

MINUTE OF MEETING OF KEY BOARD
HELD ON WEDNESDAY 11 MARCH 2026

At 6.00 p.m. at The Square, 70 Renton Street, Glasgow

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PRESENT

John Paterson (Chair)
Ann McGuigan
David Meechan
Gillian Anderson
Paul Hush
Wendy Hall
James Cox
Liz Matheson
Mary Parker
Sheenagh Simpson (online
until agenda item 1.8)

IN ATTENDANCE

Andrea Wood (CEO)
Alison Wood (Director of Finance)
Gordon Anderson (Director of Housing, Development & Corporate Services)
Glenn Harrold (Director of People and Organisational Development)
Jean Ramsay (Director of Support)
Leam MacKeown (Inclusion Manager – Supporting TAG)
Eleanor Sneddon (Scottish Housing Regulator)
David Allison (Scottish Housing Regulator)

ACTION

1.1 APOLOGIES

Apologies were received from Daniel McCafferty. Jack Crombie and Dave Le Sage remain on a leave of absence.

1.2 DECLARATIONS OF INTEREST

No declarations were made.

1.3 MINUTE OF PREVIOUS MEETING (21.1.26)

The minute of the previous meeting was approved.

1.4 MATTERS ARISING

The Chief Executive provided an update relating to the Scottish Government's proposed reduction in Real Living Wage uplift funding. Following extensive national campaigning, the Government fully reversed its decision and reinstated the additional £20m.

The Board discussed the strength of the united front shown by employers and the Unions, which along with opposition support from the Labour and Green parties was a significant factor in the decision being overturned. The support from staff members who wrote to MSPs about this matter was also noted and appreciated.

The Board discussed the need to continue to campaign for fairer funding for social care, noting the CCPS campaign, the Louise Casey report and the work that Fraser of Allender are doing to highlight the issue. The Chief Executive agreed to circulate some of these reports after the meeting.

CEO

ACTION

1.5 STAFFING ISSUES

The Board noted the report.

1.6 REVIEW GROUPS

1.6.1 Housing & Development (21.1.26)

The Director of Housing confirmed that a verbal report had been provided at the last meeting and the minute was purely for noting.

1.6.2 Support (27.1.26)

The minute of the Support Review Group was noted.

1.6.3 ICT (12.2.26)

The Director of Housing and Corporate Services spoke to the minute, drawing the Boards attention to the timetable we are working to in order to move our systems off premises and into the cloud by 2030. This was recognised as a significant transition for Key, and therefore a detailed roadmap had been developed to outline the different stages.

The Board noted the current work taking place to move our legacy systems onto a new integrated system, with a go-live date for HR and Payroll in April 2026. The Chief Executive confirmed that a more detailed presentation of this would be provided at the May Board meeting.

DOPOD

The Board noted that the 2030 timescale was, at this stage, a realistic target.

1.6.4 Workforce (17.2.26)

The minute of the Workforce Review Group was noted.

1.6.5 Finance (3.3.26)

ACTION

The minute of the Finance Review Group was noted.

1.7 AUDIT COMMITTEE – MINUTE OF MEETING (3.3.26)

The Board noted that the Audit Committee had been inquorate but that only one item on the agenda, the Annual Audit Plan required approval. This was being progressed by email.

DOF

1.8 KEY BUDGET 2026/27

The Director of Finance spoke to the report and presentation on the main elements of the budget for 2026/27. She explained that the budget had been considered in detail at the Finance Review Group and was presented to the Board for approval.

The Board noted the various local authority positions and the overall growth during the year with thanks being extended to the managers who have worked hard to respond to new opportunities for support.

As in previous years at this stage, it was noted that the draft budget did not assume the expenditure, nor corresponding income associated with an inflationary salary increase from 1 April 2026. The Board noted that the funding for the increase to the Real Living Wage (RLW) would equate to 5.86%, based on the weighting of 86.9% on a 6.75% Living Wage increase. Director of Finance confirmed that discussions with the Union would take place to agree a salary uplift after formal agreement on the funding mechanism was concluded. In the interim Key would need to meet the National Living Wage of £12.71 from April and the RLW by May.

The Board approved the Budget 2026/27.

1.9 BOARD APPRAISALS

The Board noted that individual Board member appraisals will be progressed during April with half of the Board meeting in-person with the Chairperson and the other half carrying out the form-based appraisal only.

GM

ACTION

Collective appraisal forms will also be issued to all Board members for completion and analysis in time for the Governance Session in June. Arrangements for the Chief Executive and Chairperson appraisals will also be taken forward, with any Board members wishing to be involved asked to contact the Chair.

1.10 SHR REGULATORY COMPLIANCE REPORT

The Board noted the report, which confirmed there were no areas of non-compliance within the statutory requirements. The Director of Housing and Corporate Services advised that any feedback on the use of the Board Hub would be welcomed by the Governance Manager.

1.11 STRATEGIC OBJECTIVES REVIEW

The Chief Executive referred to the report which outlined good progress across all 4 strategic objectives related to our support services. She then gave a presentation to highlight the key achievements delivered under Objectives 1 & 2 covering the expansion of our complex support needs framework and increased participation and community opportunities in partnership with TAG.

The Board had a wide-ranging discussion on the progress made, recognising the importance of sharing good stories and of celebrating the achievements of both people we support and our staff. It was noted that the TAG/Board session before the meeting had been a really positive and uplifting meeting, highlighting some really important ways in which we empower people to have choice and control over their lives. The Board thanked Wendy for her excellent chairing of the meeting.

Finally the Board noted the positive feedback from our family and friends survey. The Chief Executive will share a more detailed summary after the meeting.

CEO

2. QUARTERLY REPORTS

The Board noted the report.

3. HOUSING, DEVELOPMENT AND ADMINISTRATION ISSUES

3.1 Bank Mandates

The Board approved the new bank mandates.

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3.2 Former Tenant Rent Arrears and Tenant Re-charges: Proposed Write-Offs

The Board approved the annual write-off against former tenants' rent accounts for sums no longer recoverable or payable

4. AOB

The Director of Finance reported an update on the Community Lifestyles pension scheme.

5. DATE OF NEXT MEETING

The Board will next meet on Wednesday, 13th May 2026.

DOF