

tow	<b>Please note compliance with Scottish Housing Regulator's Standards and Freedom of Information requirements at end of these minutes</b>	
	Minutes of the Committee of Management/Board of Blue Triangle (Glasgow) Housing Association Ltd, in person and via MS Teams, Glasgow on Thursday 26 <sup>th</sup> January 2023 at 10:30 – 12:30.	
		<b><u>Action</u></b> <b><u>By</u></b>
<b>1.</b>	<b>Present</b>	
	In person: Ms E Campanaro (EC), Mr M Trant (MT), Mr J Edwards (JE).	
	Via Teams: Ms A Davis (AD) (Chair), Ms H Ward (HW), Ms K Phillips (KP), Ms M Gibb (MG), Mr J McNaughton (JM), Mr J Pow (JP). Ms MC Gair (MCG) joined at 10.45am.	
<b>2.</b>	<b>In Attendance</b>	
	In Person: Mr I MacFarlane (IM), Ms L Keegan (LK), Ms L Munro (LM), Ms G Longmire (GL), Mr D Stewart (DS) and Ms L McElroy (LMcE) (minutes). Mr J Lloyd joined meeting at 10.49am.	
<b>3.</b>	<b>Apologies</b>	
	Ms R Harper.	
<b>3.1</b>	<b>Board Member Updates</b>	
	AD advised committee members of the passing of RH's mother.	
	TK has stepped down from the Board since the last meeting due to work commitments. She will remain a co-opted member on the FIA committee.	
<b>4.</b>	<b>Conflicts Of Interest</b>	
	None.	
<b>5.</b>	<b>Minutes of Approval (24<sup>th</sup> November 2022)</b>	
	Read and approved.	
<b>6.</b>	<b>Matters Arising</b>	
	<u>Item 7.1: Mid-Year Position and Forecast to Year End:</u> Glasgow 'surplus' Homelessness Social Work funds have been requested back by GCC. This will be reflected within our accounts.	
<b>7.</b>	<b>Services :Positive Updates (verbal)</b>	
	<u>Clydebank Service:</u> Service User has moved onto their own tenancy and are attending college. Completed Social Care SVQ. Applied for relief work within Blue Triangle and have successfully completed their interview. On receipt on references and PVG will start shift work.	
	Staff have created a 'safe space' for ex service users to return for a hot meal, or to use laundry while spending time with staff and other service users socially.	

	Two of our ex-service users returned to visit staff at the Clydebank Service with their new baby.	
	<u>Renfrew Service:</u> SMART group launched on 12th January 2023; this was funded through a grant award application to Renfrew Smart Connections. These sessions are being delivered out with the service to encourage people to attend. Positive feedback received.	
	<u>Lanark Service:</u> Visiting local school for World of Work week, this will allow staff to promote the services we provide and answer any questions the pupils may have.	
	<u>Staff changes:</u> Two staff have stepped up into new posts as part of the Regional Service Manager roles being implemented. Lewis Keddie is now PM for North High Street and Wemyss House. A Fraser has stepped into an Acting PM role for three months for our Paisley and WRAP services.	
<b>8.</b>	<b>Early Impressions: J Lloyd and J Brown</b>	
	Taken under later items during Finance and Development updates.	
<b>9.</b>	<b>FOR DISCUSSION</b>	
<b>9.1</b>	<b>FY23/24 Budget Framework &amp; Summary Position</b>	
	IM went through FIA headlines relating to creation of budget for 2023/24. The new budget will be simplified and clear to give clarity to Service contribution to Central Support costs. Key areas are deficit/surplus, cash position, and reserves (revenue, designated and general). MCG joined the meeting via teams.	
	Analysis of budget ongoing to identify any double counting. Agency and void expenditure as well as HB income being reviewed. Current reserves – cyclical £424K and property refurbishment £915K. We do not want to run with high value in reserves and auditors are not comfortable with these values.	
	One year budget will be brought to Board within the context of a 3-year return to surplus plan. Building base models to show cost drivers.	
	Board/COM noted their thanks for the work that has been undertaken with budgeting. JP suggested a quarterly clawback by profit centre to reduce the deficit across the next two months. JL joined meeting.	JL
	MT commended the work undertaken. Main concern relates to Job Evaluation (JE). Scenarios for potential % impact as well as the offset with any cost-of-living award. GL advised a joint communication with UNISON was sent to staff regarding JE. [REDACTED]	

	Information relating to JE costs will be brought to Laser COM on 9 <sup>th</sup> .	<b>GL/JL</b>
	MG noted the increase in Central Support costs over the past few years. This may have an impact on Service contribution levels. IM advised the job market has changed as well as the transparency of reporting on spend – maintenance staff team are now visible in staffing as were previously hidden within Service Delivery.	
	Noted that void impact differs across each local authority as the income value varies. Renfrew has the highest value. Void analysis was shared with FIA committee.	
<b>9.2</b>	<b>Lone Working</b>	
	Board undertook Health and Safety training – main area of concern as a result was Lone Working. Accountability for any issue falls upon Board and SLT therefore focus is on: <ol style="list-style-type: none"> <li>1. ensuring staff are clear about mitigating actions to minimise impact on staff safety. and</li> <li>2. Staff are fully trained.</li> </ol>	
	Lone Working is covered within onboarding training and induction within services. Risk assessments in place for lone working.	
	Services have panic buttons, alarm systems, red alert devices (Orbis). Risk assessments received from local authorities regarding referrals must be up to date, however these are completed within the service when a new service user arrives.	
	Lone working is an area for discussion with Commissioners as complexity of referrals increase however funding has remained the same when contracts are extended. Lone working is discussed at H&S meetings and this report will go to the next meeting.	<b>DS</b>
	Analysis exercise of lone working statistics/incidents underway. Mitigation actions for Lone Working are tracked on the risk register and action log for visibility.	
<b>9.3</b>	<b>Staff Rewards</b>	
	GL provided verbal update. Ongoing engagement with CCPS working groups. Current discussions relate to enhanced sickness, maternity and paternity pay – most organisations however, currently offer more than statutory level.	
	GL reviewing benefit platforms (similar to Blue Light Card) for staff as part of negotiations with UNISON. JM will provide GL with contacts relating to staff benefits which may be useful.	<b>JM</b>
	Volunteering hours have also been raised by UNISON and will form part of negotiations as this links to our purpose and enhances the value of work with	

	local authorities. Noted there will be a monetary impact with backfilling of rotas for cover to release staff.	
	Total rewards – statement will be prepared in due course to staff outlining the full cost of contracts (on-costs/pension etc) This will highlight the entire value to contract, not solely the value of salary received.	<b>GL</b>
	Pensions will be reviewed by GL/JL, current provision and salary sacrifice options – staff consultation will be required for any considered changes.	<b>GL/JL</b>
	<div style="background-color: black; width: 100%; height: 1.2em; margin-bottom: 0.5em;"></div> benchmarking of pay is undertaken on number of hours. When looking at new opportunities for contract, there may be a business need for amended contract hours.	
<b>9.4</b>	<b>Model Rules 2020</b>	
	Committee to review document and advise LMCE of any queries. Amendments made to this document must be notified to OSCR in advance of the change taking effect.	<b>ALL</b>
	LMCE will seek clarity from SFHA on the two matters raised relating to members standing down for extraordinary reasons which will then impact on numbers for re-election at AGM as well as the borrowing values as to whether there is any regulation or guidance on limit. This will be circulated to members.	<b>LMCE</b>
	Discussion took place with Azets today during which subsidiaries were raised. This may be where borrowing limits are applied. This will be discussed further at the May Strategy Day.	<b>AD</b>
<b>10.</b>	<b>FOR INFORMATION</b>	
<b>10.1</b>	<b>CEO Update</b>	
	Incidents outlined at Viewpark have further highlighted lone working concerns.	
	IM advised full complement of staff now in place at Central Support	
<b>10.2</b>	<b>Recovery and Wellbeing Village SG Funding Submission</b>	
	Bid submitted. IM has received follow up queries from Scottish Government and responses sent. Hoping to have a decision on outcome by end of month.	
<b>10.3</b>	<b>Wylie and Bisset Audit Reports:</b>	
	Committee commended the SLT for seeking review in areas where work is required.	
	Actions stemming from audits are contained in action tracker. Structure has been agreed to ensure management accounts are circulated in a timely manner.	

	Committee welcome JL to his new post and sought feedback on initial perceptions. JL advised view so far is positive, his background is in social care so learning about the RSL status. Going forward will discuss reserves with committee to outline policy going forward.	<b>JL</b>
	Any aspects which committee wish to have reported on at meetings, let JL know.	
<b>10.4</b>	<b>Tenders, Contracts, &amp; Live Opportunities</b>	
	LK provided update. Still waiting on outcome of Glasgow Homes First tender.	
	CORRA funding bid in for new recovery housing model in E. Ayrshire. If unsuccessful this will continue to develop plans.	
	Key account management underway with J Brown (JB). LK met with KP to discuss fundraising.	
	EC noted two outcomes from FIA committee. Identification of 'sweet spot' at which a contract is beneficial to engage with, and net zero awareness – this will be a requirement going forward in properties so must be on our radar. This will link in with strategy review.	
	Committee welcome JB to meeting via teams to share initial views of role. Positive feedback and engaging with external companies as part of our stakeholder/key account management. Looking for opportunities for charity of the year link in with organisations.	
	IM met with [REDACTED] West Dunbartonshire to discuss possible links.	
<b>10.5</b>	<b>Corporate Risk Register</b>	
	Risks have been reviewed and mitigating actions outlined with tracking points. These have all been added to the action tracker for transparency.	
<b>10.6</b>	<b>Corporate Action Tracker</b>	
	Updated.	
<b>10.7</b>	<b>Quality of Buildings: Health and Safety</b>	
	DS talked to paper. There have been 3 accidents since the last report, none of which are reportable. There have been 28 false fire alarms.	
	Fire audits have highlighted a risk relating to e-bikes/scooters due to the type of battery. Not all projects have outdoor space so looking at options for storage and information will be circulated to services on storage.	<b>DS</b>
	Van has been purchased and branding applied.	
<b>11</b>	<b>Sub Committee Reports</b>	

<b>11.1</b>	<b>Development and Partnership (1<sup>st</sup> December 2022)</b>	
	Approved.	
<b>11.2</b>	<b>Delivery &amp; Change Sub-committee (8<sup>th</sup> December 2022)</b>	
	Approved. HW highlighted the positive service user evaluation data which was shared at sub-committee. This will be circulated to committee members for reference.	<b>LMcE</b>
	The positive environment created within services to provide a point of contact once service users have moved on is reflected in feedback. This reflects the 'family' approach our staff take. Funding does not allow for provision of follow on support in the majority of services – this is a gap which can be potentially filled with fundraising monies.	
	MCG left meeting at 12.30pm	
<b>11.3</b>	<b>Finance Investment and Audit sub-committee (19<sup>th</sup> January 2023)</b>	
	Approved.	
<b>12.</b>	<b>Policies for Approval</b>	
<b>12.1</b>	<b>Policies recommended by subcommittee for approval</b>	
	Approved by committee with the exception of Development and Maintenance. Development and Maintenance policies will be recirculated with amendments.	<b>LMCE</b>
<b>12.2</b>	<b>Policies not approved by sub committee</b>	
	None.	
<b>13.</b>	<b>A.O.C.B</b>	
	None.	
<b>14.</b>	<b>Date Of Next Meeting</b>	
	Laser COM: 9 <sup>th</sup> February 2023 COM/Board: 30th March 2023 <u>Next Committee Meetings:</u> Development and Partnership Committee – 23 <sup>rd</sup> February 2023 Delivery and Change Committee – 2 <sup>nd</sup> March 2023 FIA Committee – 16 <sup>th</sup> March 2023	

Signed: Anna Davis, Chair

Dated: 30<sup>th</sup> March 2023

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
2	9.1	Sensitive information
4	9.3	Sensitive information

5                      10.4                      Name