

MINUTE OF MEETING OF KEY BOARD
HELD ON WEDNESDAY, 19 JUNE 2019

AT 70 RENTON STREET, GLASGOW AT 6 PM

Page 1 of 4

<u>PRESENT</u>	<u>IN ATTENDANCE</u>	<u>ACTION</u>
John Paterson	Andrea Wood (CEO)	
Dave Le Sage	Alison Wood (Head of Finance)	
Duncan Sim	Gordon Anderson (Head of Housing, Development and Corporate Services)	
Laura Finnan Cowan		
Jack Crombie	Grace Semple (Head of HR)	
Jo Pearson	Jean Ramsay (Head of Support)	
Karen Jamieson	Jim Kearns (Head of Administration)	
Ann McGuigan		
Gillian Anderson		
David Meechan		
Bob Parry		
Paul Cannop (TAG)		

1.1 APOLOGIES

Apologies were received from Bill Mooney, Angus Turner, Sheenagh Simpson and Rebecca O'Donnell.

The Chairperson welcomed Karen Jamieson to her first meeting of the Board

1.2 MINUTE OF PREVIOUS MEETING (1.5.19)

The minute of the meeting of 1 May 2019 was approved.

1.3 MATTERS ARISING

1.3.1 Fire Safety (Old item 1.8 of 29.8.18 meeting)

Head of Housing and Development spoke to report on progress with implementation of the fire safety action plan previously approved by the Board in August 2017, and reviewed in January 2018, following the fire at the Grenfell tower block.

It was noted that that smoke and heat detection measures had now been provided in all living compartments of Key's housing stock, with further attention now being given to what other safety systems might reasonably be provided to same.

Members also noted that a number of emerging safety issues were being given further consideration and that a supplementary report on the matter would be presented to the Board later in the year.

HofH&D

1.3.2 Health and Safety Management (Old item 1.5.1)

Chief Executive spoke to update members on the review of Key's health and safety advisory function carried out by the Head of Staff Development, Policy and Practice in the wake of Sheila Baird's recent retirement.

It was noted that the review had recommended the appointment of a new post of Learning and Development Manager and that the recruitment process for this post had now begun.

ACTION

1.4 ISSUES FROM OFFICE BEARERS' COMMITTEE

1.4.1 Office Bearers' Committee Minute (4.6.19)

The Minute of the meeting held on 4 June 2019 was noted. The Board further noted that this was the last scheduled Office Bearers committee in the diary, following the decision to hold these on an 'as required' basis.

Chief Executive spoke to highlight the unusually swift progress of funding talks with local authorities, all of which have now made proposals for increases to day and sleepover rates. It was noted that while not all of the increases were in accordance with the Scottish Living Wage, the proposals were nonetheless sufficient for Key to consider a cost of living pay award for 2019/20 and that this would be discussed with Unions in the coming weeks.

CEO

1.5 REVIEW GROUPS

1.5.1 Housing and Development (21.5.19)

Head of Housing and Development spoke to report, which was noted.

It was particularly noted that the Group had considered and (acting under delegated authority) approved this year's Annual Return on the Charter (ARC), along with the parallel return on Key's compliance with the Energy Efficiency Standard for Social Housing (EESH), with it being further noted that there were no significant changes to performance in any areas of Key's activities.

1.5.2 Finance (14.5.19)

Noted by the Board.

1.5.3 Support (21.5.19)

Noted by the Board.

1.6 AUDIT COMMITTEE (14.5.19)

The Board noted the minute of the Committee's meeting in May.

Head of Finance spoke to draw particular attention to the Committee's ongoing revision of Key's Anti-Fraud and Corruption Policy, to ensure alignment of the policy with latest guidance from the OSCR.

It was also noted that the internal audit programme for 2019/20 had been approved.

1.7 GOVERNANCE SESSION (4.6.19) – NOTE OF SESSION

ACTION

1.7.1 Self-Assessment Action Plan

Chief Executive spoke to report on proceedings of the recent Governance Session.

In particular, the Board noted that Member Appraisal Forms had been considered, showing a continued high level of satisfaction in the areas covered.

The session's Review of the Board's composition was also noted, which continued to show a wide range of backgrounds and experience, reflecting both personal and professional commitments to services for people with disabilities and further consideration being given to succession planning to encourage a good balance of gender, experience, skills, interests and ethnic diversity.

The session had also looked at the outcome of the Board Self-Assessment process, examining the strengths, weakness and reliability of evidence against each standard, with areas for improvements explored and agreement reached on actions to take forward, including publication of Board meeting minutes on Key's website, wider promotion of the whistleblowing policy and updating Board member roles in the Board handbook.

The Board noted that progress against these actions would be reported to the Board in August.

Finally the Board noted that the session had provided an overview of the SHR requirements for submission of an Annual Assurance Statement and guidance on Notifiable events.

CEO

1.8. SHR SUBMISSION

The Board noted that elements of the Submission for 2019/20 had previously been considered and approved by the Board, including Risk Registers and Progress against Objectives and Strategies for the Group and Support activities (including Community Lifestyles).

1.8.1 Housing Aspects of the Submission

Head of Housing spoke to report on the Housing elements of the Submission, which included an updated risk map and progress towards strategic targets and objectives. The Board noted detail of the actions being taken to mitigate the various risks identified and further noted that these elements of the Submission had been discussed in full at the HDRG in May 2019 and approved for recommendation to the Board. The Board approved these elements for forwarding to the Regulator: comprising of the Housing Risk Register and Contextual Analysis; and Progress Against Housing Objectives and Strategies.

1.8.2 Financial Projections

Head of Finance spoke to a detailed presentation on the wide range of financial risks, assumptions, projections and control arrangements to be included in the Submission and these were also approved by the Board.

The Board approved the report for its onward submission, in accordance with Key's regulatory position with the SHR.

1.9 Confidential Item: Report from Chief Executive

Noted by the Board.

2. QUARTERLY REPORTS

The Board noted the report on key performance indicators, which included detail on income and expenditure for support and housing-related activity, management expenses, debtor analysis and cash flow.

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.

3.2 Lease Agreement

The Board noted the signing of the lease agreement for worker base accommodation in Helensburgh, for one year with effect from 2 July 2019.

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 Resignation of Board Member

Chairperson spoke to inform members of Laura Finnan Cowan's recent announcement that – due to external commitments - she will be standing down from the Board at the AGM in September. Laura spoke of her reluctance at reaching this decision and the Chairperson responded by expressing the Board's warm appreciation for Laura's valued service to Key.

4.2 Joint Meeting of Board, TAG and Senior Staff

Chief Executive spoke to a proposal for a joint meeting of the Board and senior staff, to consider how best to express Key's mission, vision and values in the new strategic plan. A date of 28 August 2019 had initially been suggested for the meeting, although it was noted that the date of the meeting may change after consultation with members.

5. DATE OF NEXT MEETING

The Board will next meet on Wednesday, 28th August 2019.

ACTION

CEO