

MINUTE OF MEETING OF KEY BOARD
HELD ON WEDNESDAY, 22 JUNE 2022

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

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PRESENT

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

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 Jack Crombie, Gillian Anderson, Bob Parry (leave of absence) and Dave Le Sage (technical difficulties prevented him attending online).

1.2 DECLARATIONS OF INTEREST

No interests were declared.

1.3 MINUTE OF PREVIOUS MEETING (11.5.22)

The minute of the meeting of 11 May 2022 was approved.

1.4 MATTERS ARISING

There were no matters arising.

1.5 STAFFING ISSUES

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

1.6 SOCIAL CARE STAFF SALARY UPLIFT

An in camera discussion was held at the end of the meeting. The Board approved the proposal for the Pay Award 2022/23 which would now be discussed with the Union.

CEO

1.7 REVIEW GROUPS

1.7.1 Finance (3.5.22)

Noted by the Board, including that the 5 Year Projections had been circulated separately to Board members for information. These were approved for submission to the Scottish Housing Regulator by the Finance Review Group, as per its delegated authority.

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1.7.2 Housing (11.5.22)

Noted by the Board, including that the ARC return had also been circulated to Board members for information, and approved for submission to the SHR by the Housing and Development Review Group, in line with its delegated authority.

1.7.3 Support (31.5.22)

Noted by the Board.

1.7.4 Training (31.5.22)

Chief Executive spoke to the report and outlined proposed changes to Key's SVQ Centre following a reduction in the number of internal verifiers. The Board noted that the proposal will enable Key to manage the anticipated longer term reduction in staff requiring a qualification. The report was noted by the Board.

1.8 COVID-19 UPDATE

Head of Support spoke to the report, noted by the Board.

The Board agreed that a verbal "COVID-19 Update" will remain as a standing agenda item in future meetings, with exception reports provided where there are significant matters to report.

HofS

1.9 DRAFT FINANCIAL OUT-TURN 2021/22

Head of Finance spoke to report on Key's financial performance for the year to 31 March 2022, including income and expenditure details across all areas of activity, and a draft summary of the Management Accounts for Key.

The Board welcomed the report, noting that the figures presented would be used by Key's external auditor towards preparation of the final accounts for the year; noting that these will be considered in full at the Finance Review Group meeting in August.

HofF

1.10 MUIR OF ORD

Head of Housing spoke to the report which provided an update on the new service being developed in Muir of Ord, and outlined a proposal for Key to enter into a long term leasing agreement for its housing component.

The Board granted delegated authority to the Chief Executive and Head of Housing to proceed, with a further update provided to a small group of Board Members as negotiations progress.

CEO/
HofH

ACTION

1.11 PENSION UPDATE

Head of Finance advised that the 2021 valuation process for the SHAPS Defined Benefit Pension Scheme is progressing and will determine our contributions from April 2023. The Board noted that an update will be provided in August.

HofF

2. QUARTERLY REPORTS

Head of Support spoke to the reports on service development and staffing. The Board noted that despite significant challenges in the sector, Key's ongoing recruitment is progressing well, albeit it remains difficult to compete with the NHS and local authorities. It was also noted that Key's organisational turnover rate, although higher than it has been in several years, continues to compare well with other employers.

The quarterly reports were noted.

3. MINUTE OF COMMUNITY LIFESTYLES DIRECTORS (24.5.22)

The minute of the Directors' meeting of 24 May 2022 was noted.

4. HOUSING, DEVELOPMENT AND ADMINISTRATION ISSUES

4.1 Lease agreements

The Board noted the renewal of lease agreements for offices in Stirling and Stranraer.

4.2 Share application

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

4.3 Bank mandates

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

5. AOB

5.1 Photographer

The Board approved attendance of the photographer before and during the meeting in August to take individual and group portraits of the Board and staff for the website and Key's various publications.

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5.2 National Care Service (Scotland) Bill

Chief Executive advised the Board that an overview of the Bill, published on 21 June, will be provided in a paper in August.

ACTION

CEO

6. DATE OF NEXT MEETING

The Board will next meet on Wednesday, 24 August 2022.