

MINUTE OF MEETING OF KEY BOARD  
HELD ON WEDNESDAY, 4 DECEMBER 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 Dave Le Sage Jack Crombie Bob Parry Jo Pearson Ann McGuigan Gillian Anderson Angus Turner David Meechan Paul Cannop (TAG) Rebecca O'Donnell (TAG)	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) Jim Kearns (Head of Administration) Leam MacKeown (Social Inclusion Manager - supporting TAG reps)	
<p>1.1 <u>APOLOGIES</u></p>		
<p>Apologies were received from Bill Mooney, Sheenagh Simpson and Karen Jamieson.</p>		
<p>1.2 <u>MINUTE OF PREVIOUS MEETING (2.10.19)</u></p>		
<p>The minute of the meeting of 2.10.19 was approved.</p>		
<p>1.3 <u>MATTERS ARISING</u></p>		
<p>1.3.1 <u>Charter Performance Report (old item 1.10)</u></p>		
<p>It was noted that the Performance Report had now been distributed to all tenants.</p>		
<p>1.3.2 <u>Standing Committee and Review Group Memberships (old item 1.8)</u></p>		
<p>It was noted that Gillian Anderson had now joined the Support Review Group, with Jack Crombie and Ann McGuigan also having joined the Housing and Development Review Group.</p>		
<p>1.3.3 <u>Annual Assurance Statement (old item 1.14)</u></p>		
<p>It was noted that the Assurance Statement had been submitted on schedule.</p>		
<p>1.3.4 <u>Freedom of Information Act Briefing (old item 1.15)</u></p>		
<p>Members noted that the Act had now become active, with a wide variety of information and resources now available for public inspection via Key's website, including Key's new Policy on Freedom of Information.</p>		
<p>1.4 <u>STAFFING ISSUES</u></p>		
<p>1.4.1 <u>Tribunal and Liability Update</u></p>		
<p>Head of Human Resources spoke to the report, which was noted by the Board.</p>		<p>HoHR</p>

1.5 REVIEW GROUPS

ACTION

1.5.1 Finance Review Group (5.11.19)

Head of Finance spoke. In particular, it was noted that consideration of investments would now be a standing item for the Group, reflecting the Group's shared membership with the former Investment Strategy Working Group and the limited amount of investment activity to be monitored.

HoF

1.6 6-MONTH VARIANCE REPORT

Head of Finance spoke to a report and presentation reviewing income and expenditure during the first 6 months of the current financial year.

With the detail having been considered at the Finance Review Group meeting in November 2019, the Board noted the report.

1.7 AUDIT COMMITTEE – MINUTE OF MEETING (5.11.19)

The minute of the meeting held on 5.11.19 was noted, particularly the Committee's agreement that, with the organisation's increased reliance on ICT and the importance of the ICT Strategy in Key's overall risk management plan, oversight of ICT acquisition and implementation should remain within the ambit of the full Board.

1.8 MEETINGS CALENDAR

Chief Executive spoke to the draft meetings' programme for 2020, which was based on the pattern developed during the current year. Noting that the calendar included slightly changed times for meetings of the Training and Support Review Groups, with the Housing Review Group moving to take place before the Board meeting, the calendar was approved.

1.9 TRAINING/BRIEFING SESSIONS 2020

Chief Executive spoke to report, highlighting that the schedule of sessions is subject to change, at the discretion of the Board.

The report was noted with approval.

1.10 TENDER AND DEVELOPMENT REPORT

Head of Housing & Development spoke to this, the second of the biannual Board reports on tender and service development activity, providing a summary of activity since April 2019. Board attention was particularly drawn to the recent submission to 'Scotland Excel' in response to the latter's September publication of its national framework for Care and Support Services, which it is understood is being actively considered for adoption by 22 local authorities. It was noted that the outcome of this submission was expected to be announced in early 2020.

1.10.1 South Ayrshire

Head of Housing & Development spoke to report on a recent development in

South Ayrshire, which was noted by the Board.

1.11 EQUAL OPPORTUNITIES MONITORING REPORT

The Equal Opportunities Annual Report was presented, for which the Head of HR spoke to the section on employment. The Board noted the report.

1.12 POLICIES UPDATE

Chief Executive spoke to report on a proposed update to Key's policy on Sub-Committee Composition and Remits, reflecting recently approved changes to the roles and remits of the Office Bearers' Committee and the Audit Committee, as well as 2 new policies setting out Key's protocol for responding to requests made under Freedom of Information and Environmental Information regulations.

All 3 policies were approved.

1.13 FORMAL AND STATUTORY ANNUAL SUBMISSIONS

The annual report giving the details of the various submissions required by Key, KHA Developments, Community Lifestyles and TAG to comply with statutory and regulatory requirements was noted.

1.14 BUSINESS CONTINUITY UPDATE

The minute of the latest Business Continuity Team meeting was noted.

2. COMMUNITY LIFESTYLES – MEETING OF DIRECTORS (19.11.19)

The minute of the Directors' meeting of 19 November 2019 was noted.

Members' particularly noted the positive Care Inspection report for Community Lifestyles East, where grades of 'Very Good' had been received for Quality of Care and Support, as well as for Quality of Management and Leadership.

3. QUARTERLY REPORTS

The Chief Executive and Head of Finance spoke to the quarterly reports, along with a presentation of the items of main interest and a summary of the overall financial position, all of which was noted by the Board.

4. HOUSING, DEVELOPMENT AND ADMINISTRATIVE ISSUES

4.1 Lease Agreements

The Board noted the signing of agreements for worker base accommodation at Alloa Business Centre, and at Miller Road, Ayr.

4.2 Bank Mandates

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

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5. AOB

ACTION

5.1 Launch of 40<sup>th</sup> Anniversary Book

Chief Executive spoke inform members of the imminent publication of a book to mark Key's recent 40th birthday. Members were cordially invited to a special event to mark the occasion, being held at The Square on the afternoon of Wednesday, 18 December.

5.2 Retiral of Paul Cannop

The Chairperson spoke to this being Paul Cannop's final Board meeting as a representative of National TAG. Members expressed their gratitude for Paul's inimitable service to the Board and wished him every success for the future.

6. DATE OF NEXT MEETING

The Board will next meet on Wednesday, 29 January 2020.