



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, at Merchant House, Glasgow on 29th September 2022 at 10.30am.

1. Present Action

In Person: Ms A Davis (AD) (Chair), Mr M Trant (MT), Ms R Harper (RH), Ms H Ward (HW), Mr J McNaughton (JM), Mr S Mclvor (SM), Ms M Gibb (MG)

Via MS Teams: Ms K Phillips (KP)

AD confirmed that J Brown stepped down from the Board. This meeting is S Mclvor's last, and the committee thanked him for the contributions he has made over the years.

2. In Attendance

In Person: Mr I MacFarlane (IM), Ms L Keegan (LK), Ms G Longmire (GL), Ms L Munro (LM), Mr D Stewart (DS) and Ms L McElroy (LMcE) (Minutes)

3. Apologies

Ms E Campanaro (EC), Mr J Edwards (JE), Ms MC Gair (MCG), Mr J Pow (JP).

4. Conflicts Of Interest

SM has joined the Board of his Housing Association as a tenant board member. There is no conflict within the current agenda.

There are 2 outstanding Declarations of interest for the register to be followed up on. **LMCE**

5. Minutes of Approval (11th August 2022)

Formatting of minutes of previous minute will be amended relating to numbering of items. Approved following these amendments. **LMCE**

6. Matters Arising

None.

6.1 Positive Updates

A long-term resident at our Renfrew service, (75, male), has had issues with accommodations that had been identified for him. He has now secured a tenancy following work with partners in obtaining positive referrals. He is excited to move and follow up support will be provided.

A second service user (16, female) in South Lanarkshire as part of the Intense Floating Support Service had input from various organisations due to complex needs. She has now secured employment and is at the stage she can sustain this with reduced support. This shows the positive support the IFS worker has provided.



Additional positive updates:

- ▲ Abercorn service will be transferred to us on 17th October 2022 with all staff transferring over through TUPE. Sarah Louise Hill has been appointed as Manager following on from her Assistant Project Manager (APM) post at Alexandria and will be a credit to the service. APM posts have been advertised internally for Alexandria and Abercorn.
- ▲ A number of staff participated in the annual SMART Recovery Walk on 24th September in Paisley.
- ▲ Motherwell Football Club base for the Breakthrough service is transferring to us on 3rd October.
- ▲ 21st October we will be hosting an SQA event for staff who have successfully completed their qualification. This event will recognise achievements and empowers staff.

Successful funding bids were submitted for Millhill (£1K to develop their outdoor space) and Renfrew (£10K from the Recovery and Change fund which will fund a Support Worker for 6 months)

7. FOR APPROVAL

7.1 Annual Assurance and Equalities Statement to Scottish Housing Regulator

Approved for submission to SHR once signed. IM noted that we are fully complaint with the requirements, however there is always scope for improvement.

LMCE

7.2 Investment Requests: New Roles

Paper outlines three FT and one 12-month contract posts. There is currently head room of £331K in expenditure. IM and YL are looking at the Central Support cost book for now and a three-year projection which includes £340K cost following Job Evaluation.

IM/YL

IM confirmed the current staffing costs against last year are lower than approved budget and not significantly higher than last year when taking into account the 5% uplift.

Posts were discussed and need outlined for each of them. These were all approved. The Regional Service Managers are vital to allow LM to move further into her new role, while also ensuring the quality across all services is consistent

7.3 Investment Request: R&W Village Hamilton

Discussion around the approval required from committee. The procurement aspect of this project is led by Hub Co SW, Blue Triangle are the customer therefore all procurement decisions are taken by Hub Co who engage with national frameworks to ensure best value.



To allow us to progress discussion on this project, and provide costings to Scottish Government, the Board have been asked to approve a spend of £8.5K for Turner and Townsend (T&T) to prepare a full cost model and project mobilisation up to 7th May 2026 along with two invoices for a total of £3,500 for costs of work completed for initial design activities.

These were approved.

T&T works will allow us to progress, with Scottish Government, discussions as to how funding will be drawn down should this project go ahead. Submission of these models will allow us to confirm ring-fencing of funding.

SMCI raised a query with regard to the current financial situation across the country and whether this would impact on the funding. IM noted that the £18m funding available is specifically for Drug Policy programmes and cannot be diverted elsewhere.

7.4 Board Code of Conduct

Amendment will be made to the Code to reflect the need for transparency with Board using the same suppliers as Blue Triangle to provide or receive services. A supplier/contractor register will be created and shared with the Board for reference. With this amendment to sections 1.5 and 4 the document will be approved and circulated to Board for their signature.

LMCE

8. FOR DISCUSSION

8.1 Year to Date (31 July 2022) & Forecast to Year End (31 March 2023)

Budgeted deficit of £437K, current position is positive against budget for spend to date. Underspend in staffing will reduce as the four approved posts are filled.

Additional funds were allocated within the budget for heating and lighting, these increases have not hit us yet due to framework agreements.

Costs across the year will be split into 12ths to ensure there is a phased budget, expected costs attached to orders will also be split into the appropriate payment points to allow for a clearer picture of expenditure and balances.

£340K confirmed cost for Job Evaluation. Discussion with UNISON regarding next years cost of living increase will be open book

IM and YL attended a demonstration on SAGE Finance on 28th September to look at options going forward.

Half year spend and forward projection will go to FIA in November.

IM/YL

8.2 Glasgow Surplus

Azets and GCC have confirmed this is not a surplus and should not have been treated as such within the accounts. Formal communication underway





with regard to these funds, confirmation that DWP has nothing to do with the funds has been received. Request for confirmation that GCC does not require these funds back has been sought.

Once funds are confirmed as retained, Azets have advised they will move into income, or if agreed with GCC as part of a project, will be deferred income. The Children and Family funds should be closed off relatively quickly following DWP confirmation they aren't involved as monies related to extended shift pattern at Shettleston. The Homeless budget funds need to be discussed further.

YL looking at the accounting of these funds going forward. Glasgow is the only local authority that required us to treat funds differently. **YL**

9. FOR INFORMATION

9.1 CEO Update

IM has spoken with W&B regarding Internal Audit Plan. Financial Processes were scheduled to be audited however we have requested that W&B come in and review where we are in terms of the processes we have in place under the current system to ensure issues aren't replicated as we move to a new system. Will also identify efficiency savings and utilisation of our current resources. Waiting on proposal on audit days and what additional input may be required.

External Audit will go out to tender for the next financial year.

Significant incidents: There was a further fatality at Holland Street the weekend prior to this meeting.

9.2 Transformation Programme Update

Covered within previous items.

9.3 Recovery and Wellbeing Village (Hamilton) Status

Discussion undertaken at item 7.3.

9.4 Tenders, Contracts & Live Opportunities

LK provided update.

- ▲ Chalmers Court service contract has been extended to March 2024. This allows time for us to review the accommodation options.
- ▲ South Lanarkshire Whole Family approach tender submitted. We have progressed to interview stage and awaiting outcome.
- ▲ Key account management tracking will commence when Development Partner in place.
- ▲ Stirling Council engaging with providers for discussion re Enhanced Aftercare for 16+
- ▲ CORRA funding – expecting this to reopen however no notifications been received



SMCI asked if there was any limitations, geographically, for our services. LK noted that it is important to engage in other markets to allow opportunity for diversification.

Board thanked LK for the work she has undertaken and noted the ongoing engagement with commissioners across local authorities.

9.5 Corporate Risk Register

Going forward the risk register will outline actions to close off risks.

Current version has removed COVID risk as this is incorporated under operational risks. Lone working remains a core risk.

9.6 Corporate Action Tracker

Noted.

9.7 Quality of Buildings: Health and Safety

DS advised that our furniture supplier has been approached to allow us to flag any concerns with regard to the service provided. There is now a chain of contact for any complaints to be raised.

10. Subcommittee Reports

10.1 Service Delivery & Change sub-committee (18th August 2022)

Approved.

10.2 Service Development sub-committee (1st September 2022)

Approved.

10.3 Finance, Investment and Audit sub-committee (15th September 2022)

Approved.

11. Policies for Approval

11.1 Policies recommended by subcommittee for approval

Hybrid Working policy was approved by sub-committee on 18th August and approved by Board.

11.2 Policies not approved by sub-committee

Policies were submitted to Board for approval prior to the next Delivery and Change sub-committee to minimise the time between creation and approval.

Policies approved.

Further policies will be circulated to Board members in smaller groups for their review. These policies are led by legislation so there is less flexibility with content, however tone has been changed in new policies.

12. AOCB

Rent Freeze: We are seeking clarity on the impact, if any, this will have on Blue Triangle. Currently Local Authorities are unaware of the impact, important to know if there will be any impact on rent negotiations.

Closed Session Update: AD advised that four Board members received an anonymous complaint and had worked with GL in preparing responses. AD engaged with SHR to raise as a Notifiable Event. Meetings took place with SHR to provide background relating to the change in environment at Blue Triangle, as well as what we are doing differently, what we learned and what changes are underway.

Response received from SHR with request for further information. Meeting took place on Monday, 26th September. Clarified process for dealing with these matters and advised that no concerns and the matter was dealt with appropriately. This has allowed us to build upon relationship with SHR. Board noted thanks to AD for the work undertaken with SHR.

Board Training: Training is being set up for Board members through Thrive, online training platform, which members will be given access to. There will be a variety of training methods, e-learning, directed reading, hybrid training to cover aspects such as safeguarding, regulatory requirements, financial, trauma training.

Board members can log external training undertaken on there page. GL will check governance requirements regarding Board responsibility for H&S matters. **GL**

13. Date of Next Meeting:
24th November 2022

Next Committee Meetings:
Delivery and Change Committee (*Previously Service Delivery and Change*)
– 13th October 2022

FIA Committee – 10th November 2022

Development and Partnership Committee (*previously Service Development*)
– 1st December 2022

Signed: Anna Davis, Chair
Dated: 24th November 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