

**MINUTE OF MEETING OF KEY BOARD  
HELD ON WEDNESDAY, 7 DECEMBER 2022**

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

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**PRESENT**

Sheenagh Simpson (Chair)  
John Paterson  
Jack Crombie  
Ann McGuigan  
David Meechan  
Gillian Anderson (online, until 1.7)  
Dave Le Sage (online)  
Angus Turner  
Rebecca O'Donnell

**IN ATTENDANCE**

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

	<b><u>ACTION</u></b>
<p>1. <b><u>APOLOGIES</u></b></p> <p>Apologies were received from Musab Hemsy and Karen Jamieson.</p>	
<p>1.2 <b><u>DECLARATIONS OF INTEREST</u></b></p> <p>There were no declarations of interest.</p>	
<p>1.3 <b><u>MINUTE OF PREVIOUS MEETING (5.10.22)</u></b></p> <p>The minute of the meeting of 5.10.22 was approved.</p>	
<p>1.4 <b><u>MATTERS ARISING</u></b></p> <p>1.4.1 <b><u>Reporting of COVID-19 (Old item 1.7)</u></b></p> <p>Chief Executive spoke to advise that due to the current minimal impact COVID-19 is having on services, COVID-19 reports will no longer be required at each Board meeting and instead will be provided as an exception.</p> <p>1.4.2 <b><u>National Care Service (Old item 1.5)</u></b></p> <p>Chief Executive informed the Board that Key hosted a meeting between the Scottish Parliament's Health, Social Care and Sport Committee and CCPS this week, to discuss developments in relation to the National Care Service and other national policy issues. The event also provided an opportunity for MSPs to meet some people supported by Key and Community Lifestyles.</p> <p>1.4.3 <b><u>Rent cap/freeze – Scottish Government (Old item 1.9)</u></b></p> <p>This will be addressed in more detail by the Housing and Development Review Group at its meeting in January 2023.</p>	<b><u>HofH</u></b>

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1.4.4 Pay Award 2022/23 (Old item 1.6.3)

The improved pay award was accepted by the Union membership and implemented in the November salary, backdated to 1 April 2022.

1.4.5 Board recruitment (Old item 1.14)

Chief Executive provided an update on recruitment to the Board.

1.5 STAFFING ISSUES

Noted by the Board.

1.6 REVIEW GROUPS

1.6.1 Housing & Development (5.10.22)

Noted by the Board.

1.6.2 Finance (1.11.22)

Noted by the Board.

1.7 6-MONTH VARIANCE REPORT

Head of Finance spoke to a report and presentation reviewing income and expenditure during the first six months of the current financial year.

With the detail having been considered at the Finance Review Group meeting in November 2022, the Board noted the report.

1.8 EQUAL OPPORTUNITIES REPORT 2021/22

The Governance Manager spoke to the report, which was noted by the Board. The Board heard that a new organisational process is being developed to collect equalities information from people we support, our staff, tenants and board members, ensuring we meet our regulatory requirements in this area.

GM

1.9 AUDIT COMMITTEE – MINUTE OF MEETING (1.11.22)

Noted by the Board.

ACTION

1.10 TRAINING/BRIEFING SESSIONS 2023

Chief Executive spoke to propose the schedule contained in the report, including making time for the Board to meet with Key's Area Management Team and people we support. It was agreed that the schedule of sessions would remain subject to change, at the discretion of the Board. The Board proposed removing the corporate risk session and delaying the meeting with National TAG, as they had not met in person for three years. The Inclusion Manager advised that Board members would also be invited to attend regional TAG meetings.

CEO

The Board discussed whether any further information and support was required in order for members to engage fully with the ICT agenda for the organisation and carry out their oversight function. It was confirmed that the ICT review group would support this through the provision of accessible presentations and information.

The report was noted with approval.

1.11 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 2022.

The Board noted that new developments in Highland and North Ayrshire had been delayed due to building completion issues and that a new tender opportunity would be forthcoming in January.

Acknowledging that tender responses and service developments were appropriate and in line with Key's strategic objectives, the Board noted the report.

1.12 MUIR OF ORD

Head of Housing spoke to the report addressing progress with concluding a long-term leasing agreement for properties being developed in the Muir of Ord.

The Board noted these developments with approval.

1.13 NOTE OF BUSINESS CONTINUITY TEAM MEETING (15.11.22)

The minute of the latest Business Continuity Team meeting was noted.

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1.14 SERVICE ISSUE

Head of Support spoke to the report which was noted by the Board.

1.15 MEETINGS CALENDAR

Chief Executive presented the calendar of meetings for 2023, highlighting that the Training Review Group meetings had not been included as these are to be reviewed.

The Board approved the calendar.

2. COMMUNITY LIFESTYLES – MEETING OF DIRECTORS (22.11.22)

Noted by the Board.

3. QUARTERLY REPORTS

The Board noted the report.

4. HOUSING, DEVELOPMENT AND ADMINISTRATIVE ISSUES

4.1 Lease Agreements

The Board noted the signing of a lease agreement for an office in Sanquhar.

4.2 Bank Mandates

The Board approved the signatories on new bank mandates for the service and service user accounts presented, and noted the amended bank mandates that were also presented.

4.2 Dampness, Mould and Serious Health Conditions

Head of Housing advised that, following the tragic death of Awaab Ishak, from a respiratory condition caused by mould in his home, the Scottish Housing Regulator has written to all RSLs requesting that governing bodies consider the systems they have in place to ensure their tenants' homes are not affected by mould and dampness. The Housing and Development Review Group will consider this in detail at its meeting in January 2023, reporting its findings back to the Board at its next meeting.

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5. AOB

Inclusion Manager advised that TAG has been chosen to work in partnership with a professional dance organisation to hold a charity dance event at the Hilton Hotel in Glasgow. This will involve 10 people selected from the dance group TAG supports spending eight weeks training with professional dancers before competing at the event. In order to raise the funds required to run the event, TAG has compiled a corporate sponsorship package.

Board members agreed that they would circulate the sponsorship package among their own contacts to help promote the event and attract further backing. The Board noted with approval that Key and Community Lifestyles have jointly sponsored one of the dancers.

ACTION

IM

6. DATE OF NEXT MEETING

The Board will next meet on Wednesday 25 January 2023.