

MINUTE OF MEETING OF KEY BOARD  
HELD ON WEDNESDAY, 1 MAY 2019

AT 70 RENTON STREET, GLASGOW AT 6 PM

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<u>PRESENT</u>	<u>IN ATTENDANCE</u>	<u>ACTION</u>
John Paterson	Andrea Wood (CEO)	
Duncan Sim	Alison Wood (Head of Finance)	
Jack Crombie	Gordon Anderson (Head of Housing, Development and Corporate Services)	
Jo Pearson		
Sheenagh Simpson	Grace Semple (Head of Human Resources)	
Ann McGuigan	Jean Ramsay (Head of Support)	
Gillian Anderson	Jim Kearns (Head of Administration)	
Angus Turner	Leam MacKeown (Social Inclusion Manager - supporting TAG reps)	
David Meechan		
Paul Cannop (TAG)		
Rebecca O'Donnell (TAG)		

1.1 APOLOGIES

Apologies were received from Bill Mooney, Dave Le Sage, Bob Parry and Laura Finnan Cowan.

1.2 MINUTE OF PREVIOUS MEETING (13.3.19)

The minute of the meeting of 13 March 2019 was approved.

1.3 MATTERS ARISING

1.3.1 Prospective New Board Member (Old item 1.3.1)

Chief Executive spoke to inform members that a re-scheduled meeting with the prospective new Board member would take place on 2 May 2019. It was also noted that a further person with an interest in serving on the Board had recently been in contact with the Chief Executive and that a meeting with them was planned for 3 May 2019.

CEO

1.4 ISSUES FROM OFFICE BEARERS' COMMITTEE

1.4.1 Office Bearers' Committee Minute (16.4.19)

Chief Executive spoke to highlight the Committee's discussion of the Engagement Plan issued by the Scottish Housing Regulator on 31.3.19, which had a new format in line with the SHR's new regulatory framework. It was noted that Key's regulatory status had not yet been determined, but was expected to be announced following submission of the first annual assurance statement, due by the end of October 2019. It was further noted that Eleanor Sneddon had recently been appointed by the Regulator as Regulation Manager responsible for Key, replacing Kirsty Anderson.

1.4.2 AGM Arrangements 2019

Chief Executive spoke to report. The Board noted that this year's AGM would take place on the afternoon of Wednesday, 18 September at The Square.

The Board also noted those members due to retire at the AGM: in addition to Gillian Anderson and Laura Finnan Cowan, both of whom were elected in 2016, 3 other members from those elected in 2017 were required to retire and then, if willing, may stand for re-election without nomination. Angus Turner and Bob Parry were chosen by lot to retire, along with those already shown.

ACTION

#### 1.4.3 Risk Management Review 2019

Chief Executive spoke to review the current challenges being faced by Key and how the attendant risks and opportunities are being dealt with.

The Board noted that the risk register had been updated to reflect the organisation's increasing reliance on IT systems, alongside the strengthening of policies, guidance and training related to the wellbeing of the people supported by Key.

The Risk Management Review was approved.

#### 1.5 REVIEW GROUPS

##### 1.5.1 Training Review Group

Chief Executive spoke to report, which was noted.

#### 1.6 ANNUAL REVIEW OF INVESTMENTS AND LOANS

Head of Finance spoke to report, which was noted by the Board.

#### 1.7 UPDATE ON LOCAL AUTHORITY FUNDING AND SLEEPOVERS

Head of Finance spoke to report on the progress of dialogue with Key's local authority funding partners, which was noted by the Board. A small number of residual issues were also noted to do with agreement of sleepover rates and the resolution of a number of minor legacy deficits.

HoF

#### 1.8. SELF-ASSESSMENT OF REGULATORY STANDARDS

Head of Housing and Development spoke to a report and presentation outlining the outcome of an initial self-assessment of the SHR's updated Standards of Governance and Financial Management. The Board noted this was the first stage of the agreed triennial, comprehensive Board self-assessment exercise which would support the preparation of an Annual Assurance Statement.

The Board considered the evidence in detail and assessed the policies, strategies and performance supporting each standard. Following on from this, members were invited to submit their own written comments by 31 May, to allow time for these to be included in the self-assessment review for discussion at the Board governance session on 4 June. It was noted that the Board governance session will include a workshop to agree Compliance Statements for each of the Standards and to identify any required actions.

CEO

1.9 WRITE-OFF OF NON-RECOVERABLE DEBT

Head of Finance spoke to a tabled report reviewing debtor balances, which informs part of the year-end external audit.

The Board approved the write-offs of non-recoverable debt, as detailed in the report.

ACTION

HoF

1.10 BOARD GOVERNANCE SESSION – 4 JUNE 2019

Chief Executive spoke to report.

The Board noted the draft programme for the governance session, which included a review of the collective appraisals from Board members, the annual review of composition of the Board, self-assessment of regulatory standards, preparations for the newly required Annual Assurance Statement and an overview of the latest guidance on 'Notifiable Events'.

Members were also encouraged to note in the collective appraisal form any specific areas they would like to be covered at the governance session, and that suggestions would be accommodated where possible, either within the session itself, or at briefing sessions later in the year.

CEO

1.11 RENEWAL OF SERVICE LEVEL AGREEMENT BETWEEN TAG AND KEY

The Board noted and approved the annual renewal of the Service Level Agreement detailing the formal relationship between TAG and Key.

1.12 PROPOSED TIMETABLE FOR THE DEVELOPMENT OF KEY'S STRATEGIC PLAN 2020-23

Chief Executive spoke to the proposed schedule for developing and approving the Key Group's Strategic Plan for 2020-2023, which was approved.

2. COMMUNITY LIFESTYLES

2.1 Meeting of Directors (16.4.19)

The minute of the Directors' meeting of 16 April 2019 was noted.

2.2 CLS Annual Care Inspectorate Report 2018-19

Chief Executive spoke to report, detailing the inspections for the year 2018/19, with all 3 Lifestyles branches having been inspected during the year,

It was noted that the approach taken by inspectors had a strong focus on involvement, experiences and achievement of outcomes for the people we support. The report was very positive, with grades of 'very good' awarded for all inspected themes, and no 'Requirements' or 'Recommendations'.

In noting the Report, the Board wished to record its gratitude for the hard work which lies behind these consistently high grades.

3. HOUSING, DEVELOPMENT AND ADMINISTRATIVE ISSUES

3.1 Update on Legal Action for Repossession (Rent Arrears)

Head of Housing spoke to update members on progress with a Notice of Proceedings issued to an unsupported tenant. Noted by the Board.

HoH

3.2 Former Tenant Rent Arrears: Proposed Write-Offs

Head of Housing spoke to an amendment required to the figures for former tenant write offs, as previously presented to the Board on 13 March 2019.

The amendment was approved, confirming the final write off for 2018/19.

HoH

3.3 Bank Mandates

The Board noted and approved the signatories on bank mandates for the service and service user accounts presented.

4. A.O.B.

4.1 Confidential Item: Report from Chief Executive

Noted by the Board.

5. DATE OF NEXT MEETING

The Board will next meet on Wednesday, 19 June 2019.

ACTION