

MINUTE OF MEETING OF KEY BOARD  
HELD ON WEDNESDAY, 27 JANUARY 2021

AT 6 PM - *The meeting was hosted virtually*

Page 1 of 4

PRESENT

John Paterson  
Sheenagh Simpson  
Jack Crombie  
Ann McGuigan  
David Meechan  
Bob Parry  
Karen Jamieson  
Angus Turner  
Gillian Anderson  
Dave Le Sage  
Jo Pearson  
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)  
Leam MacKeown (Inclusion Manager - supporting TAG rep)  
Jim Kearns (Head of Administration)

ACTION

1.1 APOLOGIES

Apologies were received from Bill Mooney (leave of absence).

1.2 MINUTE OF PREVIOUS MEETING (9.12.20)

The minute of the meeting of 9 December 2020 was approved.

1.3 MATTERS ARISING

1.3.1 TUPE Transfers (June item 1.12)

Chief Executive spoke to update members on progress with the TUPE transfer of the small number of staff joining Key from other organisations; noted by the Board.

1.3.2

ICT Strategy Progress Report (old item 1.8)

Chief Executive spoke to advise that the group reviewing ICT Strategy had met, as planned, in January.

1.4 STAFFING MATTERS

1.4.1 Tribunal and Liability Update

Head of Human Resources spoke to report. Noted by the Board.

1.5 COVID-19 UPDATE

Chief Executive and Head of Support spoke to report on Key's ongoing response to the Covid-19 pandemic, with it being noted that, despite all local authority areas in which Key works having been subject to national 'Stay At Home' regulations since 5 January 2021, Key continued to maintain its support provision across the whole country, albeit tailored to current restrictions and subject to local staffing considerations.

It was also noted that Key's housing service was currently restricted to critical

allocations, with repairs, servicing, and maintenance only possible where works had been assessed as essential.

ACTION

It was further noted that, in line with the national picture, Key and Lifestyles continued to see a significant number of supported individuals and staff testing positive for Covid-19 throughout December and January, and that since December's Board meeting, 2 supported people had sadly died after contracting the virus.

The Board also noted detail of the Scottish Government's recent announcement of a new fund to support social care workers who had been shielding or otherwise at risk and therefore unable to work in the period between 23 March to 31 October 2020 but who had not been placed on the 'Coronavirus Job Retention Scheme'. It was noted that this fund would enable employers to claim additional wages for social care workers, amounting to the difference between 80% of their expected income and actual wages received.

The Chief Executive also spoke to the latest update on NHS Scotland's vaccination programme, in response to which Key will be actively encouraging and promoting the uptake of the vaccine, along with its local authority Health and Social Care partners.

Similarly, the Board noted the roll out of routine testing for support staff working in the community and in people's homes, which had begun on 18 January 2021. It was noted that while testing would not replace or mitigate the need for the other layers of protection already in place, it would continue, even after support staff have received both their first and second dose of Covid vaccine.

#### 1.5.1 Relief Worker Arrangements

Chief Executive spoke to confirm that the Board-approved, one-off, pandemic-related lump sum payment had been made to all contracted staff in December, accompanied by a letter from the Chairperson, on behalf of the Board. It was noted that these had been well-received.

The Board also noted the complexities behind making a similar, one-off award to those Relief Staff who have been working with Key during the pandemic. Noting details of the source of funds to enable such a payment, this proposal was approved.

CEO

#### 1.6 KEY BUDGET 2021/22

Head of Finance spoke to report on the main issues being considered in preparation of Key's budget for 2021/22.

It was noted that, at this stage, the budget was being prepared on an assumption that that all services, funding and staffing will return to 'near normal' following reductions linked to Covid. Likewise, it was noted that any changes with a longer-term impact (e.g. services which will not restart) would also be factored in.

The Board noted that the budget remained a working draft for which a further report would be provided to the Board meeting on 17 March, following detailed

consideration of the budget at the Finance Review Group meeting on 2 March.

ACTION

1.7 POLICY REVIEW

HofF

The annual review 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.

1.8 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: specifically those concerning linkage of smoke and fire detection systems within Key's properties, as well as risk assessment work for properties with communal gas supplies or communal areas.

The report was noted, including that this latest update took account of the impact of the pandemic.

1.9 INTRANET DEVELOPMENT

Head of Housing, Development and Corporate Services spoke to report on a proposal to develop an updated, fully accessible and interactive intranet for Key and Lifestyles, formulated by the deliberations of an in-house, Intranet Planning Group set up to consider the core aims and requirements of such a development.

The Planning Group's detailed deliberations were noted, with it recommending that such a development would be best served by the appointment of an external provider with a relevant and proven track record to deliver such an integrated intranet.

Noting the risks and mitigations considered by the Planning Group, the Board approved the proposal to undertake a formal tendering exercise via Public Contracts Scotland.

HofD

1.10 MODERN SLAVERY STATEMENT

Head of HR spoke to the annual statement on modern slavery required of large employers, such as Key.

The Board approved the statement for signing by the Chief Executive and subsequent posting on Key's website.

2. HOUSING AND ADMINISTRATIVE ISSUES

There were no matters presented under this item.

3. NATIONAL AND REGIONAL TAG DIARY - 2021

Rebecca O'Donnell spoke to advise that development of a TAG calendar of meetings

MINUTE OF MEETING OF KEY BOARD  
HELD ON WEDNESDAY, 27 JANUARY 2021  
AT 6 PM - The meeting was hosted virtually

for 2021 had been delayed due to the pandemic, but would be distributed to Board members at the earliest opportunity.

ACTION

4. AOB

4.1 Housing and Development Review Group (meeting of 27.1.21)

Head of Housing spoke to report on the proceedings of the HDRG which had met immediately prior to this meeting of the Board. Of particular note was the Group's consideration of the annual review of rents for Key's tenancies, on which it was noted that, having considered all relevant factors, including tenant feedback, and acting under delegated authority from the Board, the Group had approved an increase to rents of 1.2% with effect from 1.4.21.

5. DATE OF NEXT MEETING

The Board will next meet on Wednesday, 17 March 2021.