

MINUTE OF MEETING OF KEY BOARD
HELD ON WEDNESDAY, 13 MARCH 2024

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

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PRESENT

Sheenagh Simpson (Chair)
John Paterson
David Meechan
Rebecca O'Donnell
Musab Hemi
Dee Fraser
Paul Hush
Brian Kemsley

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

1.1 APOLOGIES

Apologies were received from Karen Jamieson (leave of absence), Gillian Anderson, Ann McGuigan, Angus Turner and Jack Crombie.

1.2 DECLARATIONS OF INTEREST

There were no declarations of interest.

1.3 MINUTE OF PREVIOUS MEETING (24.1.24)

The minute of the meeting of 24 January 2024 was approved.

1.4 MATTERS ARISING

1.4.1 Staffing Matter (old item 1.4)

The Chief Executive informed the Board that, from a selection of 40 applicants, Key has appointed Glenn Harrold as its new Director of People & Organisational Development. Glenn is currently one of Key's Operational Managers. The Chief Executive thanked the panel of supported people, including Rebecca O'Donnell, who assisted with the recruitment, and the Inclusion Manager for supporting them with this.

The Board welcomed the news and commended the recruitment information and videos created to advertise this post, for successfully showcasing Key's values and purposes to a significant external audience.

1.4.2 Highland (old item 1.4)

The Head of Development provided an update on a recent meeting with NHS Highland, which was noted by the Board.

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1.5 STAFFING MATTERS

The Board noted the report and approved an enhancement to our contractual maternity pay.

1.6 REVIEW GROUPS

1.6.1 Housing & Development (24.1.24)

The Board noted the report.

1.6.2 Support (30.1.24)

The Board noted the report.

1.6.3 ICT (15.2.24)

The Board noted the report.

1.6.4 Finance (27.2.24)

The Board noted the report.

1.7 AUDIT COMMITTEE – MINUTE OF MEETING (27.2.24)

The Board noted the minute of the Audit Committee meeting, including that five internal audit reports had been considered by the Committee, and that the internal audit programme for the year 2024/25 had been agreed.

1.8 KEY BUDGET 2024/25

The Head of Finance spoke to the report and presentation on the main elements of the budget for 2024/25.

The Board noted the main assumptions contained in the budget. 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 2024.

The Board acknowledged that the 6.43% rent increase for 2024/25 enabled the organisation to maintain quality housing and services whilst at the same time recognise the cost of living pressures facing our tenants and our longer term goal of reducing our rents in relation to other landlords.

ACTION

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.

1.9 SCOTTISH GOVERNMENT FUNDING FOR 2024/25

The Chief Executive advised the Board that the Scottish Government have confirmed that funding will be provided to local authorities to support a £12.00 minimum wage for all adult social care staff from April 2024. It is expected that individual local authorities will confirm their intentions to fund this increase by July 2024, at which point we can confirm the level of salary uplift that funding will allow. The Board noted that only one Local Authority had confirmed at this stage.

The Board also noted that Unite has issued a public pay claim to Key along with eleven other organisations, requesting £15 per hour and paid breaks, along with payment of SSSC registration and sectoral bargaining.

1.10 BOARD APPRAISALS

The Governance Manager reminded the Board 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. He announced that we are now seeking volunteers for this year's in-person appraisals.

Collective appraisal forms will also be issued to all Board members for completion and analysis in time for the Governance Session in June. There will also be an appraisal of the Chairperson carried out by nominated members of the Office Bearers' Committee, and arrangements will be made for the Chief Executive's appraisal to be undertaken.

GM/
Chair

1.11 NEW SHR REGULATORY FRAMEWORK

The Governance Manager informed the Board that, after consultation last year, the SHR have now published their revised Regulatory Framework and Statutory Guidance. The Board noted the new developments that were highlighted in the report. The Governance Manager will reissue the Board Handbook (which contains a copy of the Regulatory Framework) to Board members after the new Framework goes live on 1 April 2024.

GM

1.12 STRATEGIC OBJECTIVES REVIEW

Chief Executive spoke to the report, outlining the progress made against the objectives for our support services. She explained that the Housing Objectives will be reviewed by the Housing Development and Review Group in May along with the risk register.

ACTION

The majority of strategic targets have been or will be met on time, and were therefore classed as green in the traffic light system used in the report.

The Board noted that some actions had been delayed, primarily due to the pandemic itself, including development of a new quality framework which is not likely to be fully achieved within the lifespan of the plan. It was recognised that this was partly due to a delay in confirming the Care Inspectorates Framework, which is now in place.

Priorities for the 2025 Strategic Plan were discussed between National TAG and the Board at a joint meeting on 13 March.

1.13 GOVERNANCE REVIEW

The Board discussed the Governance Review paper *in camera*, approving the recommendations contained within.

2. COMMUNITY LIFESTYLES

2.1 Meeting of Directors (20.2.24)

The Board noted the report, in particular that Community Lifestyles' Board had approved a similar proposal to extend their own maternity pay, and that after 20 years' service, Joanne Pearson will be retiring from their Board in May.

2.2 Budget 2024/25

The Head of Finance spoke to a report on the Budget for Community Lifestyles for 2024/25, which was noted and approved by the Board.

3. QUARTERLY REPORTS

The Board noted the report. Head of HR reported that our staff turnover levels were levelling out and remained below the sector average.

4. HOUSING, DEVELOPMENT AND ADMINISTRATION ISSUES

4.1 Proposed Write Offs

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

The Board also approved a write-off for tenant recharges assessed as unrecoverable.

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4.2 Bank Mandates

The Board approved the signatories on new bank mandates for the accounts presented, and noted the amended bank mandates that were also presented (acknowledging that two staff names had been included in error).

5. AOB

The Board noted that this was Head of HR, Grace Semple's, final Board meeting before her retiral at the end of March. On behalf of Key's Board and employees, the Chairperson commended and thanked Grace for her 22 years' hard work and contribution to both Key and Community Lifestyles, and presented her with her leaving gifts. Grace expressed her gratitude and shared how highly she thinks of the organisation, and the commitment with which it carries out its work.

4. DATE OF NEXT MEETING

The Board will next meet on Wednesday, 15 May 2024.