

**MINUTE OF MEETING OF KEY BOARD
HELD ON WEDNESDAY, 24 JANUARY 2024**

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

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PRESENT

Sheenagh Simpson (Chair)
John Paterson
Jack Crombie
Ann McGuigan
David Meechan
Gillian Anderson
Dave Le Sage (online – left at 7.30 p.m.)
Rebecca O'Donnell
Musab Hems
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)
Eleanor Sneddon – Scottish Housing Regulator
David Allison – Scottish Housing Regulator

ACTION

1.1 APOLOGIES

Apologies were received from Karen Jamieson (leave of absence) and Angus Turner.

The Chair welcomed Eleanor Sneddon and David Allison, who were visiting from the Scottish Housing Regulator to observe the meeting.

1.2 DECLARATIONS OF INTEREST

There were no declarations of interest.

1.3 MINUTE OF PREVIOUS MEETING (6.12.23)

The minute of the meeting of 6.12.23 was approved.

1.4 MATTERS ARISING

1.4.1 Staffing Matter (old item 1.5.2)

The Chief Executive spoke to update the Board on the plans to manage the Head of HR's retirement in March 2024.

The Board noted that a few of the retiring Head of HR's duties have been absorbed into a new post which will be advertised towards the end of week beginning 22 January, with interviews planned for 11 and 12 March 2024. The CEO extended her thanks to those Board members who had volunteered to participate in the selection process.

ACTION

1.4.2 Highland Budget Variance (old item 1.7)

Following on from the Board's discussion of our Highland services' budget position at the last meeting, the Chief Executive informed the Board of the discussions Key had with NHS Highland about the matter at a meeting on 19 January 2024.

1.4.3 National Care Service (old item 1.8)

The Board noted that there had been some delays in progressing the National Care Service Bill in the Scottish Parliament. Stage 1 debate was now expected in March.

1.5 STAFFING ISSUES

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

1.6 REVIEW GROUPS

1.6.1 Housing & Development (24.1.24)

Head of Housing provided a verbal update from the meeting, which had taken place immediately prior to the Board meeting.

The Board noted that the Housing & Development Review Group (HDRG) had looked in detail at proposals for our rent increase for 2024/25. In line with its delegated authority, the HDRG had agreed an increase of 6.43%. This was seen as appropriate in response to an increase in property maintenance costs, and in comparison to the range of increases other RSLs are applying.

The Board noted the other items of business that the HDRG also considered, including achieving net zero carbon emissions in our homes, developments around how we procure our maintenance services and updates from the My Home Group.

1.7 KEY BUDGET 2024/25

Head of Finance spoke to report on the main issues being considered in preparation of Key's budget for 2024/25.

It was noted that the rent increase being agreed has helped the preparation of the budget but that further meetings are required in relation to the support budget. The Board heard that because many local authorities are paying on actual levels of support delivered, the budget will reflect expected levels of support rather than commissioned levels. We are also undertaking sensitivity analyses in the areas with agency use. Because the Scottish Government funding position has a strong influence on our budgeting, if appropriate, an Office Bearers' Committee meeting can be arranged before the next Board meeting to consider any further detail.

CEO

ACTION

The Board noted that the budget remained a working draft for which a further report would be provided to the Board meeting on 13 March, following detailed consideration of the budget at the Finance Review Group meeting on 27 February.

1.8 POLICY REVIEW

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 are planned in the year ahead. The Board noted that these updates will include consideration of the impact of new equal opportunities laws affecting sexual harassment, and legislation related to flexible working.

Head of HR

1.9 FORMAL AND STATUTORY ANNUAL SUBMISSIONS

The annual report giving details of the various submissions made by Key, KHA Developments, Community Lifestyles and TAG to comply with statutory and regulatory requirements was noted.

1.10 ANNUAL ASSURANCE PROCESS

Governance Manager spoke to the report, informing the Board that work is ongoing in the preparation of the evidence bank that the Board will use to monitor compliance with the Regulatory Framework. The Board noted that, as the work continues, the evidence still shows that Key is compliant with the regulatory requirements.

Gov Manager

1.11 GENDER PAY GAP REPORT

Head of Human Resources spoke to the report which showed that Key's gender pay gap had slightly increased to 2.97%, from 2.57% the year before. It was acknowledged that this was a small gap compared to the UK average of 14.3%, but nevertheless we would continue our efforts to ensure our recruitment practices don't create hidden obstacles for women applying for promoted posts or men entering our workforce at all levels. The report was noted by the Board and will be published on the website.

2. HOUSING, DEVELOPMENT AND ADMINISTRATION ISSUES

2.1 Delegated Authorities

The Board approved delegation of authority to the Workforce Review Group, authorising it to consider the Gender Pay Gap Report each year, before it is published and submitted to the Government database.

ACTION

2.2 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.

3. TAG DIARY

The Board noted the TAG diary for the year ahead, including the joint strategy meeting between the Board and National TAG at 4.00 p.m. on Wednesday 13 March – just before the next Board meeting.

Participation Manager informed the Board that more information about TAG is available on The Hub. This is a new intranet service that was launched in December and gives staff across Key, Community Lifestyles and TAG access to a range of resources they need to do their jobs and to help them connect with one another. We will make arrangements to ensure the Board also have access to The Hub.

Gov Manager

4. AOB

Rebecca O'Donnell informed the Board that she had been recruited by Key as a co-trainer, and will participate in our Introduction to Practice induction training for new support workers.

Gillian Anderson gave her apologies in advance for the next Board meeting.

5. DATE OF NEXT MEETING

The Board will next meet on Wednesday, 13 March 2024.