

MINUTE OF MEETING OF KEY BOARD  
HELD ON WEDNESDAY, 25 JANUARY 2023

At 6.00 p.m. – The Square, 70 Renton Street, Glasgow

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PRESENT

Sheenagh Simpson (Chair)  
John Paterson  
Jack Crombie  
Ann McGuigan  
David Meechan  
Dave Le Sage  
Rebecca O'Donnell  
Karen Jamieson

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)

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1.1 APOLOGIES

Apologies were received from Angus Turner, Gillian Anderson and Musab Hemi.

1.2 DECLARATIONS OF INTEREST

There were no declarations of interest.

1.3 MINUTE OF PREVIOUS MEETING (7.12.22)

The minute of the meeting of 7.12.22 was approved.

1.4 MATTERS ARISING

1.4.1 Muir of Ord (Old item 1.12)

The Head of Housing provided an update which was noted by the Board.

1.4.2 Service Update (Old item 1.14)

Head of Support spoke to report which was noted by the Board.

1.4.3 Meetings Calendar (Old item 1.15)

The Board noted the report, including that the annual joint strategy meeting with Key and Community Lifestyles' Boards and TAG will resume for the first time since the pandemic. The first meeting will be on 10 May, at 4.00 p.m., immediately before the Board meeting. This will take the place of the Housing and Development Review Group of that day, which will now require to be rescheduled.

HofH

The Board agree to consider the themes that would be most helpful to gather TAG's views on in order to shape the agenda for that session.

CEO

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1.5 STAFFING MATTERS

Chief Executive spoke to the report which included a proposal to help staff to use the leave they had accrued due to Covid restrictions during 2020/21 and assist with the current cost-of-living crisis.

The Board approved the proposal noting that this scheme created no financial risk to the organisation as the carried forward leave has already been accrued.

1.6 REVIEW GROUPS

1.6.1 Housing & Development (25.1.23)

The Chairperson provided a verbal report on the business of the Housing and Development Review Group, which met prior to the Board meeting, with the main items discussed as follows.

Acting under its delegated authority and in line with Key's rent policy, the Review Group had agreed a rent increase of 4.5% to be applied from 28 March 2023. This figure took into consideration consultation with the My Home Group, and is lower than the average increase across the sector which equates to 6.1%.

It was also noted that work continued to implement a revised programme of planned replacement works (kitchens, bathrooms, heating systems etc.) which were delayed during the Covid pandemic and because of a range of subsequent issues (impact of Brexit on supply chains etc.).

It was also noted that, following a recent high profile incident, the Scottish Housing Regulator had written to all Registered Social Landlords asking that their Boards consider the systems which they have in place to ensure tenants' homes are not affected by mould and dampness. The Chairperson informed the Board that the Review Group had considered the measures being adopted by Key and that relevant policies, procedures and recording systems have been reviewed and updated. It was also noted that our tenants will be provided with information to help them reduce the risks of mould and dampness occurring.

1.7 CURRENT ISSUES FOR SOCIAL CARE IN SCOTLAND

The Chief Executive provided a paper and spoke to a presentation addressing the current and future major issues in Scottish social care – workforce salaries, sustainable funding, the National Care Service and Fair Work – and what they mean for Key.

The Board expressed their concern at the ongoing use of the 86% funding mechanism and the recruitment challenges created by the lack of parity between pay in the public sector and third sector. However, they welcomed the news that our new recruitment

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<p>campaign had just begun in January and that applications were increasing in most areas we operate, which should mean agency use would start to reduce.</p> <p>Chief Executive confirmed that a letter will be drafted from the Board to Deputy First Minister John Swinney addressing some of our specific concerns. The Chairperson requested that a timeline and plan be created to capture and monitor future actions to be taken by Key in tackling these issues.</p>	<u>CEO</u>
<p>1.8 <u>TRAINING REVIEW GROUP PROPOSAL</u></p> <p>The Board approved the proposal to replace the Training Review Group with a Workforce Review group, covering recruitment and retention, workforce wellbeing, communication and engagement, learning and development and the fair work agenda. The new review group will meet three times each year, with the timings to be agreed.</p>	<u>CEO</u>
<p>1.9 <u>KEY BUDGET 2023/24</u></p> <p>Head of Finance spoke to report on the main issues being considered in preparation of Key's budget for 2023/24.</p> <p>It was noted that the rent increase being agreed has helped the preparation of the budget but that further meetings are required in relation to the support budget. One of the biggest areas for consideration will be that many local authorities are now paying on actual support delivered which means the budget will need to reflect expected levels of support rather than commissioned levels.</p> <p>The Board noted that the budget remained a working draft for which a further report would be provided to the Board meeting on 15 March, following detailed consideration of the budget at the Finance Review Group meeting on 28 February.</p>	<u>HofF</u>
<p>1.10 <u>POLICY REVIEW</u></p> <p>The annual review of Key's principal policies covering Governance and Accountability, Housing, Maintenance, Finance and Human Resources was noted with approval, including the note of those policies for which updates are planned in the year ahead.</p>	
<p>1.11 <u>OFFICE HEALTH &amp; SAFETY REPORT</u></p> <p>Head of Human Resources spoke to the report and advised that after the impact of COVID-19 and, more recently, the announced retirement of Key's Health and Safety Advisor, we have been undertaking a general review of our health and safety arrangements.</p> <p>The Board noted that while this review is ongoing, our focus on health and safety has remained, with continuing regular updates on changes to covid measures and advice; updates to our fire and first aid arrangements; embedding health and safety into a</p>	

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office new start induction; and training sessions for office managers on health and safety policies and processes.

1.12 FORMAL AND STATUTORY ANNUAL SUBMISSIONS

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

1.13 ANNUAL ASSURANCE PROCESS

Governance Manager spoke to the report, providing an overview of a revised system of self-assessment and assurance being developed with Key's Board, in relation to the preparation and submission of an Annual Assurance Statement to the SHR each year. The new system would assist in embedding the process of reviewing and demonstrating on-going compliance with the regulatory standards and will include:

- Producing an online version of the current tables used for self-assessment against regulatory standards, so these can be accessible to the Board any time
- New timescales for reviewing each different item of evidence we use to demonstrate compliance
- Reviewing current board meetings and reports to make sure these are supportive of any new process.

More detailed proposals will be brought to the Board at future meetings.

GM

2. HOUSING, DEVELOPMENT AND ADMINISTRATION ISSUES

2.1 Lease agreements

The Board noted the signing of a new lease agreement for an office in Alloa.

2.2 Bank Mandates

The Board approved the signatories on a new bank mandate for the service user account presented, and noted the amended bank mandates that were also presented.

3. AOB

3.1 CCPS Meeting

Rebecca O'Donnell and the Inclusion Manager informed the Board that Rebecca had attended a successful CCPS meeting to tell other support providers the ways in which Key involves people we support in our governance processes, including inviting TAG members onto the Board itself, and TAG reviewing Key's policies before they are adopted.

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3.2 Strictly All Ability

Inclusion Manager confirmed that as agreed at the last meeting, he has circulated a sponsorship package to Board members, which can be used among their own contacts to help promote the event and attract further backing.

4. DATE OF NEXT MEETING

The Board will next meet on Wednesday, 15 March 2023.