would like to see a finance position to date at every other board meeting* GH





8.3 New Committee Structure (Standing Orders and Committee Remits)

The Board discussed the proposed committee structure (including comments sent in by MT via e-mail in his absence).

HW noted that Service Delivery was a large remit and suggested the possibility of 2 chairs. JB volunteered to be co-chair.

The idea of “Blue Triangle Ambassadors” was raised, possibly someone with a higher public profile to increase giving income.

The board approved the creation of a Property sub committee.

Actions:

- *Selection of sub committee Chairs should be ratified by each sub committee* Sub-Com
- 9. • *Risk (“Red” Risks and Strategic Risks) should be a standing agenda item for the Board* IM
- *E-mail board members for indications of preferred sub committee membership.* AD
- *Speak to Electrify regarding Ambassadors* KI

9.1 Transformation Programme Update

IM update the board on the planned timelines for the “Heads Of” recruitment and interview process and asked for volunteers to be part of the interview panel.

Actions:

- *Send e-mail to board members with interview dates and collect notes of interest for interview panels.* KI
- *Board members to send PVG documents direct to KI.* KI
- *Board Members to send Headshot and Bio to KI for new website* KI
- *Gather costs for Berkeley Street works to ensure fit-for-purpose working environment going forward* DS

9.2 CEO Update

IM advised that the SHR communications regarding the notifiable event relation to the restructure and settlement agreements had been accepted and closed off.

IM highlighted that there had been an increased in significant incidents and he will be tracking this in reports for board going forward. HE also advised that he had been giving rewards and commendations where he had been



advised that staff had gone above and beyond. LM agreed that there had been a huge increase in substances and poly drug use and related incidents.

9.3 Tenders, Contracts and Live Opportunities

The board accepted the report.

9.4 Operations Update

LM provided an operations update highlighting increased incidents, staffing pressures and recruitment difficulties.

9.5 Property Update

DS provided a property update highlighting the feasibility studies and best case costings (as costings provided previously were worst-case scenarios).

9.6 Finance Update

GH provided a finance update, highlighting the recently completed audit.

13. Subcommittee Reports

13.1 Quality and Performance (2nd September 2021)

The board accepted the report.

13.2 Audit, Risk, Finance and Resources (19th August 2021)

The board accepted the report.

14. Policies for Approval

14.1 Policies recommended for Board Approval

Q&P

The board approved the following policies:

- HR 001 REV 2 Alcohol & Drugs
- HR 003 REV 2 Recruitment of Ex-offenders Policy
- HR 004 REV 2 Development & Training
- HR 007 REV 2 Recruitment & Selection
- HR 015 Rev 1 Supervision Policy

ARFR

None

15. AOCB

AD advised that individual appraisals would be conducted shortly.



The new Model Rules as well as a new code of conduct will be brought to an SGM in the new year.

16. Date of Next Meeting

25th November 2021

Next Committee Meetings:

Q&P Committee – 2nd December 2021

ARFR Committee – 21st October 2021

Laser COM – 28th October 2021

Signed: Anna Davis

Dated: 25 November 2021

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

