

MINUTE OF MEETING OF KEY BOARD  
HELD ON WEDNESDAY, 16 MARCH 2022 AT 6 PM

*The meeting was hosted virtually*

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PRESENT

John Paterson (Chair)  
Sheenagh Simpson  
Jack Crombie  
Ann McGuigan  
David Meechan  
Gillian Anderson  
Angus Turner  
Rebecca O'Donnell  
Karen Jamieson  
Musab Hems

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)  
Asa Brooks (Governance, Regulation and Compliance Manager)  
Leam MacKeown (Inclusion Manager – Supporting TAG)

ACTION

1. APOLOGIES

Apologies were received from Dave Le Sage and Bob Parry.

1.2 DECLARATIONS OF INTEREST

No interests were declared.

1.3 MINUTE OF PREVIOUS MEETING (26.1.22)

The minute of the meeting of 26 January 2022 was approved.

1.4 MATTERS ARISING

1.4.1 Entitlements, Payments and Benefits Policy (old item 1.10.1)

Chief Executive spoke to confirm that we have approached the SFHA to seek confirmation about this policy and we await their response.

1.5 STAFFING MATTERS

The Board noted the report

1.6 REVIEW GROUPS

1.6.1 Housing & Development (26.1.22)

Noted by the Board.

1.6.2 Training (1.2.22)

Chief Executive spoke to the paper, reporting that SSSC proposals to increase the level of qualification required by support workers had been discussed and members noted that any such move could hinder recruitment and retention in the sector. This point had

CEO

ACTION

been made in our consultation response. The Board noted the Training Review Group's recommendation that, if the proposals are adopted by the SSSC in May, the Board should write to the Scottish Government Minister for Mental Wellbeing and Social Care to express our concerns.

1.6.3 Support (1.2.22)

Noted by the Board.

1.6.4 Finance (1.3.22)

Noted by the Board.

1.7 AUDIT COMMITTEE – MINUTE OF MEETING (1.3.22)

Noted by the Board.

1.8 COVID-19 UPDATE

Head of Support spoke to the aspects of the report relating to support services, which were noted by the Board. The Board noted that numbers of staff and supported people self-isolating were changing frequently, but people are generally keeping well and managers continue to sustain support despite the staff absences.

Chief Executive advised that the survey of Board members had confirmed unanimous support for returning to in-person meetings, as long as COVID-19 numbers and restrictions allow. It was agreed that we will aim to hold the May Board meeting in the Square. Board members had said they would like the option to attend meetings virtually in the future, especially during winter, if they live further away, or if it is a short notice meeting.

CEO

The Board were informed that Key's ICT Manager is investigating software and equipment required to hold hybrid meetings where some members attend in person and others take part through video calling. A progress update will be provided in May.

HofH

1.9 KEY BUDGET 2022/23

Head of Finance spoke to report on the main elements of the budget for 2022/23.

The Board noted the main assumptions contained in the budget. As in previous years at this stage, it was noted that the draft budget was based on known support funding changes, but did not assume the expenditure nor corresponding income associated with an inflationary salary increase from 1 April 2022. The 2022-23 budget is further complicated by the anticipated increases to employers' national insurance costs from April 2022 which are as yet not matched by increases to funding.

ACTION

The Board discussed the risks resulting from the Scottish Governments proposal to apply a national weighting to the funding and the challenges faced relating to additional NI, non-support staff salaries and inflationary costs. She confirmed that representations about this issue have been made to the Chair of the Fair Work in Social Care Group and the Scottish Government. In the meantime discussions about further funding have begun with councils in the local authority areas we work in.

The Head of HR confirmed that the increase to the HR budget was a result of increased recruitment costs.

The Board noted and approved the budget as a working draft, pending agreement of funding levels with local authorities which will inform the decision making regarding a salary increase for the year. It was also noted that there may be an update to the major and planned repairs budgets as well as the capital expenditure budgets for window replacements at the Square.

1.10 BOARD APPRAISALS

Chairperson spoke to notify members that the Board Appraisal Process for 2022 would be initiated shortly, with individual and collective appraisal forms being issued to members in April. These should be returned to the Chairperson in early May so they can be analysed ahead of the Board Governance Session in June. Microsoft Forms will be used for appraisals, but members can request paper copies if preferred.

Chair

It was noted that the Chairperson will carry out the Chief Executive's appraisal over this period as well.

1.11 RISK MANAGEMENT REVIEW

Chief Executive spoke to report on Key's Risk Management Review for 2022, relating to Key's Group and support activities. It was particularly noted that the narrative for the Plan included updated commentary on the National Care Service and the ongoing impacts of the COVID-19 pandemic.

The Board noted the report, not least that the risks are being kept under constant review by senior staff, to ensure Key's actions are adequate and appropriate, and that the plan may need reviewed again after summer as the national social care environment is changing at a fast pace.

The Board noted the risks related to the Scottish Government's current approach to annual pay uplifts for social care staff, as well as expectations in relation to a national move away from competitive tendering for social care services, and they were informed that retention and recruitment continues to be a significant risk, although creative measures are being implemented to manage this.

Noting that the Risk Register for Housing will be reviewed at the Housing Development Review Group meeting in May, the Risk Management Plan was approved.

HofH

	<u>ACTION</u>
1.12 <u>GENDER PAY GAP REPORT</u>	
Head of Human Resources spoke to the report which was noted by the Board. It will be published on the website.	<u>HofHR</u>
1.13 <u>BUSINESS CONTINUITY UPDATE</u>	
The minute of the latest Business Continuity Team meeting was noted.	
2. <u>COMMUNITY LIFESTYLES</u>	
2.1 <u>Meeting of Directors (22.2.22)</u>	
Noted by the Board.	
2.2 <u>Budget 2022/23</u>	
Head of Finance spoke to a report on the Budget for Community Lifestyles for 2022/23, which was noted and approved.	
2.3 <u>Adoption of Articles of Association</u>	
Governance Manager spoke to the report. The Board passed the special resolution received from Community Lifestyles via email on 9 March 2022, and authorised the Chairperson to sign it on behalf of the Board. With the passing of the resolution by Key, the sole member of Community Lifestyles, the new Articles of Association attached with the resolution became the governing document of Community Lifestyles. The resolution and Articles will now be filed with Companies House.	<u>GM</u>
3. <u>QUARTERLY REPORTS</u>	
Noted by the Board.	
4. <u>HOUSING, DEVELOPMENT AND ADMINISTRATION ISSUES</u>	
4.1 <u>Lease agreement</u>	
The Board noted the signing of a new licence with Abbey Mill Business Centre Ltd. for an office at Studio 6, Sir James Clark Building, Abbey Mill Business Centre, Seedhill, Paisley, PA1 1TJ, for three years, starting on 28 March 2022.	
4.2 <u>Former Tenant Rent Arrears and Tenant Re-charges: Proposed Write-Offs</u>	

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ACTION

The Board approved the annual write-off against former tenants' rent accounts for sums no longer recoverable or payable, with the provisional figure for the current financial year being a net credit of £6,970.25.

The Board also approved a write-off of £3,075.88 for tenant re-charges assessed as unrecoverable.

4.3 Bank Mandates

The Board approved the bank mandates

4.4 Delegated Authorities

The Board approved amendments to the Delegated Authorities policy as follows:

- the Finance Review Group is authorised to approve Five Year Financial Projections Returns for submission to the Scottish Housing Regulator each year
- the Chair of the Board is authorised to deal with all potential breaches of the Code of Conduct for Board Members. Where an allegation relates to the Chair, this authority will be extended to a Vice Chair. Should an allegation relate to the both the Chair and a Vice Chair, it will be extended to other members of the Board.

5. AOB

Head of Housing informed the Board that the ICT Review Group was planning to meet the following week.

Chief Executive advised that Annie Gunner Logan, Chief Executive of the Coalition of Care and Support Providers in Scotland has agreed to attend a special session of the Board at 6 p.m. on 20 April 2022 in the Square. She will deliver an overview of current and future developments in Scottish social care, and the Board will have an opportunity to discuss these afterwards.

6. DATE OF NEXT MEETING

The Board will next meet on Wednesday, 11 May 2022.