

**MINUTE OF MEETING OF KEY BOARD  
HELD ON WEDNESDAY, 26 JANUARY 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  
Dave Le Sage  
Angus Turner  
Rebecca O'Donnell (TAG)

**IN ATTENDANCE**

Andrea Wood (CEO)  
Alison Wood (Head of Finance)  
Gordon Anderson (Head of Housing, Development  
and Corporate Services)  
Grace Semple (Head of HR)  
Asa Brooks (Governance, Regulation and Compliance Manager)  
Leam MacKeown (Inclusion Manager – Supporting TAG)

**1.1 APOLOGIES**

Apologies were received from Karen Jamieson and Bob Parry.

**1.2 MINUTE OF PREVIOUS MEETING (8.12.21)**

The minute of the meeting of 8 December 2021 was approved.

**1.3 MATTERS ARISING**

**1.3.1 COMMUNITY LIFESTYLES DIRECTORS MEETING (Old item 1.3.3)**

Head of Human Resources provided update on staffing matter. The Board noted the positive outcome.

**1.3.2 UPDATED CODE OF CONDUCT FOR GOVERNING BODY MEMBERS (old item 1.3.4)**

Chief Executive confirmed that all Board members had responded to accept the updated Code of Conduct.

**1.3.3 REVIEW OF COMMUNITY LIFESTYLES' ARTICLES (old item 2.1)**

Chief Executive confirmed that OSCR had granted its consent for the amendment to the charitable purposes in Community Lifestyles' draft Articles of Association. A written resolution to adopt the new Articles will be presented to Key's Board at its March meeting.

**1.4 STAFFING ISSUES**

A discussion was held to review plans for a staff members retirement. The Board discussed and approved the proposal which will be taken forward by the Head of Housing.

**ACTION**

**GM**

	<u>ACTION</u>
<p>1.5 <u>BOARD RECRUITMENT</u></p> <p>Chief Executive spoke to report on the successful recruitment process for new Board members during December 2021. Following meetings with the Chair, and the Chief Executive, it was recommended that Musab Hemsî be co-opted to the Board. Members noted his background as a Director of a Scottish law firm and Chair of the Scottish Discrimination Lawyers Association, with legal experience of social care, disability discrimination and promoting equalities in other third sector organisations.</p> <p>It was agreed that Musab Hemsî be co-opted to the Board, the co-option to last until the AGM in September 2022, when he will have the option to stand for election to the Board.</p>	<p><u>CEO</u></p>
<p>1.6 <u>REVIEW GROUPS</u></p> <p>1.6.1 <u>Housing &amp; Development (26.1.22)</u></p> <p>Head of Housing provided a verbal report on the business of the Housing and Development Review Group, which met prior to the Board meeting.</p> <p>The HDRG had considered the results of the rent consultation, in which the majority agreed with the proposed rent increase of 2.48%. Acting under its delegated authority and in line with Key’s approach to rent affordability, the HDRG agreed a rent increase of 2.48% to be applied from 28 March 2022.</p> <p>The Group also received the results of the Tenant Satisfaction Survey which had been issued in autumn 2021. It was recognised that COVID-19 had affected both the response rate, which was lower at 34%, and the level of satisfaction with certain categories. For example our ability to provide the planned maintenance programme had been restricted by the pandemic and there were less opportunities to participate, contributing to lower satisfaction in those areas. The Board noted that overall satisfaction levels remain higher than the Scottish average.</p>	
<p>1.7 <u>COVID-19 UPDATE</u></p> <p>Chief Executive spoke to the report. The Board noted that the Omicron variant of coronavirus created a challenge for our services over Christmas. Over January, the position stabilised. Vaccine rollout continues, , and we continue to promote regular testing.</p> <p>With COVID-19 restrictions easing, office staff at the Square will be transitioning to hybrid working between mid-February and the end of March, allowing them the opportunity to review transition plans and have support put in place, where needed. The impact of hybrid working will be monitored and will inform the development of a Flexible Working Policy in the future.</p>	

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	<u>ACTION</u>
<p>It was agreed that a questionnaire will be sent to all Board members to seek their views on returning to in-person Board and review group meetings at the Square. Officers continue to investigate the opportunities and equipment required for the Board to carry out hybrid meetings. It was also noted that TAG were intending to hold an in-person National TAG meeting in the near future. When the date is confirmed Board members will be invited to attend.</p>	<u>CEO</u>
<p>1.8 <u>KEY BUDGET 2022/23</u></p> <p>Head of Finance spoke to report on the main issues being considered in preparation of Key's budget for 2022/23.</p> <p>It was noted that a number of cost pressures were being factored into the process, including inflation affecting various costs, for example building works and insurance, and a 1.25% increase to employer national insurance costs being introduced on 1 April. As a large employer, the latter will have a significant impact, and we will be requesting that the cost is covered by our local authority rate increases this year.</p> <p>The Board noted that the budget remained a working draft for which a further report would be provided to the Board meeting on 16 March, following detailed consideration of the budget at the Finance Review Group meeting on 1 March.</p>	<u>HofF</u>
<p>1.9 <u>PENSIONS UPDATE</u></p> <p>Head of Finance advised that the results of the three-yearly pension valuation are due in summer this year, with a new repayment plan to begin in April 2023.</p> <p>The Board noted that Key is now a member of the Employer Committee, which engages regularly with the Scheme Committee on management and repayment of the pension deficit.</p>	
<p>1.10 <u>POLICY REVIEW</u></p> <p>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.</p> <p>The Board discussed the policy review and considered whether the policy register should be expanded to include a wider set of policies such as grievance and disciplinary policies, rather than those solely related to the governance and regulatory requirements of the organisation. It was agreed that a review of this should be completed, and that this should also include consideration of the process for reviewing support policies and associated reporting requirements.</p>	<u>CEO</u>

1.10.1 Entitlements, Payments & Benefits Policy

ACTION

Chief Executive spoke to the report and the Board approved the proposed updates.

2. HOUSING, DEVELOPMENT & ADMINISTRATIVE ISSUES

The Board approved the signing of an extension to a lease agreement for a worker base in Saltcoats and noted the signing of a lease for an office in Dumfries.

3. NATIONAL & REGIONAL TAG DIARY - 2022

Chairperson of National TAG advised that TAG is looking to hold meetings again soon. The Board will be informed when dates and times are set. It was also reported that 2022 is TAG's tenth year as a registered charity. It will be organising events and fundraising to celebrate, to which Board members will be welcome to participate.

4. AOB

No other business was considered.

5. DATE OF NEXT MEETING

The Board will next meet on Wednesday, 16 March 2022.