

MINUTE OF MEETING OF KEY BOARD  
HELD ON WEDNESDAY, 23 JUNE 2021 AT 6 PM

*The meeting was hosted virtually*

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PRESENT

Sheenagh Simpson (Chair)  
Jack Crombie  
Ann McGuigan  
David Meechan  
Gillian Anderson  
Dave Le Sage  
Angus Turner  
Rebecca O'Donnell

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)  
Jim Kearns (Head of Administration)  
Leam MacKeown (Inclusion Manager – Supporting TAG)

ACTION

1.1 APOLOGIES

Apologies were received from John Paterson, Bob Parry, Bill Mooney, Jo Pearson and Karen Jamieson.

1.2 MINUTE OF PREVIOUS MEETING (12.5.21)

The minute of the meeting of 12 May 2021 was approved.

1.3 MATTERS ARISING

1.3.1 Scottish Living Wage Increase (old item 1.7)

Chief Executive spoke to confirm that funding agreements with all local authorities had now been reached, that discussions on the proposed salary uprating offer had now been held with the Union and that a ballot of members was currently underway. It was noted the the outcome of the ballot was expected in time to allow the uprating to be included in the July salary run, should the ballot be in favour accepting the offer.

1.4 STAFFING MATTERS

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

Chief Executive spoke to report on the steps being taken to manage the imminent retirement of the Head of Administration.

With the Head of Administration also having served as Secretary to the Board, the Board approved a proposal for the Chief Executive's to serve as Board Secretary, with the change to be reviewed later in the year, to ensure no adverse impact of this appointment on her wider duties.

1.5 REVIEW GROUPS

1.5.1 Housing (12.5.21)

Noted by the Board.

1.5.1a Annual Return on the Charter

The Board noted the report, including that, as previously delegated, the Annual Return on the Charter had been approved by the Housing Review Group meeting on 12.5.21 and submitted to the Regulator.

ACTION

1.5.2 Support (1.6.21)

Head of Support spoke to the report, which outlined the range of TAGs community development initiatives, and a successful application to the Connecting Scotland Digital Inclusion funding. The Board noted the annual Duty of Candour report and a draft of Key's Communication and Engagement strategy, feedback from which will be used in the development of this strategy.

HofS

1.5.3 Training (1.6.21)

Chief Executive spoke to report, which was noted, with particular attention drawn to the Group's discussion around the development of online learning across the organisation.

1.6 COVID-19 UPDATE

Head of Support spoke to report on Key's ongoing response to the Covid-19 pandemic.

The Board welcomed the much brighter picture that was emerging of the pandemic's impact on the people supported and employed by Key. It was particularly notable that, for the first time in many months, no new cases of the virus had recently been reported among anyone supported by Key, and that only one worker was self-isolating with a positive diagnosis.

It was also noted that a positive campaign was underway to promote the vaccination programme, and that services were continuing to return towards more normal levels of support provision.

1.7 STRATEGIC PLAN REVIEW FOR 2021/22

Chief Executive spoke to report on the annual review of Key's objectives and targets, with a particular emphasis on the areas of the Strategic Plan that can be adapted in light of the experience of the Covid pandemic and inform how the organisation can move forward in its wake.

Particular note was taken of matters relating to workforce support and wellbeing, the acceleration of digital change, improvement of Key's information systems, and an increased focus on community development activities, including how better use might be made of the Kerr Street premises. Likewise, the Plan brought a new focus on families and people Key supports, with a starting assumption being the involvement of those we support to build and foster relationships and to promote involvement and inclusion; with TAG playing a prominent role.

The Board discussed what further contribution Key can make towards improving the day-to-day experiences of the people we support, particularly in education and employment. It was noted that the nature of our individual support ensured that people were supported with wider outcomes than those related to safety and wellbeing and that opportunities for active citizenship, relationships and having interesting things to do were of equal importance. TAGs role in supporting this was also recognised as vitally important.

ACTION

The Board also discussed the importance of focusing on staff wellbeing and concerns around worker resilience and wellbeing, referencing a recent report on burnout amongst social care staff; and a Kings Fund paper on same. Copies of these papers will be circulated to the Board for information.

CEO

The Board noted the report.

1.8 DRAFT FINANCIAL OUT-TURN 2020/21

Head of Finance spoke to report on Key's financial performance for the year to 31 March 2021, 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

1.9 SHR SUBMISSION – FINANCIAL PROJECTIONS

Head of Finance spoke to report on the latest 5-year financial projections which had been prepared in readiness for uploading to the SHR portal by end of June.

The Board noted that the projections included draft out-turn figures for the year ending 31 March 2021, and that these included statements for Comprehensive Income, Financial Position and Cash Flow.

The report was noted and the 5-year projections approved for submission.

1.10 AGM ARRANGEMENTS

Head of Administration spoke to report, with it being noted that, due to the continuing effects of the Covid pandemic, plans were being made for this year's AGM to be hosted 'virtually', on the afternoon of Wednesday, 22 September.

The Board noted those members set to retire at the AGM: in addition to Jo Pearson, Dave Le Sage and David Meechan, all of whom were elected in 2018, one other member from those elected in 2019 was required to retire (and then, if willing, may stand for re-election without nomination). Angus Turner thus volunteered to retire, alongside those already named.

1.11 UPDATED CODE OF CONDUCT FOR GOVERNING BODY MEMBERS

ACTION

Chief Executive spoke to report on the SFHA's recently published series of revised Governance Guidance documents for Registered Social Landlords (RSLs), a presentation on which had been shared with Members at the Governance Session held immediately prior this meeting.

Being aware that all RSLs must adopt and comply with an appropriate Code of Conduct (which must be signed annually by each Member), and that the recently issued SFHA Model Code had been approved by the Scottish Housing Regulator as fully compliant with regulatory requirements, the Board approved adoption of the revised Model which, it was noted, will be customised to reflect Key's organisational details before being issued to members (for signing) in the coming weeks.

Likewise, the Board noted that a revised Entitlements, Payments and Benefits Policy had been made available and approved its adoption, once customised to reflect Key's details.

CEO

2. QUARTERLY REPORTS

Chief Executive and Head of Finance spoke to the quarterly reports, highlighting the main items of interest, all of which were noted by the Board. In particular, it was noted that (excluding the impact of reductions imposed via Covid) the actual increase in support hours delivered over the year was approximately 1.8%.

3. MINUTE OF COMMUNITY LIFESTYLES DIRECTORS (25.5.21)

The minute of the Directors' meeting of 25 May 2021 was noted.

4. HOUSING, DEVELOPMENT & ADMINISTRATIVE ISSUES

The Board noted the signing of lease agreements for office accommodation in Stirling, with effect from 1 July 2021, and for an worker base in Kirkintilloch with effect from 1 June 2021.

5. AOB

5.1 Retirement of Head of Administration

The Vice Chair spoke to this being the final Board meeting for the Head of Administration, prior to his imminent retiral. On behalf of all members, she thanked him for his long service to Key and wished him a long and happy retirement.

Head of Administration spoke to return his thanks and to express particular gratitude for having had the opportunity of serving with the Board of Key.

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6. DATE OF NEXT MEETING

The Board will next meet on Wednesday, 25 August 2021.

ACTION