

MINUTE OF THE MEETING OF KEY BOARD
HELD ON WEDNESDAY, 21 JUNE 2023

At 6.00 p.m. in The Square, 70 Renton Street, Glasgow

Page 1 of 4

PRESENT

Sheenagh Simpson (Chair)
John Paterson
Jack Crombie
Dave Le Sage (online)
Angus Turner
Rebecca O'Donnell
Karen Jamieson
Musab Hems – until item 1.7
Dee Fraser
Paul Hush

IN ATTENDANCE

Andrea Wood (CEO)
Alison Wood (Head of Finance)
Gordon Anderson (Head of Housing, Development
and Corporate Services)
Grace Semple (Head of HR)
Jean Ramsay (Head of Support)
Asa Brooks (Governance, Regulation and Compliance Manager)
Leam MacKeown (Inclusion Manager – Supporting TAG)

ACTION

1.1 APOLOGIES

Apologies were received from David Meechan, Ann McGuigan and Gillian Anderson.

1.2 DECLARATIONS OF INTEREST

No interests were declared.

1.3 MINUTE OF PREVIOUS MEETING (10.5.23)

The minute of the meeting of 10 May 2023 was approved.

1.4 MATTERS ARISING

1.4.1 Social Care Staff Uplift 23/24 (old item 1.5.2)

An in camera session regarding the Social Care Staff Uplift for 2023/24 was held at the end of the meeting.

1.4.2 Repairs to the Square Roof (old item 2.2)

Chief Executive advised that roof replacement works for 70 Renton Street will have commenced by the time of the next Board meeting, although this should cause no disruptions.

MINUTE OF THE MEETING OF KEY BOARD
HELD ON WEDNESDAY, 21 JUNE 2023

At 6.00 p.m. in The Square, 70 Renton Street, Glasgow

Page 2 of 4

	<u>ACTION</u>
<p>1.5 <u>STAFFING MATTERS</u></p> <p>Head of HR presented the report, which was noted by the Board.</p>	
<p>1.6 <u>REVIEW GROUPS</u></p> <p>1.6.1 <u>Housing (10.5.23)</u></p> <p>The report was noted by the Board.</p> <p>1.6.2 <u>Support (30.5.23)</u></p> <p>The report was noted by the Board.</p> <p>1.6.3 <u>Workforce (13.6.23)</u></p> <p>The Board noted the report, and acknowledged the efforts Key makes in trying to provide flexibility in terms of support hours for supported people alongside working patterns for staff.</p>	
<p>1.7 <u>SHR ANNUAL ASSURANCE VISIT</u></p> <p>The Chairperson updated the Board on the visit from the Scottish Housing Regulator on the 15 May 2023 as part of a thematic assessment of how landlords assure themselves of compliance with Regulatory Requirements before submitting their Annual Assurance Statements. The Chairperson, Chief Executive and Head of Housing were interviewed by the SHR as part of the process. The Chairperson had explained to the SHR how the Board are involved in the Annual Assurance processes, emphasising the value of the review groups and support provided by staff.</p> <p>The Board was provided with a copy of our individual feedback letter received from the SHR, which confirmed that they are satisfied with Key's approach. The letter noted one area for improvement, which confirmed Key's intention to re-engage with tenants through the My Home group, after the pause during the pandemic. This work is ongoing.</p> <p>Head of Housing added that the SHR has now published a discussion paper seeking responses to their proposals for amendment to their Regulatory Framework. They are intending to launch a revised Framework from April 2024. Officers will prepare a response in time for the 11 August 2023 deadline, and individual Board members are welcome to contribute should they wish.</p>	<p><u>HofH</u></p>
<p>1.8 <u>REVISED ANNUAL ASSURANCE PROCESS</u></p> <p>Following the proposals made by the Governance Manager during the Governance Session immediately before the Board meeting, the Board approved a new approach for</p>	

MINUTE OF THE MEETING OF KEY BOARD
HELD ON WEDNESDAY, 21 JUNE 2023

At 6.00 p.m. in The Square, 70 Renton Street, Glasgow

Page 3 of 4

	<u>ACTION</u>
<p>how it assures itself that Key is meeting its Regulatory Requirements and agrees its Annual Assurance Statements.</p> <p>The proposals included:</p> <ul style="list-style-type: none"> - Setting up a new web page for the Board to view evidence of compliance and to record the Board's assurance in relation to the evidence - A full Board report once a year that will support the Board to agree its Annual Assurance Statement - Quarterly Board reports, highlighting areas where assurance may be in question. 	
<p>1.9 <u>DRAFT FINANCIAL OUT-TURN 2022/23</u></p> <p>Head of Finance spoke to report on Key's financial performance for the year to 31 March 2023, including income and expenditure details across all areas of activity, and a draft summary of the Management Accounts for Key.</p> <p>The Board noted that the figures presented would be used by Key's external auditor towards preparation of the final accounts for the year, and that these will be considered in full at the Finance Review Group meeting in August.</p>	
<p>1.10 <u>ANNUAL PROCUREMENT REPORT</u></p> <p>The Board noted the report which outlined our procurement activity as at 31 March 2023.</p>	
<p>1.11 <u>ELSIE NORMINGTON FOUNDATION UPDATE</u></p> <p>Head of Housing tabled a report informing the Board that building works have now been completed on the three flats where it is proposed that Key will lease the properties from the Elsie Normington Foundation for use as short breaks provision. The Board noted the update on the development of a draft agreement between Key and the Foundation.</p> <p>Authority was delegated to the Chief Executive and Head of Housing to conclude a lease agreement on the basis of the terms contained in the paper.</p>	
<p>1.12 <u>PENSION UPDATE</u></p> <p>Head of Finance spoke to the report, which was noted by the Board.</p>	
<p>2. <u>QUARTERLY REPORTS</u></p> <p>The Board noted the report.</p>	
	<u>GM</u>
	<u>CEO/ HofH</u>

MINUTE OF THE MEETING OF KEY BOARD
HELD ON WEDNESDAY, 21 JUNE 2023

At 6.00 p.m. in The Square, 70 Renton Street, Glasgow

Page 4 of 4

ACTION

3. MINUTE OF COMMUNITY LIFESTYLES DIRECTORS (23.5.23)

The minute of the Directors' meeting of 23 May 2023 was noted.

4. HOUSING, DEVELOPMENT AND ADMINISTRATION ISSUES

4.1 Bank mandates

The Board approved the signatories on the new bank mandates for the service user accounts presented, and noted the amended bank mandates that were also presented.

4.2 Share applications

The Board approved the applications for Association membership and use of the seal on share certificates for two new members.

4.3 Credit card facility

The Board approved a request contained in the report tabled by the Head of Finance.

5. AOB

No other business was considered.

6. DATE OF NEXT MEETING

The Board will next meet on Wednesday, 23 August 2023.