

**MINUTE OF MEETING OF KEY BOARD
HELD ON WEDNESDAY, 9 DECEMBER 2020
AT 6 PM - *The meeting was hosted virtually***

ACTION

PRESENT

John Paterson
Sheenagh Simpson
Jack Crombie
Ann McGuigan
David Meechan
Bob Parry
Karen Jamieson
Angus Turner
Gillian Anderson
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)

1.1 APOLOGIES

Apologies were received from Bill Mooney (leave of absence), Dave Le Sage and Jo Pearson.

1.2 MINUTE OF PREVIOUS MEETING (7.10.20)

The Minute of the meeting of 7.10.20 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 support services previously operated by other organisations, and the agreement to harmonise these arrangements, where possible, by offering Key's terms and conditions to all staff identified as having joined Key through TUPE transfer.

It was noted that 2 people had declined the offer to transfer, due to having life insurance arrangements provided under their original terms and conditions which they would lose on transfer. The Board noted the resulting risk that Key would be liable to cover these arrangements and that the Head of HR would be seeking guidance on possible options for these staff.

HofHR

1.3.2 SHR Submission (old item 1.11)

Chief Executive spoke to confirm that Key's Group and Support Strategic Plan and Financial Projection returns had been submitted on schedule to the Scottish Housing Regulator and that Key's Regulation Manager had since been in contact to advise that she did not intend to submit further questions to Key at this time.

1.3.3 Annual Assurance Statement (old itme 1.12)

Chief Executive spoke to confirm that Key's Annual Assurance Statement for 2020 had been submitted on schedule.

ACTION

1.4 STAFFING MATTERS

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

1.5 REVIEW GROUPS

1.5.1 Housing and Development (7.10.20)

Noted by the Board.

1.5.2 Finance (3.11.20)

Noted by the Board.

1.6 6-MONTH VARIANCE REPORT

Head of Finance spoke to a report and presentation reviewing income and expenditure during the first 6 months of the current financial year, spanning a period during which the organisation had been operating under restrictions imposed by the global pandemic.

With the detail having been considered at the Finance Review Group meeting in November 2020, the Board noted the report.

1.6.1 Payment Proposal

Chief Executive spoke to report on a proposal to award a lump sum payment to all staff, as a one-off expression of gratitude for the outstanding commitment shown by staff over this uniquely difficult period.

Noting details of the source of funds required to enable such a payment, the proposal was approved.

CEO

1.7 COVID-19 UPDATE

Chief Executive spoke to report on Key's ongoing response to the Covid-19 pandemic, with it being noted that Key has continued to maintain both its support provision and housing services across the whole country, albeit tailored to the changing restrictions in place within each local authority area.

The Board also noted detail of those instances where people supported by Key, or its staff, had tested positive for Coronavirus, the impact these occurrences were having on local services and the range of measures being taken to manage each situation.

The Board further noted that, despite the national move to greater restrictions, Key had nonetheless seen an increase in support being reinstated, and that the Scottish government and COSLA had agreed to extend national sustainability payments until March 2021, the financial impact of which was detailed in the 6-month variance report presented at the meeting.

The Board noted the report, not least that all actions being taken by Key were informed by the latest public health guidance.

ACTION

1.7.1 Business Continuity – Winter Planning

Chief Executive spoke to report on the wide range of actions being taken and plans being put into place to ensure Key maintains its services throughout the winter months: preventing the spread of infection, ensuring that people get the support they need, while minimising the risks for Key’s workforce.

The Board noted the report, updates on which will be presented in the months ahead. The Chief Executive also agreed to issue members with a copy of the latest Risk Registers for Key and Lifestyles, which support the Winter Plan and are being kept under constant review in response to the pandemic.

CEO

1.8 ICT STRATEGY – PROGRESS REPORT

Head of Housing spoke to report on progress with the roll out of Key’s ICT Strategy in response to challenges presented by Covid-19.

The Board noted the report, not least the significant new pressures on ICT resources stemming from the pandemic and the consequential need to review spending priorities. In this regard, it was anticipated that Board approval would be required to bring forward some spending planned for 2021-22 for the procurement of some critical infrastructure and that members would shortly be sent details for approval by email reply.

CEO

1.9 AUDIT COMMITTEE – MINUTE OF MEETING (3.11.20)

Head of Finance spoke to report. Noted by the Board.

1.10 MEETINGS CALENDAR 2021

Chief Executive spoke to the draft meetings programme for 2021, based on the pattern developed during the current year. The calendar was approved.

1.11 TRAINING/BRIEFING SESSIONS 2021

Chief Executive spoke to report, highlighting that the schedule of sessions would remain subject to change, at the discretion of the Board.

The report was noted with approval.

1.12 TENDER AND DEVELOPMENT REPORT

Head of Housing & Development spoke to the second of this year’s biannual reports on tendering and service development, providing a summary of activity since April 2020.

	<u>ACTION</u>
<p>Noting that tender responses and service developments were appropriate and in line with Key's strategic objectives, the Board approved the report.</p>	
<p>1.13 <u>FORMAL AND STATUTORY ANNUAL SUBMISSIONS</u></p>	HofHR
<p>The annual report giving details of the various submissions made by Key, KHA Developments, Community Lifestyles and TAG to comply with statutory and regulatory requirements was noted.</p>	
<p>1.14 <u>BUSINESS CONTINUITY UPDATE</u></p>	
<p>The minute of the latest Business Continuity Team meeting was noted.</p>	
<p>2. <u>COMMUNITY LIFESTYLES – MEETING OF DIRECTORS (17.11.20)</u></p>	
<p>The minute of the Directors' meeting of 17.11.20 was noted.</p>	
<p>CEO also confirmed that Lifestyles Directors had discussed the staff award under AOB and were in favour of the award to be extended to Lifestyles workers, following approval of the proposal by Key's Board.</p>	HofH
<p>3. <u>QUARTERLY REPORTS</u></p>	CEO
<p>The Chief Executive and Head of Finance spoke to the quarterly reports, along with a presentation of the items of main interest and a summary of the overall financial position, all of which was noted by the Board.</p>	
<p>4. <u>HOUSING, DEVELOPMENT AND ADMINISTRATIVE ISSUES</u></p>	
<p>The Board noted the signing of an agreement for office accommodation in Fort William, for 6 months with effect from 11 January 2021.</p>	
<p>5. <u>AOB</u></p>	
<p>5.1 <u>Thanks Extended to The Board</u></p>	
<p>Chief Executive spoke to record special thanks to the Board for its strong and steady support throughout this difficult, pandemic period.</p>	
<p>6. <u>DATE OF NEXT MEETING</u></p>	
<p>The Board will next meet on Wednesday, 27 January 2021.</p>	