

MINUTE OF MEETING OF KEY BOARD  
HELD ON WEDNESDAY, 12 MAY 2021

AT 6 PM - *The meeting was hosted virtually*

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<u>PRESENT</u>	<u>IN ATTENDANCE</u>	<u>ACTION</u>
John Paterson Sheenagh Simpson Jack Crombie Ann McGuigan David Meechan Bob Parry Gillian Anderson Jo Pearson Karen Jamieson Rebecca O'Donnell	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)	
1.1 <u>APOLOGIES</u>		
		Apologies were received from Bill Mooney (leave of absence), Angus Turner and Dave Le Sage.
1.2 <u>MINUTE OF PREVIOUS MEETING (17.3.21)</u>		
		The minute of the meeting of 17 March 2021 was approved.
1.3 <u>MATTERS ARISING</u>		
1.3.1 <u>Board Appraisals (old item 1.9)</u>		
		Chairperson spoke to remind members not having returned their appraisals to do so as soon as possible, to allow time for their analysis ahead of the Board governance session in June.
1.3.2 <u>Sleepover Payments (old item 5,1)</u>		
		Chief Executive spoke to advise that, following the UK Supreme Court's ruling in relation to payment of staff deployed on sleepover shifts, the Scottish Government had given no indication that it intends to use that ruling to vary its previous decision to pay sleepovers at other than the Living Wage rate.
1.4 <u>STAFFING MATTERS</u>		
		Head of HR spoke to report. Noted by the Board.
1.5 <u>COVID-19 UPDATE</u>		
		Chief Executive spoke to report on Key's ongoing response to the Covid-19 pandemic. The Board welcomed the markedly improving picture that was beginning to emerge across Key, with a steady reduction in the number of people testing positive for Covid-19, no-one supported by Key self-isolating, and with it being almost a full month since the last confirmed positive diagnosis of Covid-19 for anyone supported or employed by Key.

ACTION

Likewise, it was noted that around 81% of staff had now received at least one vaccination dose and 56% having had both doses. The roll out of routine testing for staff was also noted as progressing well.

For our Housing services it was noted that non-essential repairs, servicing, and maintenance services have now resumed, and that Key's planned replacement programmes would soon recommence. This has resulted in some challenges, including a rapid increase in the number of reported repairs and restricted contractor availability, as well as some shortages of building materials.

It was also noted that the Scottish Government's £500 pro rata payment to social care workers had been received by Key on 23 April and would be paid to all eligible staff in May's salary.

HofF

The Board further noted that, in line with the Scottish Government's route map, working from home arrangements for office-based staff would continue to be the default position until the end of June, when it is anticipated that a phased return to office work will be allowed. With this in mind, Key had already begun a process of consultation with staff based at The Square, to determine a safe, flexible and effective transitional plan that supports team and individual wellbeing, as Key moves to a more normal working environment; this exercise would include consideration of longer-term plans for flexible working arrangements.

1.6 RISK MANAGEMENT REVIEW

Chief Executive spoke to report on Key's Risk Management Review for 2021, relating to Key's housing and support activities. It was particularly noted that the narrative for the Plan had been revised to include reference to the Review of Adult Social Care recommendations which may, in the near future, impact significantly on Key's work and are closely aligned to the areas of risk outlined in Key's Risk Management Plan.

The Board noted the report, not least that the risks are being kept under constant review by senior staff, to ensure Key's actions are adequate and appropriate, and continue to complement the organisation's COVID-19 specific Business Continuity Plan.

Noting that the Risk Register for Housing will be reviewed at the Housing Development Review Group meeting in October and that the risk profile and risk registers form an important and integral part of the Key Group's Strategic Plan, which is scheduled to be reviewed at the Board meeting in June, the report was approved.

HofH

1.7 SCOTTISH LIVING WAGE INCREASE 2021/22

Head of Finance spoke to report on the Scottish Government's proposed national funding agreement for social care for 2021/22, which would require local authorities to award a 2.2% increase to funded hourly rates with all social care providers as soon as possible, backdated to 1 April 2021.

The Board noted that funding agreements were nearing completion with all local authorities and approved a proposal that authority be delegated to the CEO to approve the salary increase of 2.2%, once agreements with local authorities are concluded. In doing so, the Board noted that the increase would be affordable and could be implemented rapidly, in line with the spirit of the Scottish Government's commitment to increase front line workers' pay as soon as practicable.

ACTION

CEO

In approving this proposal, it was noted that annual salary increase discussions with the Union had yet to take place for the year 2021/22, but that an update on Key's intentions would be provided to the Union as soon as agreement with local authorities had been reached.

## 1.8 REVIEW GROUPS

### 1.8.1 Finance (4.5.21)

Head of Finance spoke to report. It was noted that the main items of discussion by the Group had been to do with Key's adherence to the Scottish Living Wage and an outline review of Key's Investment Portfolio, a fuller analysis of which would be presented for consideration at the Finance Review Group in August.

HofF

### 1.8.2 Housing & Development (12.5.21)

Head of Housing and Development spoke to report on the proceedings of the Group, which had met immediately prior to this Board meeting. It was noted that the sole item for discussion at the Group had been Key's Annual Return on the Charter, with the return now approved for submission, in accord with the Group's delegated authority to do so.

## 1.9 AUDIT COMMITTEE – MINUTE OF MEETING (4.5.21)

Head of Finance spoke to report, which was noted. Of particular note was the Committee's consideration of the provision of external audit services due to be retendered this year, ahead of the June 2022 audit. It was noted that, due to Covid-19 related disruption, the retendering exercise would be postponed, with the current auditor asked to remain for a further year, with a view to retendering taking place in 2022 for the audit starting in June 2023.

HofF

## 1.10 SHR ENGAGEMENT PLAN

Chief Executive spoke to the Scottish Housing Regulator's recently published 2021/22 Engagement Plan for Key.

The Board noted the Plan which, in keeping with the SHR's new regulatory framework, had a slightly different format from previous years.

It was also noted that the Plan describes Key's Regulatory Status as 'Compliant', based on the Annual Assurance Statement submitted in October 2020. Likewise, Key

continues to be categorised as 'systemically important' association, reflecting Key's turnover and scale.

ACTION

It was further noted that the regulator plans to meet with senior staff to discuss the impact of the pandemic on Key's strategic plan, and wider risks to the organisation.

#### 1.11 TENDER & DEVELOPMENT PLAN

Head of Housing and Development spoke to the annual report on tendering activity. It was noted that over the period there had been a significant reduction in tendering, due in part to the impact of the Scotland Excel framework, combined with a reduction in tendering in the wake of the pandemic.

The Board also noted the continued growth in services which are being transferred from other providers and where a TUPE transfer of staff has been central to the proposal, with such transfers having taken place in Dumfries, Rutherglen, Airdrie and Fort William. Also noted was a development in South Ayrshire taken forward from November in which a new housing development had seen new support services being provided to 14 people.

#### 1.12 ANNUAL PROCUREMENT REPORT

Head of Finance spoke to report. The Board noted the report, which included a revised implementation plan, due to pandemic-related delays to some of the planned activity.

#### 1.13 WRITE-OFF ON NON-RECOVERABLE DEBT

Head of Finance spoke to the report, reviewing debtor balances which will inform part of the year-end external audit.

Noting the circumstances behind each of the debtor cases and the ongoing attempts to recover debt where possible, the Board approved the write-offs of non-recoverable debt for Key, as detailed in the report.

#### 1.14 BOARD GOVERNANCE SESSION (23.6.21)

Chief Executive spoke to report.

The Board noted the draft programme for the Governance Session due to be held (virtually) on 23 June, which would include a review of the collective appraisals from Board members, the annual review of the composition of the Board, an update on regulatory guidance and a review of compliance with selected regulatory standards.

#### 1.15 RENEWAL OF SERVICE LEVEL AGREEMENT BETWEEN TAG & KEY

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

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2. HOUSING, DEVELOPMENT AND ADMINISTRATIVE ISSUES

ACTION

2.1 Lease Agreement

The Board noted the signing of a lease agreement for office accommodation in Kirkintilloch, for 12 months with effect from 1 June 2021.

3. AOB

3.1 Retiral of Head of Administration

Chief Executive spoke to inform members of the imminent retiral of the Head of Administration, after 28 years with Key. The Board noted that succession plans were underway and an update would be provided at the meeting in June.

CEO

4. DATE OF NEXT MEETING

The Board will next meet on Wednesday, 23 June 2021.