

MINUTE OF MEETING OF KEY BOARD
HELD ON WEDNESDAY, 6 OCTOBER 2021

At 6 PM – the meeting was hosted virtually

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PRESENT

John Paterson (Chair)
Sheenagh Simpson
Jack Crombie
Ann McGuigan (left at 6.30 p.m.)
David Meechan
Gillian Anderson
Karen Jamieson
Angus Turner
Rebecca O'Donnell

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 Dave Le Sage and Bob Parry.

1.2 ELECTION OF OFFICE BEARERS

The Board noted that Key's Office Bearers comprise the Chairperson, 3 Vice Chairpersons, the Chair of the Audit Committee, the Chair of Community Lifestyles (both *ex officio*) and the facility for an additional Board member without portfolio.

Ann McGuigan was nominated for the vacant Vice Chair position and with the current Office Bearers each having indicated their willingness to continue to serve, the Office Bearers for the forthcoming year were unanimously approved as follows:

Chairperson	- John Paterson
Vice Chair	- Ann McGuigan
Vice Chair	- Sheenagh Simpson
Vice Chair (Appeals)	- Angus Turner
Chair of Audit Committee	- Dave Le Sage
Chair of Community Lifestyles	- David Meechan

1.3 MINUTE OF PREVIOUS MEETING (25.8.21)

The minute of the meeting of 25 August 2021 was approved.

1.4 MATTERS ARISING

Chief Executive spoke to the following:

1.4.1 Community Lifestyles Directors' Meeting (Old item 2.1)

An update on workforce issues was noted by the Board.

ACTION

1.4.2 Scottish Living Wage uplift (Old item 1.3.1)

The Board noted that it has been agreed there will be another national approach to the Scottish Living Wage uplift in 2022/23. However, at this stage, it is understood the uplift may only apply to the workforce element of the hourly rate and that doesn't include inflationary uplifts for non-staffing costs or Head Office salaries. Discussions continue with Cosla and the Scottish Government through the Fair Work in Social Care group.

In the meantime, the Scottish Government has announced a pay uplift for Adult Social Care Workers providing direct care as part of a package of measures to support winter and system pressures. The Board noted that at this stage, there is little detail of how the funding will be applied and further updates will be provided as the details become clearer.

CEO

1.4.3 Updated Code of Conduct for Governing Body Members (Old item 1.3.2)

Board members have now been contacted, with requests that they confirm their acceptance of the Code of Conduct and declare any relevant interests.

GM

1.4.4 Secretary's Report under Rule 68 (Old item 1.10)

The Board noted that arrangements are now in place to have minutes of Board meetings electronically signed to indicate they have been approved where a physical signature is not possible.

1.5 STAFFING ISSUES

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

1.6 COVID-19 UPDATE

Head of Support spoke to the report, which outlined the current impact of Covid on the people Key employ and support. It was further noted that there has been a gradual increase in the number of services where 100% of staff are vaccinated.

1.6.1 Review of Winter Plan

Chief Executive spoke to the report, explaining that Key's BCP Winter Plan has been updated for 2021/22, in line with the Scottish Government's Winter Preparedness Plan.

The Chief Executive advised that we are also assessing the impact of the COP26 summit on Key's operations in Glasgow and the surrounding areas in late October/early November. A specific BCP had been developed to mitigate any disruption to our work and had been shared with managers with relevant managers.

ACTION

1.7 REVIEW GROUPS

1.7.1 Housing & Development (6.10.21)

Sheenagh Simpson provided the Board with a verbal report on the proceedings of the Review Group meeting which had met directly before the Board meeting. It was noted that consideration was being given to re-establishing programmed works (bathroom, kitchen etc. replacements), covering the backlog created by lockdown as well as those which, under normal circumstances, would be due within the next couple of years.

The Board noted that plans were being prepared to assist Key's tenant engagement panel, My Home Group, to meet again early next year if restrictions and transmission levels allow.

The Head of Housing confirmed that a draft version of the 2021 Charter Report was considered by the Review Group. This will be finalised and shared with tenants and the Board by the end of October.

HofH

1.7.2 Training (28.9.21)

The Board noted the report of the meeting. The Chief Executive advised that the newly developed Wellbeing Commitment was being progressed with members of the AMT to develop a programme of resources which will further support staff to look after themselves and each other during the winter months.

1.7.3 Support (28.9.21)

The Chairperson spoke to the note of the meeting and its summary. He advised that the Support Review Group had recorded its views on the National Care Service consultation, and shared these with Board members. This will now act as the Board's contribution to Key's consultation response. The Chief Executive confirmed that many of the issues raised by the Board are aligned with those raised across the sector.

1.8 REPORT FROM AGM

The Board noted that the business of the AGM had been concluded successfully.

1.9 STANDING COMMITTEES & REVIEW GROUP MEMBERSHIPS

The composition of the various Committees and Review Groups was noted. Those present confirmed their ongoing memberships, as detailed in the report.

ACTION

1.10 SERVICE LEVEL AGREEMENT BETWEEN KEY & COMMUNITY LIFESTYLES

Head of Finance spoke to report. The Board noted and approved the agreement between Key and Community Lifestyles relating to the sharing of services, with the agreement having been updated from last year in relation to costs.

1.11 EQUALITIES FRAMEWORK

Governance Manager spoke to the report. The Board noted that full implementation of the regulatory requirement to collect equalities data had been delayed by the SHR because of the pandemic. Instead Key is currently required to have plans in place to achieve this, and the Board noted that this requirement has been met. The Board was advised that equalities data collection is an ongoing consideration for them in preparation of their annual assurance statements.

1.12 ANNUAL ASSURANCE STATEMENT

Chief Executive spoke to report on this year's Annual Assurance Statement from Key to the Scottish Housing Regulator (SHR).

It was noted that 2019's Assurance Statement included a detailed self-assessment of the Regulatory Standards of Governance and Financial Management and that there had since been no changes to Key's compliance.

It was also noted that in the years after 2019 the Board had agreed to consider, in detail, a smaller number of standards to ensure continual improvement. For 2021, these had been agreed as (a) confirming that Key manages its affairs with honesty and integrity, and (b) that Key's Governing Body and senior officers have the skills and knowledge they need to be effective. This review took place at the Governance session in July 2021 where appropriate levels of evidence were considered to support assurance.

The Board noted the commentary accompanying the Statement, detailing and confirming Key's compliance with the requisite regulatory standards, outcomes and legislation, and approved the Chairperson's signing of the Statement and its submission to the Regulator.

GM

It was noted that previous guidance, recommending RSLs undertake full self-assessments against the Standards every three years, had now changed with ongoing self-assessment to become the norm. Key will devise its approach to this over the coming months.

1.13 BOARD DIVERSITY

Chief Executive spoke to the report which was noted by the Board. Following a review at the Governance session in June, the Board had agreed a plan to increase Black and Minority Ethnic (BAME) representation in its membership. The Chief Executive advised that a member/officer group has developed actions which will be implemented to

ACTION

address this. These include open recruitment to the Board, utilising existing networks and connections, and reviewing our policies and procedures.

CEO

1.14 OFFICE HEALTH & SAFETY REPORT

Head of Human Resources spoke to report.

The continuing impact of coronavirus on the working arrangements of office staff and, therefore, the normal cycle of Health and Safety monitoring was noted; with the work of the Health and Safety Committee having largely been subsumed by the activities of Key's Moving Forward Group, set up to oversee health and safety planning for the office. While the Government recommendation remains for staff to work from home if possible, we will continue with this arrangement until a change in national guidance merits the normal resumption of the Health and Safety Committee.

1.15 MEETINGS CALENDAR 2022

Chief Executive spoke to the draft meetings programme for 2022, based on the pattern developed during the current year. The calendar was approved.

2. COMMUNITY LIFESTYLES – MINUTE OF 26TH AGM (7.9.21)

The minute of the Community Lifestyles' AGM held on 7 September 2021 was noted.

3. AOB

3.1 West Lothian Tender

The Head of Housing spoke to report that Key had successfully retained a service which had been re-tendered by the Council in line with their standing orders.

3.2 Credit Cards

The Board granted approval for an amendment to the named users of our company credit cards.

4. DATE OF NEXT MEETING

The Board will next meeting on Wednesday, 8 December 2021

It was agreed that virtual Board meetings will continue into 2022. This will be reassessed once the Review Groups have trialled in-person meetings in January and February.