

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

Minutes of the Committee of Management/Board of Blue Triangle (Glasgow) Housing Association Ltd, in person and via MS Teams, Glasgow on 31 March 2022.

**1. Present**

In Person: Ms A Davis (AD) (Chair), Ms E Campanaro (EC) (Vice Chair), Ms H Ward

Via MS Teams: Mr J Brown (JB), Ms MC Gair (MCG), Mr J Edwards (JE), Mr M Trant (MT), Ms K Phillips (KP), Ms R Harper (RH)

**Action  
By**

**2. In Attendance**

In Person: Mr I Macfarlane (IM), Ms L Keegan (LK), Ms G Longmire (GL), Mr I Elrick (IE), Mr D Stewart (DS)

Via MS Teams: Ms L Munro (LM), Ms L Allardyce (LA) (Minutes)

**3. Apologies**

Mr S McIvor (SM)

**4. Conflicts Of Interest**

None

**5. Minutes of the previous Committee of Management Meeting**

The minutes of the meeting held on 27 January 2022 were approved and actions confirmed.

**6. Matters Arising**

None

AD welcomed LK to Blue Triangle.

**7. For Approval**

**7.1 Pay Claim FY22/23**

IM spoke to the Pay Claim received from UNISON for FY22/23 highlighting this had been received before the year end whereas last year it had not been received until September. IM explained to the committee GL now owns the relationship with UNISON.

GL updated the committee on the demands of the Pay Claim.

1. A 5% increase to the salaries of all Blue Triangle workers from 1<sup>st</sup> April 2022.

2. A commitment to complete the benchmarking process and implement adjustments by December 31<sup>st</sup> 2022.
3. A goodwill, non-consolidated fuel payment for staff of £150 (which can be used towards increasing fuel costs in relation to travel and/or heating bills).
4. 2 paid 'duvet' days for staff in 2022-2023

After some robust discussion points 1 and 2 were approved with no amendments, point 3 was approved if the wording of what the payment was in recognition of was changed to more accurately reflect that it is being made because of the extra strain due to Covid, while a decision on point 4 was deferred to later in the year.

*Actions:*

- *Approve points 1 and 2*
- *Approve point 3 with a wording change*
- *Defer decision on point 4 until later in the year*

## 7.2 Budget FY 22/23

IE spoke to the budget FY22/23 highlighting the changes in the way the budget was brought together and the differences between ongoing, one off and temporary costs. IE explained in past years the Central Support overheads were apportioned to each project and shown as a cost to them. Going forward this would change completely and projects would only feed any profits back into central support.

HW asked if there was a need for an Operations Director? Everyone can't go to Lesley, who does Lesley go to? It shouldn't be IM. IM explained the Local Area Planning (LAP) meetings were helping us to understand what is needed. IM further explained there was provision in the budget to empower frontline staff. LM explained to the committee some managers would be able to make the step up but others would not wish to. Assistant Project Managers would also need to be taken off the rota to allow them to step up.

RH felt there was a need for there being something that can be monitored. MCG agreed that additional information was required. JE agreed with RH and MCG that clear visibility of a roadmap was required showing where we want to be.

IM suggested subcommittees be used to bring forward requests if the budget was not to be approved in full at this point.

AD stated the budget could not be approved by the committee at this point. The committee approved 2 WTE posts in Development and 2 WTE posts in People and the new methodology of the Budget.

MCG left the meeting.

*Actions:*

- *Recruit the 2 approved WTE Development posts*

- *Recruit the 2 approved WTE People posts*
- *Amend the budget to have clear cost limits and revenue targets for review and approval at the next FIA and board*
- *Develop a new organisation structure ensuring that Operational management is robust*

## 8. For Discussion

### 8.1 Development Focus & Business Plan FY22/25

LK spoke to the Development Focus & Business Plan FY22/25 highlighting the changes to the way services are commissioned and in the future that may not be where we choose to bid. LK explained we wish to become the provider of choice. LK told the committee that we hoped to build strategic partnerships.

LK told the committee that 3 distinct streams had emerged, BT Homes, BT Care and BT Empower. EC asked if these would be different legal entities or just for marketing purposes? IM explained it would be for marketing only. IM explained different sources of income would be used including trust and foundation monies and government grants.

IM further explained any investment cases would be brought to FIA.

## 9. For Information

### 9.1 Tenders, Contracts & Live Opportunities

LK spoke to the Tenders, Contracts & Live Opportunities. RH commented on the positivity of the paper. MT asked if a table could be provided explaining what the colours mean.

IM highlighted the award of £560k from the CORRA Drugs Improvement Fund. IM explained this was Scottish Government money and was unusual for such a large amount to be awarded to a single organisation.

*Action:*

- *Provide a table explaining the colours on Tenders, Contracts & Live Opportunities*

IM

### 9.2 Corporate Risk Register

IM spoke to Corporate Risk Register. EC asked if there could be some idea of prioritisation level as not everything is critical. IM agreed a cover paper should be provided at future meetings helping to put it into context.

*Action:*

- *Cover paper to be provided for Corporate Risk Register at future meetings.*

IM/LA

### 9.3 Corporate Action Tracker

MT asked if only the Board actions could be shown at the COM/Board and only the actions relating to each subcommittee to be brought to each relevant meeting.

*Action:*

- *Filter Corporate Action Tracker to show only Board actions.*

LA

## 10. Updates

### 10.1 CEO Update

IM spoke to CEO update highlighting the significant incidents. AD felt that lone working needed to be addressed and if necessary taken into account in the budget. HW asked if we knew what drugs it was? IM explained it was heroin and street Valium. IM also explained the police give updates on what drugs to be aware of.

### 10.2 Service Delivery Update

LM gave a verbal update highlighting the ongoing pressures all services were facing. LM explained recruitment pressures were ongoing and the projects were being as proactive as they could with the help and support of the People Team. LM further explained students were being taken on again and this would help. The use of volunteers going forward would also be of advantage. KP asked if the hours of volunteers could be recorded so their input could be monetised over a year.

LM told the committee there were so many positives and the projects could see that with the new HR system, the working groups and the implementation of CPD soft would release time to support.

*Action:*

- *Record volunteer hours and monetise over the year*

IM/LM

### 10.3 Service Development Update

LK gave a verbal update on service development highlighting bidding for the extensions to two contracts.

### 10.4 People Update

GL provided a verbal update highlighting IIP and the support provided by Remarkable. GL also updated the committee on the training of the Job Evaluation committee to allow for the benchmarking as agreed with UNISON. GL told the committee the return of Central Support to the office was due to begin and would be a hybrid model with a clear desk policy. AD asked if the staff were supportive of this? GL confirmed they were.

### 10.5 Finance Update

IE explained there was nothing further to add from a finance perspective due to the preparation of the budget.

### 10.6 Property Management Update

DS provided a verbal update on property management highlighting the renovations at Central Support. DS explained Glasgow Floating Support

were receiving 3 flats to replace the high rise flats lost due to the demolition of the Wyndford.

DS told the committee the defibrillators had now been delivered to the services.

KP left the meeting.

## **11. Subcommittee Reports**

### **11.1 Service Delivery and Change (17 February 2022)**

HW explained due to David Lamont (DL) leaving GL would now be the staff lead.

The Board accepted the report.

### **11.2 Service Development (11 March 2022)**

The Board accepted the report.

### **11.3 Finance, Investment and Audit (17 March 2022)**

The Board accepted the report.

## **12. Policies for Approval**

Policies recommended for Board Approval

*None.*

*Action:*

- *Review of policy approval calendar*

## **13. AOCB**

EC and MT felt another 2 Board members would be require to be recruited. The rest of the Board agreed.

IM explained Laura Bryan (LB) was moving on and thanked her for her amazing work. GL updated the committee that Laura's replacement was due to start on 09 May.

AD thanked all of Blue Triangle for their amazing work and the progress that had been made.

## **14. Date of Next Meeting**

26 May 2022

### **Next Sub-Committee Meetings:**

Service Delivery & Change – 22 April 2022

Laser COM – 21 April 2022

Service Development – 28 April 2022

Remuneration – 25 April 2022

Finance, Investment & Audit – 12 May 2022



Signed: Anna Davis, Chair

Dated: **26<sup>th</sup> May 2022**

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.

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