

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 17th August, 10:30 – 12:30.

		<u>Action By</u>
1.	Present	
	<u>In person:</u> J McNaughton (JMcN), M Trant (MT), H Ward (HW).	
	<u>Via Teams:</u> A Davis (AD), R Harper (RH), E Campanaro (EC).	
2.	In Attendance	
	<u>In person:</u> J Lloyd (JL), L Keegan (LK), L Munro (LM), G Longmire (GL), D Stewart (DS) and L McElroy (Minutes – LMCE)	
	LK and LM attended for their items and left at 10.59am.	
3.	Apologies	
	Apologies received from MC Gair, M Gibb, K Phillips and J Pow.	
4.	Conflicts Of Interest	
	None.	
5.	Minutes of Approval (30 March 2023 + SHR APPROVAL)	
	Minutes were approved with amendment. Redactions agreed and will be uploaded to website.	LMCE
6.	Matters Arising	
	J Edwards has stepped down from the Board as of 1 st May 2023 due to taking on a new position. Committee thanks him for the input to the Board over the years. JE continues to support our Development and Partnership committee.	
7.	Services: Positive Updates (verbal)	
	LM provided update.	
	<u>Paisley:</u> MSP N Don visited Bruce Court recently and shared praise for the service and Blue Triangle on her Instagram. Discussed impact on employment on HB and will be discussed at Scottish Government.	
	<u>Viewpark:</u> Staff working with supported people to engage in activities to get into positive mindset for moving on from service. A number of supported people, and staff, engaged in these sessions which will be rolled out to other services. Thanks to J Brown, Development Partner, for securing funding.	
	<u>Chalmers Court:</u> A number of referrals have been received for supported people with pets. These have been accommodated through a variation to	LM

	the occupancy agreement as staff are aware of the positive impact pets have. Pet Policy will come to COM for approval.	
	<u>Hamilton</u> : Supported person linked in with Oral Health which has had a positive impact on their confidence. Have moved on to own tenancy with ongoing support.	
	Support worker in Hamilton has completed their Honours in Health and Social Care and will graduate at end of August. This is a fantastic achievement.	
	<u>CB Portwell</u> : Three supported people on social work funded placements have completed their SVQ level 2 in English.	
	<u>Alexandria</u> : Funding raised for summer house. Expected to be built in the next two months, vegetable garden also started to become self-sustainable. Supported people also upcycling furniture.	
	COM members noted their support for all the work being done within the services.	
8.	FOR APPROVAL	
8.1	Audited Accounts FY 21/22	
	8.1.1 Audit Findings	
	JL advised auditors noted two minor matters from audit, auditor attended FIA committee to talk through audit process and outcome.	
	<ol style="list-style-type: none"> 1. Employee testing – missing ID for employee, this could be due to starting date being prior to checks. 2. Creditor/purchase ledger – accruals at year end of March invoices, these should be posted on ledger not accrued. This can cause issues, none were found during audit but should be accurately recorded. 	
	Two adjustments were made to the accounts since March which have had a positive impact on the bottom line.	
	COM noted thanks to Y Lynch, Finance Manager, and Finance team for their work on audit.	
	JL confirmed, as per discussion at AGM and FIA, the external audit service will be tendered for FY 2023/24 onwards.	
	8.1.2 Letter of Representation	
	For information. Committee approved signing by JL.	JL
	Accounts and supporting documents all formally <u>approved</u> .	

8.2	Code of Conduct – Staff	
	GL advised this document will be an annual requirement for sign off by staff. The first circulation will be hard copy circulated with contract documentation to all staff. Going forward document will be shared via SAGE for electronic signature.	
	Committee <u>approved</u> Code of Conduct and approach to circulation.	
9.	FOR DISCUSSION	
9.1	Board Member Recruitment	
	JMcN and MCG indicated their interest in participating in this process with EC and MT. Board recruitment pack will be updated. Agreed this will process will be internal, no use of agency. JMcN proposed circulation within COM networks to identify possible applicants.	
	Important to have a member with financial/accountancy expertise to join FIA committee.	
	Meeting will be arranged for group to progress discussions.	LMCE
10.	FOR INFORMATION	
10.1	CEO Update	
	Care Inspectorate visit to Lomondside services has not yet taken place.	
	JMcN asked, under 3.1, about press contact re court case. Confirmed there was no approach either directly to staff at court, or to the service.	
	[REDACTED]	
	[REDACTED]	
	[REDACTED]	
10.2	CEO Appointment	
	COM members approved AD sharing of details with G Meek (GM) to make contact to arrange discussion in advance of start date. GL in contact with GM for arrangements prior to starting. GM will visit Central Support in September.	AD

10.3	Pay Claim	
	Pay negotiations have concluded and proposal accepted by members. This will be process in August salaries.	
	Job Evaluation outcome has been communicated to staff. There has been no communication back to SLT on this matter.	
	[REDACTED]	
10.4	Wylie and Bisset:	
	10.4.1: Sustainability of Business Plan Audit	
	Weak outcome of audit. No unexpected feedback from this audit and management responses will be returned to W&B. Audit reports will be shared and discussed with GM. Noted these reports give us a baseline to make progress. MT proposed a further strategy session with COM, following meeting on 25 th January.	
	10.4.2: Annual Report	
	Report outcome of no assurance due to weak audit reports through the year. Cover paper outlines progress since audit was carried out.	
10.5	Tenders, Contracts & Live Opportunities	
	<u>Elder Street</u> lease has been granted the final 2-year extension as requested by GCC via our solicitors. LK and DS visited Elder Street recently to check on condition.	
	<u>Falkirk</u> tender successful for Lot 1 provision of young person's service. Contract start date of 1 st October with kick-off meeting with council commissioners for contract today at 11am. COM noted thanks to the team for the work in securing this contract. Lot 2 being reviewed for submission of outreach with individual accommodations.	
	AD asked if there were any potential issues with TUPE transfers. GL advised information has been provided, however some staff wont be transferring so we have increased recruitment. Formal discussions to take place with staff, this will happen after the current provider have had these discussions. Tight turnaround for 1 st October 2023.	
	Registration of service has been discussed with Care Inspectorate and a variation will be submitted for current Millhill service in the short term to allow full registration application to be submitted.	
	<u>Renfrewshire</u> re-tender submission deadline of 18 th August, return will be made today.	
	<u>National Lottery</u> Improving Lives bid with South Lanarkshire, work ongoing.	

	RH sought clarity on the unsuccessful National Lottery bid relating to annual income ruling us out. LK advised this was due to levels of reserves	
	<u>East Ayrshire</u> CORRA award – discussion ongoing with council re accommodation, funder aware.	
10.6	Corporate Risk Register	
	No update. Discussed at FIA and will be a focus at that committee. SLT focussed session on 6 th September.	
	Lone Working – GL advised that we have a number of mitigating actions in place to minimise risk to staff. Benchmarked against what is done in other organisations and we are exceeding these. Lone working will be a cyclical review of measures, COM made aware that this is a sectoral issue which we have no control over as services are commissioned.	
	RH left meeting at 11.50am.	
10.7	Corporate Action Tracker	
	B158 – accounts being produced timeously and process being monitored. Going forward will have breakdown by local authority. Will remain in progress on tracker.	
10.8	Quality of Buildings: Health and Safety	
	DS noted RIDDOR report submitted to SHR. Claim has been submitted by supported person and this is with our insurers. Liability to be clarified.	
	Maintenance team vacancy. Increased workload with Abercorn and addition of incoming Falkirk contract, workload high for team of three. Cost to be clarified and discussed with GM.	JL
11	Sub Committee Reports	
11.1	Development and Partnership (23rd February 2023)	
	Approved. All points raised covered on agenda.	
11.2	Delivery & Change Sub-committee (2nd March 2023)	
	Approved. [REDACTED]	
11.3	Finance Investment and Audit sub-committee (23rd March 2023)	
	Approved. All points raised covered on agenda.	
12.	Policies for Approval	
12.1	Policies recommended by subcommittee for approval	
	12.1.1 Governance Policies	
	All policies approved.	

	12.1.2 Policies Approved at sub-comms	
	All policies approved.	
12.2	Policies not approved by sub committee	
	None.	
13.	A.O.C.B	
	<u>Remuneration Committee</u>	
	Member sought for committee. JMcN to join.	
	<u>2023 Declaration of Interests</u>	
	Will be circulated to members for completion following meeting.	LMcE
	<u>AGM</u>	
	Will be held at Central Support offices	
14.	Date Of Next Meeting	
	COM/Board and AGM: 28 th September 2023	
	<u>Next Committee Meetings:</u>	
	Development and Partnership Committee – 4 th September 2023	
	Delivery and Change Committee – 7 th September 2023	
	FIA Committee – 14 th September 2023	

Signed:

Dated:

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
3	10.1	CEO Update: Confidential information and initial discussion on a proposal.
4	10.3	Pay Claim: Confidential information
5	11.2	Sub-committee discussion: confidential information.