

**MINUTE OF MEETING OF KEY BOARD
HELD ON WEDNESDAY, 8 DECEMBER 2021**

At 6.00 p.m. The meeting was hosted virtually

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PRESENT

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

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)

	<u>ACTION</u>
1. <u>APOLOGIES</u>	
Apologies were received from Gillian Anderson.	
1.2 <u>MINUTE OF PREVIOUS MEETING (6.10.21)</u>	
The minute of the meeting of 6.10.21 was approved.	
1.3 <u>MATTERS ARISING</u>	
The Chief Executive spoke to the following matters arising, all of which were noted by the Board:	
1.3.1 <u>Support Review Group (old item 1.7.3)</u>	
A response to the National Care Service Consultation had been submitted on behalf of Key, Community Lifestyles and TAG, and a copy was issued to Board members on 8 November 2021.	
1.3.2 <u>Annual Assurance Statement (old item 1.12)</u>	
The Annual Assurance Statement was submitted to the Scottish Housing Regulator on 19 October 2021 and is available on the SHR and Key websites.	
1.3.3 <u>Community Lifestyles' Directors Meeting (old item 1.4.1)</u>	
An update was provided on a staffing matter raised in the October meeting.	
1.3.4 <u>Updated Code of Conduct for Governing Body Members (old item 1.4.3)</u>	
A small number of Board members are still to sign the new Code of Conduct. The Governance Manager will follow-up with them in January.	<u>GM</u>

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	<u>ACTION</u>
<p>1.3.5 <u>Board Diversity (old item 1.13)</u></p> <p>A recruitment pack has been developed to encourage interest in Board membership from people in Black and Minority Ethnic communities. An advert will be published on the Goodmoves website.</p>	<u>CEO</u>
<p>1.4 <u>STAFFING ISSUES</u></p> <p>Head of Human Resources spoke to the report, which was noted by the Board.</p> <p>The Board also approved the proposal which had been circulated to the Board as a confidential paper apart, and presented by the Head of Support at the in camera session at the end of the meeting.</p>	<u>HofS</u>
<p>1.5 <u>REVIEW GROUPS</u></p> <p>1.5.1 <u>Housing & Development (6.10.21)</u></p> <p>Noted by the Board.</p> <p>1.5.2 <u>ICT (21.10.21)</u></p> <p>Noted by the Board. The Board requested our ICT Team investigate ways to make our ICT requirements and risks more understandable to the non-specialists on our Board, including the development of a glossary of technical terms.</p> <p>1.5.3 <u>Finance (2.11.21)</u></p> <p>Noted by the Board.</p> <p>1.5.4 <u>Office Bearers' Committee (30.11.21) – Social Care Staff Salary Uplift</u></p> <p>Chief Executive advised that a special meeting of the Office Bearers' Committee had approved proposals for implementing the Scottish Government's pay uplift for adult social care workers from the 1st December 2021.</p>	<u>HofH</u>
<p>1.6 <u>6-MONTH VARIANCE REPORT</u></p> <p>Head of Finance spoke to a report and presentation reviewing income and expenditure during the first six months of the current financial year, spanning a period during which the organisation continued to operate under difficult circumstances brought about by the global pandemic.</p> <p>With the detail having been considered at the Finance Review Group meeting in November 2021, the Board noted the report.</p>	

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ACTION

1.7 COVID-19 UPDATE

Head of Support spoke to the report. The Board noted that services are operating effectively, with relatively low numbers of staff and supported people self-isolating. Managers are continuing to encourage uptake of vaccines and boosters by staff, and the numbers doing so are increasing. More people we support are using the new lateral flow tests.

The Board discussed any further measures that could be taken to promote vaccination. They also considered whether families of people we support would be informed if workers had received the vaccination, and if they would require their workers to be vaccinated. Head of Support confirmed that workers' vaccination status is confidential. On the few occasions where a family had required workers to be vaccinated, positive solutions had been found.

The Chief Executive provided some feedback from recent online briefing sessions with 200 managers and staff across our services. The Board noted the incredible resilience and dedication of staff, despite the current significant challenges relating to recruitment and staffing levels, and expressed their gratitude for everything that is being done to keep people safe and well. The Head of Support confirmed that the Area Manager Team would be considering the feedback in detail to ensure resources and support were identified where possible. The Board agreed that a message of thanks should be issued from them to all staff before Christmas.

Finally, the Chief Executive confirmed that the First Minister had reiterated the importance of working from home where possible, and we are continuing to encourage this with relevant staff. The Board noted this as a sensible approach, particularly given the uncertain weeks ahead with the emergence of the omicron variant.

CEO

1.8 EQUAL OPPORTUNITIES REPORT 2020/21

Governance Manager spoke to the report, which was noted by the Board. The Board heard that progress had been made on setting up systems for collecting equalities data, and that the Equalities Data Officers' Working Group will meet again in December to add further detail to our plans for this work in 2022.

1.9 AUDIT COMMITTEE – MINUTE OF MEETING (2.11.21)

Noted by the Board.

1.9.1 Special Report

The Board noted the report.

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	<u>ACTION</u>
<p>1.10 <u>COMPANY CAR AND MILEAGE REVIEW</u></p> <p>Chief Executive spoke to the report which outlined the findings of a comprehensive review of Key's company car and mileage arrangements, completed by our auditors TIAA. The Board noted the key findings from the review and approved the actions required to implement a new framework based on an Essential Care Users Allowance.</p>	<u>CEO</u>
<p>1.11 <u>TRAINING/BRIEFING SESSIONS 2022</u></p> <p>Chief Executive spoke to propose that the first two sessions in the programme are arranged to facilitate discussions with TAG and the Area Management Team, if the pandemic allows. Highlighting that the schedule of sessions would remain subject to change, at the discretion of the Board.</p> <p>The report was noted with approval.</p>	
<p>1.12 <u>TENDER AND DEVELOPMENT REPORT</u></p> <p>Head of Housing & Development spoke to the second of this year's biannual reports on tendering and service development, providing a summary of activity since April 2021.</p> <p>The Board noted that Key had been successful in tenders or mini competitions in North Ayrshire, Highland, West Lothian and North Lanarkshire and had been asked by East Ayrshire Council to provide support in their area for the first time since 2007. Acknowledging that tender responses and service developments were appropriate and in line with Key's strategic objectives, the Board noted the report.</p>	
<p>1.13 <u>FORMAL AND STATUTORY ANNUAL SUBMISSIONS</u></p> <p>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.</p>	
<p>1.14 <u>BUSINESS CONTINUITY UPDATE</u></p> <p>The minute of the latest Business Continuity Team meeting was noted.</p>	
<p>2. <u>COMMUNITY LIFESTYLES – Meeting of Directors (23.11.21)</u></p> <p>Noted by the Board.</p>	

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		<u>ACTION</u>
2.1	<u>Review of Articles</u>	
<p>Governance Manager spoke to the report. The Board approved the submission of the updated Community Lifestyles' Articles of Association to OSCR, seeking OSCR's consent to adopt the revised charitable purposes and other changes.</p> <p>The Board noted that an inter-group agreement between Key and Community Lifestyles would also be developed, to detail more of the relationship and workings between the two parties.</p>		<u>GM</u>
3.	<u>QUARTERLY REPORTS</u>	
<p>Noted by the Board.</p>		
4.	<u>HOUSING, DEVELOPMENT AND ADMINISTRATION ISSUES</u>	
<p>Head of Housing spoke to the report, which was noted by the Board.</p> <p>The Board noted the signing of a lease agreement for an office in Thurso and approved the extension of our insurance contract with Zurich by one year from June 2022, as permitted within the agreement entered into with Zurich in 2019.</p>		
5.	<u>AOB</u>	
5.1	<u>Pension scheme</u>	
<p>Head of Finance informed the that Board an additional payment would be made to the pension scheme.</p>		
5.2	<u>Online Board meetings</u>	
<p>Chief Executive confirmed that, in light of Scottish Government coronavirus guidance, it will not be possible to hold an in-person meeting of the Board for its first meeting of 2022. Online will continue as our method of meeting, for the short-term at least.</p>		
4.	<u>DATE OF NEXT MEETING</u>	
<p>The Board will next meet on Wednesday, 26 January 2022.</p>		