

MINUTE OF MEETING OF KEY BOARD
HELD ON WEDNESDAY, 4 OCTOBER 2023

At 6.00 p.m. – The meeting was held at 70 Renton Street, Glasgow

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PRESENT

Sheenagh Simpson (Chair)
John Paterson (online)
Ann McGuigan (online)
David Meechan
Gillian Anderson (online)
Angus Turner
Rebecca O'Donnell
Karen Jamieson
Dee Fraser
Paul Hush (online)

IN ATTENDANCE

Andrea Wood (CEO)
Alison Wood (Head of Finance)
Gordon Anderson (Head of Housing, Development
and Corporate Services)
Grace Semple (Head of HR) (online)
Jean Ramsay (Head of Support)
Asa Brooks (Governance Manager) (online)
Leam MacKeown (Inclusion Manager – Supporting TAG)

ACTION

1.1 APOLOGIES

Apologies were received from Musab Hemsî, Jack Crombie, Dave Le Sage and Brian Kemsley.

1.2 DECLARATIONS OF INTEREST

There were no declarations of interest.

1.3 MINUTES OF PREVIOUS MEETINGS

1.3.1 23.08.23

The minute of the meeting of 23 August 2023 was approved.

1.3.2 13.09.23

The minute of the meeting of 13 September 2023 was approved.

1.4 MATTERS ARISING

1.4.1 Issues arising from Board appraisals (August item 1.10)

The Board noted that the CEO had considered a range of additional training for the Board following the discussion at the last Board meeting about ensuring Key's Governance practices reflected current best practice. Advice from BTO was that the practices in place were robust and effective emphasising that individuals on the Board are not required to be experts and instead, are required to be able to scrutinise Key's work appropriately. The governance expert had advised that the Board consider training sessions focusing on specific topics, rather than governance in general.

The Board requested that Key's External Auditor be invited to deliver a training session on Key's accounts at their December or January meeting. The Board also noted that the

CEO

	<u>ACTION</u>
<p>Head of Finance had prepared a paper giving an overview of the financial reporting it receives each year, for later in this meeting.</p>	
<p>The Board agreed they would look at the Risk Management Plan in detail early in 2024 and decide at that point if they wanted to arrange a training session on that topic.</p>	
<p>Chairperson informed the Board that she will look into a trustees' governance group that the Scottish Federation of Housing Associations is planning to set up, and decide if it will be helpful for her to join. The Board also noted that the Chief Executive will be attending a 'Governance in Difficult Times' conference and will report back to the Board on it in December.</p>	<u>Chair</u>
<p>1.4.2 <u>Pay award 2023/24 (September item 2.1)</u></p>	<u>CEO</u>
<p>Chief Executive provided an update on the pay award negotiations.</p>	
<p>The Board noted that the Scottish Government has announced a minimum hourly rate for support workers of £12 for 2024/25, and it is anticipated the real living wage will be raised to a similar amount. CCPS will be campaigning for the Scottish Government's figure to be increased before the new financial year begins.</p>	
<p>1.5 <u>STAFFING ISSUES</u></p>	
<p>Head of HR presented the report which was noted by the Board.</p>	
<p>1.6 <u>REVIEW GROUPS</u></p>	
<p>1.6.1 <u>ICT (21.09.23)</u></p>	
<p>The Board noted the report. Head of Corporate Services informed the Board that the ICT Review Group will move from two meetings to three meetings per year to support the development of group members' experience and understanding of the business area.</p>	
<p>1.6.2 <u>Support (26.09.23)</u></p>	
<p>The Board noted the report. Chairperson highlighted the value of the contributions that Key, TAG, the people we support and other providers are making to the development of the next phase of self-directed support (SDS) implementation, with organisations such as Social Work Scotland and SDS Scotland.</p>	
<p>1.6.3 <u>Housing & Development (04.10.23)</u></p>	
<p>Chairperson provided a verbal update from the meeting, which had taken place immediately prior to the Board meeting.</p>	

ACTION

The Board noted that the Review Group had reviewed Key's Landlord Performance Report which had recently been published by the Scottish Housing Regulator and which provided comparative information on Key's performance against national averages across all landlords.

The Board also noted that Key's annual performance report to tenants will be issued by the end of October.

The Group had also reviewed Key's progress in responding to the Regulator's spotlight on tenant safety matters, with a particular focus on mould and dampness. Key has a policy and procedures addressing these issues and will keep a register of properties affected by these conditions. The Head of Housing added that officers have evaluated our assurance levels for each major area of tenant safety as part of the approval process for this year's Annual Assurance Statement and this had been considered in detail at the Review Group meeting.

The Board also noted that plans are being developed to address the works associated with the ongoing investment programme in the cyclical renewal of property elements (kitchens, bathroom, windows, heating systems etc.), given the impact of the pandemic, Brexit and staff turnover.

1.7 REPORT FROM AGM (13.09.23)

The Board noted that the business of the AGM had been concluded successfully.

1.8 STANDING COMMITTEES & REVIEW GROUP MEMBERSHIPS

The composition of the various Committees and Review Groups was noted.

Those present confirmed their ongoing memberships, as detailed in the report.

1.9 ANNUAL ASSURANCE STATEMENT

Chief Executive spoke to report on this year's Annual Assurance Statement from Key to the Scottish Housing Regulator (SHR).

The Board noted the commentary accompanying the Statement, as well as the supporting information emailed in addition to the Board papers, detailing and confirming Key's compliance with the requisite regulatory standards, outcomes and legislation. The Board approved the Chairperson's signing of the Statement and its submission to the Regulator.

1.10 EQUALITIES ANNUAL REPORT

The Governance Manager spoke to the report, which was noted by the Board. The Board heard that a new organisational process has been developed to collect equalities

	<u>ACTION</u>
information from people we support, our staff, tenants and board members, ensuring we meet our regulatory requirements in this area.	
1.11 <u>SUMMARY OF FINANCIAL REPORTING TO BOARD</u>	
Head of Finance provided the Board with an overview report of the main financial reporting received by the Board each year. She clarified that when any significant reports are brought to the Board they are scrutinised by the Finance Review Group beforehand. The report also included a summary of what financial information has been and will be provided for the year 2023/24.	
The Board noted that the Head of Finance will circulate a proposal of what can be covered in the accounts training by the Auditor in January, and that Board members are welcome to provide questions in advance, which can help formulate the content of the training.	<u>HofF</u>
The Board agreed that it also may be useful to seek external advice on our pension arrangements in advance of the 2025 evaluation. The Head of Finance will progress this next year.	<u>HofF</u>
2. <u>COMMUNITY LIFESTYLES</u>	
2.1 <u>Minute of 28th Community Lifestyles AGM (05.09.23)</u>	
The minute of the Community Lifestyles' AGM held on 5 September 2023 was noted. The Board thanked Rebecca O'Donnell for her final contribution to the AGM as Chairperson of National TAG.	
2.2 <u>Minute of Directors' Meeting (05.09.23)</u>	
The minute of the Directors' meeting held on 05.09.23 following the AGM was noted. The two significant items of business were the re-appointment of David Meechan as Chair and the approval of the final pay award for 2023/24.	
3. <u>KHA DEVELOPMENTS LTD</u>	
3.1 <u>Minute of Directors' Meeting (31.08.23)</u>	
Head of Housing and Development spoke to the report on the meeting of Directors held on 31.08.23, which was presented for noting.	
It was also noted that, given the absence of any planned activity in the foreseeable future, the Directors had agreed to maintain the dormant status of the company.	

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3.2 Annual Accounts to 31.03.23

It was noted that the Board had approved KHA Development's Annual Accounts to 31 March 2023 by email on 31 August 2023.

4. HOUSING, DEVELOPMENT AND ADMINISTRATION ISSUES

The Governance Manager informed the Board that the Scottish insurance market is widely regarded to be in a poor condition at the moment and there are limited opportunities within it. Consequently, our independent procurement consultant has advised that we arrange an extension of our contract with Zurich by one or two years, potentially giving time for the market to recover.

The Board gave approval for officers to agree an extension with Zurich if the latter's quote for extension is agreeable and meets the rules for contract modification and there are no objections from Zurich's competitors when we issue the required public notices.

The Board noted that if there are any objections from Zurich's competitors we would automatically revert to carrying out a full procurement exercise in February 2024.

5. AOB

Gillian Anderson provided her apologies for the meeting in December 2023.

4. DATE OF NEXT MEETING

The Board will next meet on Wednesday, 6 December 2023.