



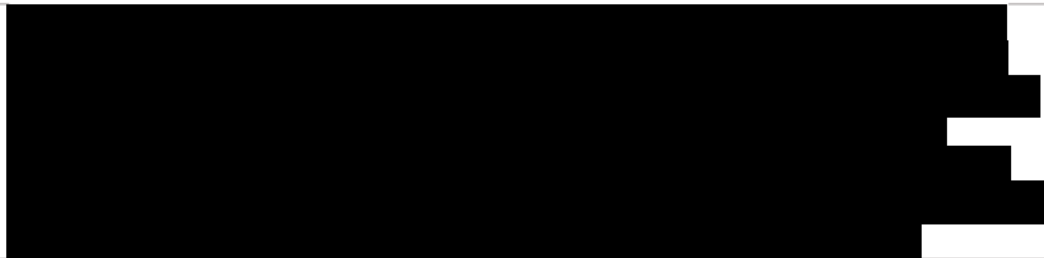









Please note compliance with Scottish Housing Regulator's Standards and Freedom of Information requirements at end of these minutes

Minutes of the Committee of Management/Board of Blue Triangle (Glasgow) Housing Association Ltd, in person and via MS Teams, Glasgow on Thursday 30th March 2023, 10:30 – 12:30.

		<u>Action By</u>
1.	Present	
	<u>In person:</u> Mr J McNaughton (JM), Ms MC Gair (MCG), Mr M Trant (MT), Ms K Phillips (KP) and Ms H Ward (HW),	
	<u>Via Teams:</u> Ms A Davis (AD) (Chair), Ms M Gibb (MG), Ms R Harper (RH), Mr J Pow (JP).	
2.	In Attendance	
	In Person: Mr J Lloyd (JL), Ms L Keegan (LK), Ms L Munro (LM), Mr D Stewart (DS) and Ms L McElroy (LMcE) (minutes).	
3.	Apologies	
	Mr I Macfarlane (IM), Ms E Campanaro (EC) and Mr J Edwards (JE).	
4.	Conflicts Of Interest	
	None.	
5.	Minutes of Approval (26th January 2023)	
	Read and approved, will be uploaded to website.	
6.	Matters Arising	
	<u>Resignation of CEO</u>	
	IM has submitted his resignation and will finish on 20 th June 2023. SHR have been notified and internal comms completed. External comms to be planned as currently ad-hoc. Committee noted their thanks to IM for his work over the last 2.5 years during the transformation of Blue Triangle.	
	Discussion took place regarding next steps in recruitment process. MT noted the need for stability over the next few years. Experience of SLT and staff noted within the organisation and the need for the next CEO to oversee and give direction now SLT are all in place. It would be beneficial for the next CEO to have experience and understanding of social care and housing sectors.	
	Recruitment agencies, if used, should be looking within the voluntary sector for candidates. JP advised it would be useful to engage with SLT/head-hunter to outline what is needed in the organisation and then request a brief and look at targeted advertising. One quote received, two more to be requested – MG will share contacts of agencies used.	

	AD asked for volunteers to engage in either the initial brief or long list/interviewing groups. RH, HW, JM and MG indicated interest and arrangements will be made outwith meeting.	AD
	Salary – noted the importance of salary expectations being shared with candidates prior to interview.	
7.	Services: Positive Updates	
	<ul style="list-style-type: none"> ▲ Bonhill service celebrated its 20-year anniversary in March. This was a well-attended event with partner agencies, commissioners, MSPs and other services. ▲ North High Street – supported person in this service had shown an interest in the railways, staff have linked them in with organisations and secured full time employment in this sector. ▲ Somerset Place – supported person attended their first gig arranged by staff. He has also been linked into a music course and funding was secured to purchase a guitar and arrange lessons. ▲ Lanark – number of supported people within the First Stop service are still attending school therefore parenting role being provided to support this diverse group. ▲ Relief Bank – supported people who have moved on from our services are re-engaging to provide relief shifts, one of whom is currently undertaking their SVQ level 3. ▲ Breakthrough Service – video and testimonial feedback being gathered for CORRA funding feedback. This has been received from supported people and partner agencies and has been very positive. One of which indicated that the support received changed the direction of their outlook on life. 	
	LM provided update. Recruitment drive has been a great success with nearly all vacancies being filled. This has relieved pressure within services and should result in reduction in agency use.	
	Number of staff marking their 20-year work anniversary this year. JM proposed these stories be used on our socials/testimonials. LM advised we have started testimonials on our website and will continue to do so.	
	AD passed her thanks on behalf of the board to K Donnachie for the work being done within Communications and Engagement. If communication from the Board would be appropriate at any time to staff, let AD know and this will be shared out with the Board. Milestone cards will be signed off at the next meeting.	SLT Board
	Workforce Wellbeing fund has been shared across services for various activities over the last 6 months.	
8.	FOR DISCUSSION	
8.1	FY23/24 Budget	

		
		
		
		
		
		
		
		
		
	<p>Posts: Two posts have not been included in the budget and approval is sought for:</p> <ul style="list-style-type: none">▲ 12-month L&D Co-ordinator; and▲ Relief Co-ordinator – expectation that this post will pay for itself through reduction in agency, Board/COM to be kept updated on progress going forward. <p>Both posts approved for inclusion.</p>	
	<p>Operational budget <u>approved</u> with the addition of above posts.</p>	
	<p>Capital Expenditure: grants will be sought to offset costs where available. Designated reserves will be used for projects to allow tracking of expenditure, as expected, over the course of the year. <u>Approved</u></p>	

	2023/24 budget documentation was formally <u>approved</u> .	
8.2	Model Rules 2020: Approval prior to SGM	
	Model rules were circulated at January 2023 meeting and follow up with SFHA on queries. Following this discussion, it was agreed after the January meeting to bring forward the adoption of this document to March 2023 and notification was circulated to shareholders of a Special General Meeting. Model rules <u>approved</u> by COM to be adopted with no changes and will be submitted to FCA following formal approval (if received) at the SGM and sign off by solicitor.	LMcE
8.3	Scheme of Delegation	
	<u>Approved</u> with amendment to page 10, Execution of Documents. This will be amended to refer to values outlined in appendix 5.	LMCE
8.4	Business Continuity and Disaster Recovery Policy	
	<u>Approved</u> . This document will be shared internally with SLT and Communication and Engagement Manager. Any circulation outwith this group will have redacted Board contact details.	
	Document will be shared with Wylie and Bisset as part of the Cyber Security audit follow up to ensure fit for purpose.	JL
9.	FOR DISCUSSION	
9.1	Strategy Day Arrangements	
	Development Strategy on 4 th May and Board on 18 th May. These sessions will have external facilitators – any contacts to be shared with LK.	ALL
	Location will be confirmed for both sessions.	
10.	FOR INFORMATION	
10.1	CEO Update	
	Report outlines positive work being done by staff within services and through Communications and Engagement.	
		
10.2	Pay Claim – UNISON Proposal and Response	
	Discussion took place under item 8.1.	
10.3	Recovery and Wellbeing Village	
	LK updated. RRRCP bid was unsuccessful. Feedback session was held with Policy Team. Concerns were regarding timescale for becoming operational (other bids were shorter term developments), location due to correlation with alcohol advertising and need within South Lanarkshire.	

	MG asked if there were any lessons to be learned from the process. LK highlighted the approach of what, where and why when looking at opportunities. Continuing to engage with ADP/local authorities, senior civil servants etc.	
	There will be other opportunities to apply for funding in other areas with no limitations on geographical areas.	
	MT sought clarity on impact on Cathedrals of the People. LK advised work is ongoing with football clubs.	
10.4	Wylie and Bisset:	
	10.4.1: 23/24 Draft Audit Plan	
	JL proposing this be pushed back to August to allow capacity for external audit to be completed for year-end. This is contingent on Wylie and Bisset having capacity in plans for a change. Procurement will also be brought forward to first audit as this was delayed from previous schedule. Committee <u>approved</u> this proposal.	JL
	10.4.2: Follow Up Report Audit Report	
	Report for information. Action ongoing to close off matters arising from audits.	
10.5	Tenders, Contracts, & Live Opportunities	
	Paper for information. Referenced within other discussions.	
10.6	Corporate Risk Register	
	Property risks were raised at Development committee and will be incorporated within operational risk register.	
10.7	Corporate Action Tracker	
	Updated as appropriate.	
10.8	Quality of Buildings: Health and Safety	
	Report for information.	
11	Sub Committee Reports	
11.1	Development and Partnership (1st December 2022)	
	Approved.	
11.2	Delivery & Change Sub-committee (8th December 2022)	
	Approved with the addition of LM in attendees and next meeting updated to 15 th June 2023.	
11.3	Finance Investment and Audit sub-committee (19th January 2023)	
	Approved. Date of next meeting to be confirmed.	

12.	Policies for Approval	
12.1	Policies recommended by subcommittee for approval	
	Policies were approved. There are minor clarification comments for consideration on People policies which will be reviewed.	
12.2	Policies not approved by sub committee	
	None.	
13.	A.O.C.B	
	<u>External Audit Tender</u>	
	Tender will be issued later this year. Committee agreed to 3 years with two 1-year extensions. FIA committee will be involved in consideration of submissions and presentations later in year.	
14.	Date Of Next Meeting	
	SGM: 30 th COM/Board: 25 th May 2023 <u>Next Committee Meetings:</u> Development and Partnership Committee – 8 th June 2023 Delivery and Change Committee – 15 th June 2023 FIA Committee – TBC	

Signed: Anna Davis, Chair

Dated: 17th August 2023

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Page	Section	Reason
3	8.1	Confidential discussion re pay negotiations
4	10.1	Discussion re specific post – identifiable person

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Minutes of the Committee of Management/Board of Blue Triangle (Glasgow) Housing Association Ltd, online for approval of SHR returns at 26th May 2023

Action
By

1. SHR Returns

The Board met on Thursday, 18th May for the Strategy session. Work on the FYFP and ARC returns was ongoing. These were circulated to members outwith this session.

1.1 Five-Year Financial Projection (FYFP)

Circulated to members with context on assumptions used within the figures on Monday, 22nd May 2023. Year 0 reflected 2022/23 and Year 1 is 2023/24 reflects approved budget figures (March 2023 COM). Assumptions provided relate to:

Income	Assumption
Housing Benefit	This will increase by 5% year along with associated costs
Voids	Will continue at a rate of 6.5% as per the 23/24 budget
Contracted Funding	Will continue at 23/24 rates
Donations	Will increase by 5% year on year from 24/25
Salaries	Will increase by 2% year on year from 24/25. This includes recruitment
Bad Debts	Will increase by 1% year on year from 24/25

Clarification provided on queries relating to:

- ▲ 22/23 figures which have been discussed with auditors.
- ▲ Inflation figure was reviewed for 23/24 and amended from 3.3% to 5%.
- ▲ Reduction in staff costs and turnover links to balance with increase of income.
- ▲ Diversification income reducing as we have assumed no increase other than rental.

Approval received from all members by deadline of 26th May 2023 for submission to SHR.

LMcE

1.2 Annual Report on the Charter (ARC)

Circulated to members with context relating to increase in figures from last year’s return (anti-social behaviour and complaints)

Clarity provided regarding questions relating to complaints calculation, staff turnover and rent arrears in 22/23.

- ▲ Complaint spread is Stage 1 x 3, Stage 2 x 5 and stage 1 and 2 x 3.
- ▲ Staff turnover is representative of sector levels at present.
- ▲ Rent arrears link partly to payment cycles of local authorities.



Approval received from all members by deadline of 26th May 2023 for submission to SHR.

LMcE

Signed: Anna Davis, Chair

Dated: 17 August 2023

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