

MINUTE OF MEETING OF KEY BOARD
HELD ON WEDNESDAY, 13 MAY 2020

AT 6 PM - The meeting was hosted virtually

Page 1 of 5

ACTION

PRESENT

John Paterson
Dave Le Sage
Gillian Anderson
Jo Pearson
Ann McGuigan
David Meechan
Angus Turner
Bob Parry
Karen Jamieson
Sheenagh Simpson (from 1.5)

IN ATTENDANCE

Andrea Wood (CEO)
Alison Wood (Head of Finance)
Gordon Anderson (Head of Housing, Development and
Corporate Services)
Jean Ramsay (Head of Support)
Grace Semple (Head of Human Resources)
Jim Kearns (Head of Administration)

1.1 APOLOGIES

Apologies were received from Bill Mooney (on leave of absence), Rebecca O'Donnell and Jack Crombie.

1.2 MINUTE OF PREVIOUS MEETING (29.1.20)

The minute of the meeting of 29 January 2020 was approved.

1.3 MATTERS ARISING

1.3.1 Key Budget 2020/21 (old item 1.8)

The Board noted that the proposals relating to Key's Budget for the year ahead had been approved by email correspondence with members.

1.3.2 ICT Strategy and EVOLVE Replacement (old item 1.9)

The Board noted that the proposed contractor appointment, together with costs for initial system design and set-up support, had been approved by email correspondence with members.

1.3.3 Community Lifestyles Budget 2020/21 (old item 2.2)

The Board noted that the proposed budget for Community Lifestyles for the year ahead (previously approved by Lifestyles' Directors on 18 February 2020) had been approved by email correspondence with members.

1.3.4 Housing Development and Administrative Issues (old item 4)

The Board noted that the new bank mandates, together with arrears and re-charge write-offs, had been approved by email correspondence with members.

1.3.5 COVID-related (temporary) Governance Arrangements

ACTION

The Board noted that proposed temporary amendments to Key's governance arrangements (to ensure compliance with regulatory requirements during this period of Covid-19 restrictions) had been approved, following email correspondence with members.

1.3.6 COVID19 (temporary) Pay Arrangements

The Board noted that proposed temporary (Covid-19 related) revision of pay arrangements for staff absence had been approved following email correspondence with members; with it also being noted that these arrangements would be kept under regular review for affordability.

1.3.7 Service Update (old item 1.6)

Noted by the Board.

1.4 STAFFING ISSUES

Head of HR spoke to report. Noted by the Board.

1.5 COVID-19

Chief Executive spoke to an overview report, outlining the wide range of actions being taken across the organisation to comply with national COVID-19 related requirements: ensuring that the organisation maintains delivery of its services to the highest possible standard while minimising the risks for our workforce. The report was noted.

1.5.1 Risk Management Review

Chief Executive then spoke to review the main risks relating to Key's housing and support activities during the pandemic, including detail of the actions being taken to mitigate those risks. 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 complement the organisation's COVID-19 specific Business Continuity Plan.

1.5.2 Updates to Regulatory Requirements

Chief Executive spoke to report on the recent regulatory measures taken by the Scottish Housing Regulator (SHR) to support RSLs' responses to the COVID-19 outbreak, to allow landlords to focus on their most critical functions.

The Board noted the report, which included several matters already communicated to Board members via COVID-19 briefing notes.

1.5.3 Staff Arrangements – Contracted Workers

Chief Executive spoke to a report (which had been emailed to members in advance of this meeting) detailing salary issues specific to staff absent from work due to COVID-19 related issues, including the financial impact of the proposals contained in the report. It was noted that the proposals contained in the report had been approved by email correspondence with members.

ACTION

1.5.4 Staff Arrangements

Noted by the Board.

1.5.5 Financial Impact

Head of Finance spoke to a report summarising the principal areas of financial concern to Key resulting from the COVID-19 outbreak. The Board noted the report, not least that each of the areas highlighted would be kept under constant review and would form the basis of further reports to the Board.

Hoff

1.6 SCOTTISH LIVING WAGE

Head of Finance spoke to report on the Scottish Government's recent announcement of a national funding agreement for social care for 2020/21, which would require local authorities to award a 3.3% increase to funded hourly rates with all social care providers as soon as possible (backdated to 1 April 2020). It was noted that this measure would enable care providers to satisfy the requirements of the Scottish Living Wage without the usual protracted negotiations.

Welcoming this announcement, the Board approved the recommendation that, once necessary agreements are concluded with all Key's local authority funders, authority should be delegated to the CEO to approve the salary increase of 3.3% and take forward discussions with the Union. In so doing, it was further noted that the increase would be both affordable and allow Key to implement the increase swiftly, in line with the spirit of the Scottish Government's commitment to increase front line workers' pay in a timely manner.

CEO

1.7 FINANCE REVIEW GROUP (5.5.20)

Head of Finance spoke to provide members with a summary of discussions at the recent (virtual) meeting of the Finance Review Group at which, it was noted, the Group had focussed on matters relating to the impact of COVID-19 requirements, together with an overview of Key's portfolio of investments and loans (on which a fuller report will be presented to the August Board meeting).

1.8 AUDIT COMMITTEE – MINUTE OF MEETING (5.5.20)

The minute of the (virtual) meeting of the Audit Committee held on 5 May 2020 was noted.

ACTION

Head of Finance spoke to draw particular attention to the Committee's consideration of the Audit Plan for 2020/21, which included recognition that a review of the programme would be necessary, to identify those areas that could be completed remotely due to COVID-19 restrictions.

1.9 FEEDBACK ON KEY'S ANNUAL ASSURANCE STATEMENT

Head of Housing and Development spoke to report, confirming that feedback had now been received from the Scottish Housing Regulator (SHR) on Key's first Annual Assurance statement, submitted on 8 October 2019. It was noted that the SHR's letter confirmed that Key's statement had been reviewed and found to cover all the areas required by the statutory guidance.

1.10 TENDER AND SERVICE DEVELOPMENT

Head of Housing and Development spoke to report on current tendering activity. Particular attention was drawn to the imminent expiry of frameworks with those local authorities known to be considering adoption of Scotland Excel's recently published national framework rates for care and support services.

The Board also noted an approach from South Ayrshire Council and progress of a tender for a small service in Perth, with the outcome of Key's submission expected shortly. Also noted was the recent transfer from another provider of a small service in Dumfries where, despite challenging timescales, the existing support arrangements had been successfully assimilated into Key's service in the town.

1.11 WRITE-OFF OF 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, as detailed in the report.

1.12 BOARD GOVERNANCE SESSION (24.6.20)

Chief Executive spoke to report.

The Board noted the draft programme for the Governance Session due to be held (virtually) on 24 June, which would include a review of the collective appraisals from Board members, the annual review of the composition of the Board, and preparations for this year's Annual Assurance Statement, with a focus on those standards of particular importance during the current COVID-19 crisis.

CEO

1.13 RENEWAL OF SERVICE LEVEL AGREEMENT BETWEEN TAG AND KEY

ACTION

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

2. COMMUNITY LIFESTYLES

2.1 Meeting of Directors (21.4.20)

The minute of the Directors' meeting of 21 April 2020 was noted.

Chief Executive spoke to highlight the Directors' consideration of the Strategic Plan for 2020-2025 and integral Risk Management review, due to be submitted to the Scottish Housing regulator in June 2020 as part of the Key group Plan.

3. HOUSING, DEVELOPMENT AND ADMINISTRATIVE ISSUES

3.1 Bank Mandates

The Board noted and approved bank mandates for the accounts presented.

4. DATE OF NEXT MEETING

The Board will next meet on Wednesday, 24 June 2020.