

MINUTE OF MEETING OF KEY BOARD
HELD ON WEDNESDAY, 2 OCTOBER 2019

AT 70 RENTON STREET, GLASGOW AT 6 PM

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ACTION

PRESENT

John Paterson
Sheenagh Simpson
Jack Crombie
Karen Jamieson
Bill Mooney
Dave Le Sage
Gillian Anderson
Paul Cannop (TAG)
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)
Jim Kearns (Head of Administration)
Leam Mackeown (Social Inclusion Manager
- supporting TAG reps)

1.1 APOLOGIES

Apologies were received from Bob Parry, Jo Pearson, Ann McGuigan, David Meechan and Angus Turner.

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:

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|-------------------------------|--------------------|
| 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 (28.8.19)

The minute of the meeting of 28 August 2019 was approved.

1.4 MATTERS ARISING

There were no matters arising.

1.5 STAFFING ISSUES

1.5.1 Tribunal and Liability Update

Chief Executive spoke to report, which was noted by the Board.

1.6 REVIEW GROUPS

ACTION

1.6.1 Support (24.9.19)

Chief Executive spoke to report, highlighting the Group's in-depth consideration of strategic objectives for the new Strategic Plan, not least the special importance given to organisational priorities in keeping with Key's purposes and values. The discussion paid particular attention to creating more supports for community development, employability and meaningful activities in partnership with TAG. .

It was noted that the Group's next objective would be to try to identify actions and resources necessary to facilitate development of this aim.

HofS

1.6.2 Housing & Development (24.9.19)

Sheenagh Simpson spoke to report which was noted by the Board.

Sheenagh drew particular attention to the feedback provided from the 2 recent meetings of the My Home Group, together with discussion of Key's Landlord Report, the group's endorsement of the proposed approach and timetable for development of the housing aspects of Key's new Strategic Plan's Housing, and the update on progress towards compliance with Key's updated procurement policy.

1.7 REPORT FROM AGM (INCLUDING REVIEW OF THE YEAR)

The Board noted that the business of the AGM had been concluded successfully. (The video Review of the Year was shown at the end of the Board meeting and was warmly received.)

1.8. STANDING COMMITTEES & REVIEW GROUP MEMBERSHIPS

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

With the lower membership numbers noted for the Training and Housing review groups, members were particularly invited to consider their interest in joining either of these.

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

1.8.1 Updated Role Descriptions for Chair and Vice Chair

Chief Executive spoke to report. Members noted the revised role descriptions for the Chair and Vice Chairs, which had been updated to accord with the SFHA's latest Model Role Descriptions for Governing Body Members, reflecting also the requirements of Key's Rules and Standing Orders. With amendment of the introductory section to indicate that, in order to facilitate succession planning, Key has 3 Vice Chairs, the role descriptions were approved.

| | <u>ACTION</u> |
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| <p>1.9 <u>SERVICE LEVEL AGREEMENT BETWEEN KEY AND COMMUNITY LIFESTYLES</u></p> <p>Chief Executive spoke to report. The Board noted and approved the agreement between Key and Community Lifestyles relating to the sharing of services, the overall agreement having been updated from last year in relation to costs.</p> | |
| <p>1.10 <u>CHARTER PERFORMANCE REPORT</u></p> <p>Head of Housing and Development spoke to report. It was noted that the performance report for 2019 was at an advanced stage of preparation, that its content and design had recently been discussed with the My Home group and that it was scheduled for distribution to tenants during the second half of the current month.</p> | HofH&D |
| <p>1.11 <u>ICT RISK MAP</u></p> <p>Head of Housing and Development spoke to report. Members welcomed the updated risk profile map, incorporating a new-style 'heat map', providing an overview of the various ICT-related risks for the organisation, their relative risk rating and strategies in place for mitigating each risk factor.</p> <p>It was further noted that, in line with Key's ICT Strategy, a further Board briefing session on ICT was scheduled for immediately prior to the December Board meeting and would include an update on developments in communication, as well as an overview of Key's approach to becoming a more digitally focused organisation.</p> | HofH&D |
| <p>1.12 <u>FIRE SAFETY REPORT</u></p> <p>Head of Housing and Development spoke to update members on progress with the fire safety-related actions list agreed at the Board meeting in August 2017.</p> <p>The Board noted progress on improved measures for fire detection (with all living compartments in Key's properties now having interlinked smoke/heat detection), reviews of exterior cladding provision, communal areas, communal gas supplies and houses in multiple occupation.</p> <p>With the programme of comprehensive fire detection installation now complete – and following initial consideration of the matter at the Board meeting in August 2018 - the Board also approved a proposal for Key to examine the feasibility of adopting the wholesale provision of automatic telephone linking of fire detection in properties to a call centre, including the drafting of a detailed implementation plan. In doing so, it was noted that, where unmitigated risks are identified in individual situations, an option of sprinkler installation would also be considered.</p> | HofH&D |
| <p>1.13 <u>PENSIONS UPDATE</u></p> <p>Head of Finance spoke to a report an presentation on the latest triennial valuation of the SHAPS final salary pension scheme (to 30 September 2018), which had recently been distributed to participating employers.</p> | |

The Board noted the scheme's improving overall deficit, the reasons for same, together with the figures and assumptions used in reaching this latest valuation.

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The Board also noted that the Scheme had agreed that employer contributions should continue at their existing levels for this next period of the Scheme's recovery plan (to 30 September 2022), with the Scheme retaining a contingent funding agreement to continue deficit payments beyond September 2022, if required.

A new annual, total deficit repayment figure of £31.1M (shared across all participating employers) has been announced and each participating employer has been notified of their allocation.

With Key's contributions having been based on a concessionary agreement dating back to the inception of the recovery plan (in consequence to an affordability appeal at that time), it was also noted that Key's existing deficit recovery period would extend until at least 2026.

It was further noted that recent communication with The Pensions Trust had indicated that should Key wish to continue with its concessionary agreement beyond April 2020, a new concessionary review would need to take place before the end of November 2019, by which time the Scheme Committee hopes to have concluded all affordability appeals.

HofF

The Board approved a proposal that Key should request a concessionary review, with progress reported to the Board.

1.14 ANNUAL ASSURANCE STATEMENT

Chief Executive spoke to report. 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 submission to the Regulator.

CEO

1.15 FREEDOM OF INFORMATION ACT BRIEFING

Head of Housing and Development spoke to report on the wide range of measures taken by Key to ensure compliance with the recent extension of the Freedom of Information (Scotland) Act 2002 to include Registered Social Landlords.

The Board noted the implications of the Act, not least a duty to respond to requests for specific categories of information, a duty to advise and assist people who wish to access their information, and a requirement to publish a wide variety of operational and performance information, including some pertaining to Board and Senior Staff interests.

To assist with compliance, it was also noted that Key would adopt the SFHA's model 'Guide to Information', in order to provide interested parties with details of the information published by Key and how it can be accessed.

HofH&D

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The Board noted the deadline of 11 November 2019 for the FOI responsibilities to be in place ACTION

2. COMMUNITY LIFESTYLES – MINUTE OF 24TH AGM (10.9.19)

The minute of the Community Lifestyles' AGM held on 10 September 2019 was noted, with special thanks recorded for Rebecca O'Donnell's attendance on behalf of Key.

3. KHA DEVELOPMENTS LTD – MINUTE OF DIRECTORS' MEETING (30.8.19)

Noted by the Board.

4. HOUSING, DEVELOPMENT AND ADMINISTRATIVE ISSUES

4.1 Lease Agreements

The Board noted the signing of a lease agreement for worker base accommodation in Coatbridge, for 3 years from 28 February 2020.

4.2 Bank Mandates

The Board noted and approved the signatories on bank mandates for the services and service user accounts presented.

5. ANY OTHER BUSINESS

5.1 Update on Planning Application for Site Adjacent to The Square

Chief Executive spoke to inform members of a fresh application lodged with Glasgow City Council to build multi-storey student accommodation on the vacant lot between 70 Renton Street and Port Dundas Road.

It was noted that Key would be reviewing the application in more detail, with a view to submitting comments in respect of the proposed building's impact on The Square, both during and after construction.

CEO

6. DATE OF NEXT MEETING

The Board will next meet on Wednesday, 4 December 2019.