

MINUTE OF MEETING OF KEY BOARD
HELD ON WEDNESDAY, 22 JANUARY 2025

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

Page 1 of 4

PRESENT

Sheenagh Simpson (Chair)
John Paterson
Jack Crombie
Ann McGuigan
David Meechan
Gillian Anderson (online)
Dave Le Sage (online)
Rebecca O'Donnell
Paul Hush
Brian Kemsley
Daniel McCafferty

IN ATTENDANCE

Andrea Wood (CEO)
Alison Wood (Director of Finance)
Gordon Anderson (Director of Housing, Development
and Corporate Services)
Glenn Harrold (Director of People and Organisational
Development)
Jean Ramsay (Director of Support)
Asa Brooks (Governance, Regulation and Compliance Manager)
Leam MacKeown (Inclusion Manager – Supporting TAG)
Eleanor Sneddon (Scottish Housing Regulator)
David Allison (Scottish Housing Regulator)
Murray Smith (Scottish Housing Regulator)

ACTION

Immediately before the regular business of the meeting began, Board members were given a presentation on Key's workforce profile from the Director of People.

1.1 APOLOGIES

Apologies were received from Dee Fraser and Karen Jamieson.

1.2 DECLARATIONS OF INTEREST

There were no declarations of interest.

1.3 MINUTE OF PREVIOUS MEETING (4.12.24)

The minute of the meeting of 4 December 2024 was approved.

1.4 MATTERS ARISING

There were no matters arising.

1.5 STAFFING ISSUES

The Director of People presented the report.

1.6 REVIEW GROUPS

1.6.1 Housing & Development (6.10.21)

The Chairperson provided a verbal update from the meeting, which had taken place immediately prior to the Board meeting.

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Page 2 of 4

The Board noted developments with our tenants representative group 'My Home Group', including that they are planning to hold meetings around the country to increase ease of access for tenants living in different regions and that the Review Group is looking to invite My Home Group members to attend its meetings. The Chief Executive suggested that the possibility of the TAG drama groups making information videos to promote tenant participation and engagement is explored.

It was reported that, acting under its delegated authority, the Review Group approved a rent increase of 4.61% for 2025/26. This is compared with the average sector increase being c. 4.4%.

The Chairperson informed the Board that the Review Group had also considered progress on the development of the housing elements of the new Strategic Plan, with a full report to the Board planned for its March 2025 meeting.

1.7 STRATEGIC PLAN DEVELOPMENT UPDATE

With reference to the more detailed updates provided to the Board in October and December 2024, the Chief Executive provided the Board with a further update on the development of the Strategic Plan 2025—28. The Board noted that officers had begun to draft plans and strategies that will be considered in detail at review groups between January and March, and the full draft Strategic Plan will be brought to the March meeting.

CEO

The Board noted that there will be a strategic meeting between TAG members and Board members at 4 p.m., immediately before the Board meeting of 12 March.

1.8 IMPACT OF EMPLOYERS' NATIONAL INSURANCE INCREASE (UPDATE)

The Director of Finance provided an update to the December 2024 report on the significant increases to the Employers' National Insurance contributions planned for April 2025 by the UK Government. She recapped on what the changes are and explained that multiple strategies by Key individually and with the wider sector are ongoing to either achieve exemption for third sector social care providers or have the additional cost fully funded by the Scottish Government.

The Director reported that it is looking increasingly unlikely that an exemption will be granted by the UK Government, but ongoing targeted lobbying to Scottish and UK Governments and elected representatives continues.

The Board discussed the issues and welcomed the financial planning work that officers had been undertaking to understand the impact of the UK policy. Further updates will be provided to the Board as things progress.

DF

MINUTE OF MEETING OF KEY BOARD
HELD ON WEDNESDAY, 22 JANUARY 2025

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

Page 3 of 4

1.9 KEY BUDGET ASSUMPTIONS 2025/26

The Director of Finance spoke to report on the main issues being considered in preparation of Key's budget for 2025/26.

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 and head office budgets. The Board acknowledged that two significant areas of impact on the budget will be the employer's national insurance contributions increases, as well as the planned systems development work, which will be considered in detail at the ICT Review Group meeting in February.

The Board noted that the budget remained a working draft for which a further report would be provided to the Board meeting on 12 March, following detailed consideration of the budget at the Finance Review Group meeting on 25 February.

DF

1.10 POLICY REVIEW

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.

The Board approved four documents covering the Standing Orders, committee compositions and role descriptions of members, the Chairperson and Vice Chairperson. These had been updated in response to recently published SFHA guidance.

1.11 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.

1.12 ANNUAL ASSURANCE QUARTERLY REPORT

The Governance Manager spoke to the report, which was noted by the Board. The Board noted that work on the online system being developed to store evidence of compliance with regulatory standards is ongoing.

The Board noted that there were no areas where we were not in compliance with the standards, and that there was one area where compliance could be strengthened. This is in relation to our Reserves Policy which is due to be updated. This will be taken forward by the Director of Finance.

DF

MINUTE OF MEETING OF KEY BOARD
HELD ON WEDNESDAY, 22 JANUARY 2025

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

Page 4 of 4

1.13 PROPERTY ACQUISITION IN GLASGOW

The Director of Housing informed the Board that Glasgow City Council had proposed that Key acquire four of its residential properties.

The Board approved the proposed purchase of two of these properties where Key provides support.

The Board delegated authority to the Chief Executive and Director of Housing to conclude the acquisition according to the terms set out in the report to and appoint our lawyers to conclude the conveyancing.

CEO/
DH

1.14 GOVERNANCE REVIEW (IN CAMERA)

A confidential minute has been circulated separately.

2. HOUSING, DEVELOPMENT AND ADMINISTRATION ISSUES

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

3. TAG DIARY

The Board noted the TAG diary for the year ahead, including the joint strategy meeting between the Board and National TAG at 4.00 p.m. on Wednesday 12 March – just before the next Board meeting.

The Chief Executive reminded Board members who are not currently linked with any TAG group that they are invited to do so, and that this does not require them to attend meetings.

4. AOB

There was no other business.

5. DATE OF NEXT MEETING

The Board will next meet on Wednesday, 12 March 2025.