



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 11th August 2022

- | | <u>Action
By</u> |
|---|-----------------------------|
| <p>1. <u>Present</u>
In Person: Ms A Davis (AD) (Chair), Ms E Campanaro (EC) (Vice Chair), Mr M Trant (MT), Ms H Ward, Mr J Edwards (JE), Mr J McNaughton (JM), Ms T Kaur (TK).
Via MS Teams: Mr S Mclvor (SM), Mr Ms MC Gair (MCG), Ms M Gibb (MG)</p> | |
| <p>2. <u>In Attendance</u>
In Person: Mr I Macfarlane (IM), Mr I Elrick (IE), Ms L Keegan (LK) (Minutes), Ms G Longmire (GL), Ms L Munro (LM), Mr D Stewart (DS)</p> | |
| <p>3. <u>Apologies</u>
J Brown (JB), Ms C Clark (CC), Mr J Pow (JP), Ms R Harper (RH), Ms K Phillips (KP)</p> | |
| <p>4. <u>Conflicts Of Interest</u>
None</p> | |
| <p>5. <u>Minutes of the previous Committee of Management Meeting</u>
The minutes of the meeting held on 26th May 2022 were approved and actions confirmed.
IM informed the attendees that they have also worked through the action with two actions to be completed in the coming weeks including a policy review session/workshop and surveys.</p> | |
| <p>6. <u>Matters Arising</u>
New board/COM members were formally approved by the committee as members and invited into the room to attend the meeting. SM will be formally stepping down from September.
Around table introductions of all attendees for the purpose of the new members.</p> | |
| <p>6.1 <u>Positive Updates</u>
AD was keen that we started these meetings with some positive news stories to enable the attendees and board/COM members to hear more about some of the great work and support Blue Triangle is achieving.
Some highlights provide by LM included:</p> <ul style="list-style-type: none">- Recognition that group work sessions have been really beneficial to some of the teams as they had previously stopped these due to covid.- The team at Clydesdale loaned a climb of Tinto which was attended by staff and people we support. They raised funds for the service | |



but it was also great for health and wellbeing and a chance for some time away from the service

- The team at Mill Hill had a mini festival with Callum Beattie attending to DJ; the local paper came along and it was a great success
- Someone we supported years ago was recently successful into the role of a support worker
- Whatriggs have been undertaking reflective practice sessions with the staff and likely this will be replicated across our services
- At the Bonhill service a member of staff is providing 'coding' course.

LM wanted to specifically mention the work that Stuart Fortune at the new Breakthrough service is undertaking. He has made great progress with the new service and he should be recognised for all his efforts and hard work. Then board formally note and thank Stuart for his work on this project.

7. **For Approval**

7.1 **Audited Accounts FY 21/22**

IE talked through the paper that had been submitted to FIA, providing an explanation of the comments, feedback and guidance that had taken place at the meeting, noting that FIA was not quorate.

The auditor was in attendance at FIA and had no issue with Blue Triangle and any going concern. There had been a comment in regards to the movement of the insurance reserve but this has now been sorted. The projected budget deficit had increased and this was due to several changes in revenue and expenditure including pay review, office refurbishment, redundancy and agency costs etc.

IE advised that the accounts, if agreed here, will go to the AGM in September.

MT noted that it was great to see these final clean accounts and recognised that there had been several changes to senior staff over the year and FIA are very happy with the final set of accounts.

AMG noted that void allowance had increased through covid and would this now change with IM advising that the position is ever changing for example room turnaround was slower in covid due to hygiene requirements, however there are now other factors that may impact referrals such as increase of rapid rehousing and potential by passing our services. Further advising that we are having ongoing strategic and critical conversations with our commissioners as this is a whole system pressure. IE confirmed budget allowance for void has not changed.

- ***Approved to submit to AGM***

Actions:

- *AD to sign the accounts at end of the session*

AD

7.2 **Internal Audit Plan FY 22/23**

IM provided an update of the work with Wylie and Bisset on this year's internal audit plan and there had been some delays due to Covid and



people off unwell. Treasury Management and Cyber Security had been completed so far. Also noting that whilst plan is available (i.e. what falls in the audit), the scheduling of some of the audits may move/shift.

MT noted it was really good to see this internal audit plan.

AD: Question to the attendees of the Board/COM meetings if there was anything else to be added? All confirmed nothing to be added.

- **Approved internal audit plan**

7.3 **FIA Meeting Note**

Discussion regarding the unexpected additional expenditure of some project work, in particular the office refurbishment. MT noting that the board want the best facility for the staff but there are some lessons to be learned. AD also adding that there are lessons to be learned at board/COM regarding feeding into board project work/expenditure and clear monitoring of expenditure. There was some discussion on what 'sub-committee' is responsible for projects. Recognition that some projects cut across all three so this should go to the most relevant at the time and perhaps RT can check if the FIA standing orders should be changed.

IM advised that the SLT are already looking into this and can provide feedback as we need to look into the delegated authority. Procurement will also sit within the new F&CS Director and this will given an added layer of ownership.

Resulting actions:

- Waiver required for the office refurb
- Formalise lessons learned log
- SLT to assess delegated authorities (note from IE that RH also picked up on this)
- RH to check standing orders for committee

Query from MG on how we ensure we structure our management account so its clearer to identify these types of spend. IE responding that they should take less of individual (services) spend to FIA and it should be summary/high level but that he is working through the auditor on this.

8. **For Discussion**

8.1 **Returning to Financial Surplus.**

The paper has been provided to the Board/COM members with note that one of the tables has an error and IM clarified this. In summary we are not spending to date what we had planned due to not filling roles.

IE reiterated previous conversations on the reserves position and previous projection that have been submitted to SHR and that a 'reforecast' will go to the next FIA meeting.

Discussion followed on assessing our margin's, contribution and new service developments.



AD noted it would be good to review structure as some roles have now been removed. IM confirmed phase 2 is now being looked at.

TD queried if inflationary increases had been factored in. IE confirmed they have and further discussion that for the past couple of years this has been frontline pay uplifts but we need to assess other factors.

IM noted that the Union Rep is attending the weekly transformation calls and we are working closely with the union so that we are pre-planning and discussing future pay awards.

This further followed with discussion on the cost of living increases and what can we do to support both people supported and staff as this is a looming crisis. Whilst there are some practical things that can take place such as being extra vigilant and requesting for lights and tv's to be switched off when not used, there is the wider impact of people not wanting to move on as they are scared of the affordability of living on their own. Fuel costs are having an impact on outreach workers who travel across services and this may worsen. GL commented on what we can do/offer as an organisation with NHS offering and additional 5p on fuel expenses. AD noted that it would be good to see some financial analysis of the additional 5p – agreed for FIA to discuss this and potential of adding a corporate risk for 'Blackout' and or offering enhancements for fuel; FIA can conclude.

Actions:

- *FIA to take forward impact, risk planning and mitigation of fuel/energy/cost of living increases*

9. For Information

9.1 CEO Update

IM referred to the paper submitted and there were a couple of points of clarification. IM also commenting that there has been a change with inspectors from CI and we now have an allocated three inspectors for all of our services.

LM continued with update on referrals and complications when full information is not presented at time of referral to then working with that person.

9.1 **Tenders, Contracts & Live Opportunities**

Format of the way the information is presented was again raised. LK will to a brief outline that can accompany the appendices that will call out key updates. LK and JE will also take this to the subcommittee for discussion. Discussed issue with recruitment into the development team and no successful applicants to date. LK is continue to assess all options/routes and will share any adverts with the group.

9.2 **Recovery and Wellbeing Village**

IM spoke to the paper, noting this was to highlight ongoing work on this and stage points for the project that may result in go/no go decision. IM has sent letter to Scottish Government again this week.

IM also noting that there is a lot of work continuing with the other football clubs but that we may need to pause/scale back due to ability to do so much with the resource we have but we will be moving to a 'portfolio' level of projects.

Further discussion on cathedrals of the people and new build programmes that may have issue due the availability of good/materials. For Hamilton as we are working with HubSW then they will factor all this risk in. JE advising that at certain points this will need to come to board for scrutiny. IM confirmed we need to revisit the plan to captures go/no go.

Action:

- *Revisit go/no go project plan for Hamilton Wellbeing Village*

IM/LK

9.4 Corporate Risk Register

IM spoke to the risk register and also noting for new members that a new National Care Service is due to be implemented in Scotland and as such will have huge impact of service delivery.

9.5 Corporate Action Tracker

AD noted outstanding action for board training so she will pick this up.

9.6 Quality of Buildings; Health and Safety

DS provided updated on some issues out in the services including a couple of fires. They are now looking into an induction video for service users on fire safety.

10. Subcommittee Reports

No further comments – all minutes provided

11. Policies for Approval

No comments

12. AOCB

MT advised they are looking for volunteers for the FIA committee and the mentoring / buddy system has been approved.

AD advised the group that IM has been successful to the final stage (of three people) for chief executive of the year award with the HR Network Awards. Awards are due to take place in November and this is a fantastic achievement for both IM and Blue Triangle.

14. Date of Next Meeting

29 September 2022 (to coincide with AGM)

Next Sub-Committee Meetings:

Service Delivery & Change – 18 August 2022

Service Development – 01 September 2022

Remuneration – 08 September 2022

Finance, Investment & Audit – 15 September 2022

Signed: Anna Davis, Chair

Dated: 29th September 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.

Page	Section	Reason