

MINUTE OF MEETING OF KEY BOARD
HELD ON WEDNESDAY, 15 MARCH 2023

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

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PRESENT

Sheenagh Simpson (Chair)
John Paterson
Jack Crombie
Ann McGuigan
David Meechan
Gillian Anderson
Angus Turner
Rebecca O'Donnell
Karen Jamieson (online)
Musab Hems (online)

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.

1.2 DECLARATIONS OF INTEREST

There were no declarations of interest.

1.3 MINUTE OF PREVIOUS MEETING (25.1.23)

The minute of the meeting of 25 January 2023 was approved.

1.4 MATTERS ARISING

1.4.1 Current Issues for Social care in Scotland (old item 1.7)

Chief Executive provided an update on sustainable funding and Fair Work pressures.

1.5 STAFFING ISSUES

Head of HR presented the report, which was noted by the Board.

1.6 REVIEW GROUPS

1.6.1 Housing & Development (6.10.21)

Noted by the Board.

1.6.2 Support (31.1.23)

The Board noted the report, including the intention to change the start time of future Support Review Group meetings to 5.30 p.m.

Chief Executive informed the Board that our post-pandemic inspection grades are generally very good.

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The Board also discussed the use of technical terminology in our Strategic Plan. It was agreed that at the joint strategic planning meeting with National TAG on 10 May we would look for opportunities to increase the use of plain English in the Plan.

1.6.3 ICT (16.2.23)

The Board noted the report and considered how sufficient governance oversight can be developed for the very technical and increasingly important business area of ICT. It was agreed that officers would continue to provide presentations at the start of each ICT Review Group meeting to help increase members' technical understanding, while minutes of the meetings would be written in more accessible language. ICT risk maps will be brought to full Board meetings and explained in a manner that allows for assurance and oversight from members.

1.6.4 Finance (28.2.23)

Noted by the Board.

1.7 AUDIT COMMITTEE – MINUTE OF MEETING (28.2.23)

Noted by the Board.

1.8 KEY BUDGET 2023/24

Head of Finance spoke to report on the main elements of the budget for 2023/24.

The Board noted the main assumptions contained in the budget. As in previous years at this stage, it was noted that the draft budget did not assume the expenditure nor corresponding income associated with an inflationary salary increase from 1 April 2023.

The Board acknowledged that the rent increase for 2023/24 enabled the organisation to maintain quality housing and services whilst at the same time recognise the cost of living pressures facing our tenants and our longer term goal of reducing our rents in relation to other landlords.

The Board also heard that our support services have been supporting people well with their personal budgeting and making the most of their income through the pandemic and into the cost of living crisis. The Board were reminded that Key has accessed funding from the Scottish Government which we can use to assist tenants for heating and lighting costs.

The Board noted and approved the budget as a working draft, pending agreement of funding levels with local authorities which will inform the decision making regarding a salary increase for the year.

1.9 SCOTTISH GOVERNMENT FUNDING FOR 2023/24

An in camera discussion was held at the end of the meeting.

1.10 SERVICE DEVELOPMENTS

Head of Housing provided updates on three service developments.

The Board gave approval for officers to agree the conclusion of a lease for the properties at Muir of Ord with a different investment fund than had previously been agreed, as long as all conditions previously set by the Board are still met. Henley are now acting as the investment fund, with Safe as Houses remaining as the developer. The Board noted that there were no conflicts of interest between Key, its Board members and Henley.

Key has also been invited by a council to enter into negotiations as a potential landlord through a lease arrangement in a small scale housing development for people with disabilities.

The Board noted that building works for the Elsie Normington Foundation's three properties in Inverness are now close to completion, and these are still subject to the proposal that Key could lease these as short breaks provision.

1.11 BOARD APPRAISALS

The Chairperson reminded the Board that individual Board member appraisals will be progressed during April with half of the Board meeting in-person with the Chairperson and the other half carrying out the form-based appraisal. The Chairperson announced that we are now seeking volunteers for this year's in-person appraisals.

Collective appraisal forms will also be issued to all Board members for completion and analysis in time for the Governance Session in June. There will also be an appraisal of the Chairperson carried out by nominated members of the Office Bearers' Committee.

GM

1.12 STRATEGIC OBJECTIVES REVIEW

Chief Executive spoke to the report, informing the Board that while the pandemic necessarily resulted in a shift in strategic focus at the time, over the last year the reduced impact of COVID on our work has allowed us to progress the Strategic Plan agreed in 2020.

The majority of strategic targets have been or will be met on time, and were therefore classed as green in the traffic light system used in the report. In particular the Chief Executive drew attention to Key's improved recruitment processes, successful recruitment campaign and the increase in people applying to work for us.

The Board noted that some actions had been delayed. However, work remains ongoing with these.

Strategic priorities for 2023/24 will be discussed between National TAG and the Board at a joint meeting on 10 May.

1.13 GENDER PAY GAP REPORT

Head of Human Resources spoke to the report which showed that Key's gender pay gap had decreased to 2.57%, from 3.58% the year before. It was acknowledged that this was a very small gap compared to the UK average of 14.9%, but nevertheless we would continue our efforts to ensure our recruitment practices don't create hidden obstacles for women applying for promoted posts or men entering our workforce at all levels. The report was noted by the Board and will be published on the website.

HofHR

1.14 NOTE OF BCP TEAM MEETING (23.2.23)

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

2. COMMUNITY LIFESTYLES

2.1 Meeting of Directors (21.2.23)

The report was noted by the Board.

2.2 Budget 2023/24

Head of Finance spoke to a report on the Budget for Community Lifestyles for 2023/24, advising that provision had been made for the enhancement to sick pay provision. The report was noted and approved.

3. QUARTERLY REPORTS

The Board noted the report.

4. HOUSING, DEVELOPMENT AND ADMINISTRATION ISSUES

4.1 Lease agreements

The Board noted the renewal of a licence for offices in Coatbridge.

4.2 Former Tenant Rent Arrears and Tenant Recharges: Proposed Write-offs

The Board approved the annual write-off against former tenants' rent accounts for sums no longer recoverable or payable.

The Board also approved a write-off for tenant recharges assessed as unrecoverable.

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4.3 Insurance and related services contract extension

The Board approved the extension of Key's insurance contract with Zurich Municipal for an additional year from June 2023, as permitted by the current contract established in 2019. The Board noted that a new procurement exercise will be undertaken during 2023/24 for an insurance contract to begin 1 June 2024.

4.4 Share application

The Board approved an application for Association membership and use of the seal on the attendant share certificate.

4.5 Bank mandates

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

5. AOB

At the Head of Finance's request, the Board approved the facility letter from the Clydesdale Bank dated 15 March 2023 which summarised the up-to-date facilities for Key, including BACS and credit card limits as well as ongoing security over housing stock.

The Board heard that a meeting between the Chairperson and Dee Fraser, CEO of the Institute for Research and Innovation in Social Services (Iriss), had been arranged following an initial discussion with our CEO about joining Key's Board. Having previously heard about Dee's experience and background the Board approved her appointment subject to a positive meeting.

4. DATE OF NEXT MEETING

The Board will next meet on Wednesday, 10 May 2023.