

MINUTE OF MEETING OF KEY BOARD
HELD ON WEDNESDAY, 29 JANUARY 2020

AT 70 RENTON STREET, GLASGOW AT 6 PM

Page 1 of 4

PRESENT

John Paterson
Jack Crombie
Dave Le Sage
Gillian Anderson
Jo Pearson
Ann McGuigan
David Meechan
Angus Turner
Rebecca O'Donnell (TAG)

IN ATTENDANCE

Andrea Wood (CEO)
Alison Wood (Head of Finance)
Gordon Anderson (Head of Housing, Development and
Corporate Services)
Jean Ramsay (Head of Support)
Grace Semple (Head of Human Resources)
Jim Kearns (Head of Administration)
Leam MacKeown (Social Inclusion Manager
- supporting TAG rep)

ACTION

1.1 APOLOGIES

Apologies were received from Bill Mooney, Bob Parry, Sheenagh Simpson, and Karen Jamieson.

1.2 MINUTE OF PREVIOUS MEETING (4.12.19)

The minute of the meeting of 4 December 2019 was approved.

1.3 MATTERS ARISING

1.3.1 South Ayrshire (old Item 1.10.1)

Chief Executive spoke to update members on progress following Key's appointment in December as provider to a supported living service in Ayr, with it being noted that the transfer of undertakings was going well and that the Council had since contacted Key with a view to taking on some additional support work in the town.

1.4 STAFFING ISSUES

1.4.1 Tribunal and Liability Update

Noted by the Board.

1.4.2 Local Management Review Update

The Board noted the outcome of the financial review which had been completed to determine the affordability of concluding the Local Management Review recommendations previously agreed with the Board and the Trade Union in 2019. The Board approved the proposal.

1.4.3 HR Matters

The Board approved the report which outlined proposals to re-structure the HR department to better support the increased workload and requirements of the Head of HR.

CEO

Head of HR

ACTION

1.5 DEVELOPMENT OF THE STRATEGIC PLAN 2020-2025

Chief Executive spoke to a report and presentation describing progress with development of Key's Strategic Plan, detailing the work carried out subsequent to the series of thematic discussions and sessions held with the Board, TAG and senior staff during 2019: not least the range of actions being taken to ensure delivery of the various objectives included in the Plan.

The Board welcomed the report, noting the parallel work being undertaken towards development of the Housing Strategic Plan, for both of which further reports will be presented to the Board prior to their final adoption.

CEO/Head of H

1.6 SERVICE UPDATE

Head of Support spoke to report. Noted by the Board.

1.7 PENSIONS UPDATE

Head of Finance spoke to report. The Board noted the outcome of recent dialogue with the SHAPS Trustees, the result of which was that the Trustees had agreed that Key's contributions towards the pension scheme deficit should continue on the same terms.

HofF

1.8 KEY BUDGET 2020/21

Head of Finance spoke to report on the main elements of the budget for 2020/21.

The Board noted the main assumptions contained in the budget. As in previous years at this stage, it was also noted that the draft budget was based on known support funding changes, but assumed no further increases or decreases in income, and was neutral in relation to cost increases.

The Board noted the budget as a working draft and that a further report would be provided to the Board meeting on 18 March, following detailed consideration of the budget at the Finance Review Group meeting on 3 March.

HofF

1.9 POLICY REVIEW

The annual review (2020) 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 were planned in the year ahead.

1.10 FIRE SAFETY

Head of Housing spoke to report on progress with the actions agreed by the Board to address fire safety issues identified in the wake of the Grenfell Tower tragedy. The report was noted.

In addition, following analysis of the results of a feasibility study examining the matter, the Board approved a recommendation that Key should embark on a phased programme of installing automated fire detection (with call centre monitoring) systems within all its properties, with it being noted that this approach would be in keeping with the Association's stated aim of promoting tenant safety.

ACTION

HofH

1.11 INTEGRATED MANAGEMENT SYSTEM (EVOLVE) DEVELOPMENT

Head of Housing spoke to report on a recent change in ownership of the software company that provides the user licences and support for Keys 'Evolve' system (previously Carista) and several other social care providers management systems. The Board noted that there was significant sector concern over the stability of the Carista platform meaning that alternative software licencing and support arrangements will now be required in the relatively near future.

The extensive work being undertaken to assess alternative arrangements was noted, including (through CCPS) consideration of the matter by other social care providers, the urgent timescales involved and the reliability of the external support available for the current software.

Noting the range of potential licensing and running costs associated with each of the possible alternative solutions, the Board approved inclusion of these costs in future budget projections. In doing so, it was noted that a further report on the matter, including final recommendations, would be presented to the Board meeting later this year.

HofH

1.12 ANNUAL PROCUREMENT REPORT

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

2. HOUSING, DEVELOPMENT AND ADMINISTRATIVE ISSUES

2.1 Rent Review

Head of Housing spoke to report. The Board noted that consultation with tenants on a proposed rental increase, applicable from 28 March 2020, had been completed. It was further noted that the Housing and Development Review Group, at its meeting earlier this day and acting under standing delegated authority on the matter, had considered and approved this proposed increase to rent levels for 2020-2021.

HofH

3. NATIONAL AND REGIONAL TAG DIARY - 2020

The Board noted the TAG diary for the year ahead, including dates, times and venues for TAG meetings, together with contact names and details of the various TAG Supporters.

	<u>ACTION</u>
<p>4. <u>AOB</u></p> <p>4.1 <u>Potential TUPE</u></p> <p>Head of Support spoke to report, which was noted. It was also noted that a further update on this matter would be provided to the Board meeting in March.</p> <p>4.2 <u>Care Inspection Report for Falkirk Service</u></p> <p>Chief Executive spoke to inform members of the outcome of a recent Care Inspectorate unannounced inspection of Key's service in Falkirk, following which the Inspectorate had granted scores of 6 (the highest possible) for 'Quality of Care and Support' and for 'Quality of Staffing'.</p> <p>Board members spoke as one in wishing to record their delight at this achievement and their gratitude to all whose hard work had made this score possible.</p>	HofS
<p>5. <u>DATE OF NEXT MEETING</u></p> <p>The Board will next meet on Wednesday, 18 March 2020, commencing at 4 p.m. to accommodate a joint meeting of the Board and National TAG.</p>	