

MINUTE OF MEETING OF KEY BOARD
HELD VIRTUALLY ON WEDNESDAY, 7 OCTOBER 2020

AT 6 PM - *The meeting was hosted virtually*

Page 1 of 5

PRESENT

John Paterson
Sheenagh Simpson
Jack Crombie
Ann McGuigan
David Meechan
Bob Parry
Dave Le Sage
Karen Jamieson

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)

ACTION

1.1 APOLOGIES

Apologies were received from Bill Mooney (leave of absence), Jo Pearson, Angus Turner, Gillian Anderson and Rebecca O'Donnell.

1.2 ELECTION OF OFFICE BEARERS

The Board noted that Key's Office Bearers comprise the Chairperson, 3 Vice Chairpersons, the Chair of the Audit Committee, the Chair of Community Lifestyles (both *ex officio*) and the facility for an additional Board member without portfolio.

There being no further nominations and with the current Office Bearers each having indicated their willingness to continue to serve, the Office Bearers for the forthcoming year were unanimously approved as follows:

Chairperson	- John Paterson
Vice Chair	- Jo Pearson
Vice Chair	- Sheenagh Simpson
Vice Chair (Appeals)	- Angus Turner
Chair of Audit Committee	- Dave Le Sage
Chair of Community Lifestyles	- David Meechan

1.3 MINUTE OF PREVIOUS MEETING (26.8.20)

The minute of the meeting of 26 August 2020 was approved.

1.4 MATTERS ARISING

1.4.1 North Lanarkshire TUPE (Old item 1.13)

Chief Executive spoke to inform members that, following completion of detailed preparatory work with the Council, the transfer of this service was now set to proceed on 31 October 2020.

1.5 STAFFING ISSUES

Head of Human Resources spoke to report, which was noted by the Board.

1.6 COVID-19 UPDATE

ACTION

Chief Executive spoke to report on progress with Key's Service Mobilisation Plan, towards maintaining or restoring support to pre-pandemic levels and assisting staff back to work. The Board noted the report, not least that all actions being taken were informed by the latest public health guidance.

HofHR

1.6.1 Financial Update

Head of Finance spoke to a report summarising the funding issues being faced by Key, attributable to the Covid pandemic. The Board noted the report and that deeper analysis of the impact of the restrictions would be provided to the Board as part of the next scheduled 6-month variance report.

HofF

1.7 REVIEW GROUPS

1.7.1 Housing & Development (7.10.20)

Head of Housing spoke to report on the proceedings of the Group, whose sole focus had been the Strategic Plan and Risk Register for Key's housing function.

The Board noted the uniquely challenging backdrop to the Plan's preparation, with its timing delayed to October 2020 as a direct consequence of the Covid-19 pandemic.

The Board noted details of the main risks and mitigations set out in the Plan, together with the landlord-specific objectives being taken forward. These included detail of Key's approach to Affordability & Value for Money, Asset Management, enhancing Tenant Engagement, a Tenant Safety, Digital technology and managing growth. It was further noted that the extended 5-year period of the Plan reflected the longer-term ambitions for Key's housing service, including measures to allow for the adaptation and amendment of objectives as the plan is implemented.

The Strategic Plan and Risk Register for Housing was approved.

1.7.3 Support (by email 29.9.20)

Head of Support spoke to report, with it being noted that, since the meeting had not gone ahead due to Covid-19 restrictions, papers for the meeting had nonetheless been shared with members via email and comments invited.

Members particularly noted consideration of updates on Participation and Inclusion activities, not least TAG's success in being awarded a Lottery grant for a Gamechanger project.

Similarly, updates on policy developments for supporting people with their finances and person-centred risk assessment were noted, including Key's involvement in the University of Stirling's ground-breaking 'Life Through a Lens' research project, of which 3 people supported by Key had been named as co-authors in research papers submitted to academic journals.

This work was also 'highly commended' in the Community Champion category of Scottish Commission for Learning Disability's 2020 Learning Disability Awards.

ACTION

It was also noted that while the pandemic meant there had been no inspections carried out by the Care Inspectorate in the year to date, all of Key's Branch Managers continue to have regular contact with their link Care Inspection Officers and that Key's Operational Manager with a specific responsibility for liaising with the Care Inspectorate meets on a very regular basis (via Microsoft Teams) with the senior Care Inspection Officer who is Key's Relationship Manager.

The report also described the ongoing process of re-combining Key's Housing Support and Care at Home Branches, as well as some changes to branches, following the recruitment of a new Area Manager earlier in the year.

1.8 REPORT FROM SGM & AGM (Including TAG Chairperson Report)

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

1.9 STANDING COMMITTEE & REVIEW GROUP MEMBERSHIPS

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

With amendment of the Housing and Development Group membership to include the names of Jack Crombie and Ann McGuigan, those present confirmed their ongoing memberships, as detailed in the report.

HofA

1.10 SERVICE LEVEL AGREEMENT BETWEEN KEY & COMMUNITY LIFESTYLES

Chief Executive spoke to report. The Board noted and approved the agreement between Key and Community Lifestyles relating to the sharing of services, with the agreement having been updated from last year in relation to costs.

1.11 SHR SUBMISSION

Chief Executive spoke to report. With the SHR having postponed publication of its engagement plans in order to support landlords with their Covid-19 responses, the Board noted the various reports that Key would require to submit to the Regulator by 31 October 2020, following discussions with the SHR's Regulatory Manager for Key. These reports comprise the Group Strategic Plan, plus 30-year financial projections and sensitivity analyses (this being in addition to the usual 5-year projections).

Several elements of these submissions were noted as having previously been considered by the Boards of Key and Community Lifestyles.

1.11.1 Group and Support Strategic Plan

ACTION

Chief Executive spoke to report, describing the various elements of the Group and Support Strategic Plan, sections of which had been revised to reflect the impact of the Covid-19 pandemic.

The Board approved the Group Strategic Plan, including the Housing elements, which were also noted as having been considered by the Housing and Development Review Group at its meeting immediately prior to this meeting of the Board.

Members also noted the risk analysis' focus on matters specific to social care, as well as those relating to Covid-19. Similarly, that the analysis did not include the more traditional risks met through Business Continuity Planning, insurance, contract compliance, best professional practice and financial controls, since these are evidenced in existing policies and procedures.

The Board also took note of the risk analysis' consideration of the impact of the pandemic and the resulting adjustments to the Risk Register, particularly those concerning the health and safety of people Key supports, its tenants and staff.

The Board approved the Group Strategic Plan for submission to the SHR.

1.11.2 Financial Projections

Head of Finance spoke to a detailed report on the wide range of financial risks, assumptions, projections and control arrangements for both Key and Community Lifestyles to be included in the SHR Submission due by 31 October and these were approved by the Board. In so doing, it was noted that the first 5 years of the projections formed part of the 5-Year Financial Projections submission which is a requirement of all RSL's and was submitted to the SHR at the end of September 2020, which had updated the projections previously submitted to the SHR in June 2019.

1.12 ANNUAL ASSURANCE STATEMENT

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

It was noted that last year's Assurance Statement included a detailed self-assessment of the Regulatory Standards of Governance and Financial Management and that there had since been no changes to Key's compliance.

It was also noted that the next full self-assessment for Key would be due in 2022 and that in the intervening years the Board had agreed to consider, in detail, a smaller number of standards to ensure continual improvement. For 2020, these had been agreed as (a) confirming that Key manages its resources to ensure its financial well-being and economic effectiveness, and (b) that Key's Governing Body bases its decisions on good quality information and advice, identifying and mitigating risk to the organisation's purpose. This review took place at the Governance session in July 2020 where appropriate levels of evidence were considered to support assurance.

ACTION

The Board noted the commentary accompanying the Statement, detailing and confirming Key's compliance with the requisite regulatory standards, outcomes and legislation, and approved the Chairperson's signing of the Statement and its submission to the Regulator.

1.13 H&S PERFORMANCE REPORT

Head of Human Resources spoke to report.

The continuing impact of coronavirus on the working arrangements of office staff and, therefore, the normal cycle of Health and Safety monitoring was noted; with the work of the Health and Safety Committee having largely been subsumed by the activities of Key's Covid-19 Emergency Planning Team, set up to provide oversight and to anticipate and plan for future events across Key.

It was also noted that the office remains open for activities which cannot be carried out from home and that a specific office risk assessment had been completed, with comprehensive health and safety measures having been introduced to ensure compliance with latest public health guidance.

It was further noted that an *ad hoc* Moving Forward Group had been established to oversee health and safety planning for the office, with the intention of continuing this arrangement until the easing of lockdown restrictions merits the normal resumption of the Health and Safety Committee. It was additionally noted that there would continue to be regular monitoring and reporting to the Board on the impact of Covid-19 and the arrangements in place to mitigate risks and manage health and safety requirements.

2. COMMUNITY LIFESTYLES – MINUTE OF 25TH AGM (8.9.20)

The minute of the Community Lifestyles' AGM held on 8 September 2020 was noted, with special thanks recorded for Rebecca O'Donnell's attendance on behalf of Key.

3. HOUSING, DEVELOPMENT AND ADMINISTRATIVE ISSUES

The Board noted the signing of a lease agreement for office accommodation at Falkirk Business Hub, 45 Vicar Street, Falkirk, for 3 years with effect from 1 December 2020.

4. AOB

4.1 Annual Appraisal of Chief Executive

Chairperson spoke to confirm to members that the annual appraisal of the Chief Executive had recently been completed. Noted by the Board.

5. DATE OF NEXT MEETING

The Board will next meet on Wednesday, 9 December 2020.