

**MINUTE OF MEETING OF KEY BOARD  
HELD ON WEDNESDAY 1 OCTOBER 2025**

**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  
Daniel McCafferty  
Wendy Hall  
James Cox  
Liz Matheson  
Mary Parker

**IN ATTENDANCE**

Andrea Wood (CEO)  
Alison Wood (Director of Finance)  
Gordon Anderson (Director of Housing, Development & Corporate Services)  
Jean Ramsay (Director of Support) (online)  
Asa Brooks (Governance, Regulation and Compliance Manager)  
Kirsten Knox (Development Officer – Supporting TAG)

**ACTION**

**1.1 APOLOGIES**

Apologies were received from Sheenagh Simpson and Paul Hush. Jack Crombie was on a leave of absence.

**1.2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**1.3 MINUTE OF PREVIOUS MEETINGS**

**1.3.1 20.8.25**

The minute of the meeting of 20 August 2025 was approved.

**1.3.2 10.9.25**

The minute of the meeting of 10 September 2025 was approved.

**1.4 MATTERS ARISING**

**1.4.1 Home Office – Employer Visa Sponsorship (August old item 1.5.2)**

The Chief Executive informed the Board that Key had been granted a Skilled Worker Employer Visa Sponsorship licence as approved in the August Board meeting. Applications are being progressed for staff in the two positions that meet the current criteria.

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1.4.2 Pay Review Update (August old item 1.5.3)

The Chief Executive told the Board that she and the Unite Regional Officer had met with staff online to talk about Key's funding challenges and the impact this has had on salary increases. The Board noted that these sessions were better attended than those held for the 2023/24 pay offer. The Chief Executive will meet with Unite on 2 October 2025 to agree dates for when Key's enhanced pay proposal (agreed by the Board on 20 August 2025) would go to ballot.

**CEO**

**1.5 STAFFING ISSUES**

The Board noted the report.

**1.6 REVIEW GROUPS**

1.6.1 Support (23.9.25)

The Chief Executive advised the Board that this meeting had prompted a good discussion around our participation and inclusion work. The group heard from a young person, involved in the TAG initiative, Gamechangers Extra Time, who described his role as a Gamechangers Champion, working with young people in transition from school. The Board agreed to invite him along to give a presentation at the start of its December Board meeting. The Board also noted that the SRG will provide oversight for the strategies to strengthen our positive behaviour support work and the Key/TAG partnership aspects of the Strategic Plan Objectives.

**CEO**

Board and SRG member, Gillian Anderson, invited other members to join the review group as membership numbers were low.

1.6.2 Housing & Development (1.10.25)

The Director of Housing told the Board that the Housing & Development Review Group had just met immediately before this Board meeting.

The review group had reviewed several housing policies in detail and received an update on our Tenant Engagement Strategy, with the Board noting the significant on-going work in tenant engagement being undertaken by Key.

The Director of Housing informed the Board that the Scottish Housing Regulator has asked RSL Boards to directly comment on levels of compliance

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with tenant safety issues in our Annual Assurance Statement. In support of this, the review group carried out its annual review of our tenant safety measures, including consideration of the extent to which we have the appropriate policies and procedures, staff training and communication strategy in place. The review group confirmed that Key is compliant on all matters.

1.7 REPORT FROM AGM (10.9.25)

The Board noted that the business of the AGM had been concluded successfully.

1.8 EQUALITIES ANNUAL REPORT

The Board noted the report.

The Governance Manager advised the Board that the report contains the results of the equalities surveys we have been undertaking with our employees, supported people, tenants and Board members. The Board noted that by completing and utilising these surveys we are meeting the equalities data collection requirements of the SHR's Regulatory Framework.

1.9 ANNUAL ASSURANCE STATEMENT

The Governance Manager spoke to the report on the preparation of Key's Annual Assurance Statement, which is submitted each year to the Scottish Housing Regulator. The Statement is used to confirm that Key is meeting the requirements set out in Section 3 of the SHR's Regulatory Framework, as well as other relevant legislative and regulatory obligations. To support the Board in gaining assurance of compliance, members were reminded that they now have access to the new Board Hub, which contains evidence mapped against each of the standards. Thanks were extended to those members who assisted in testing the site. It was noted that content will be kept up to date throughout the year.

The Board noted that the Hub demonstrates full compliance with all standards. The Governance Manager confirmed that the accompanying report summarises how compliance has been achieved. The Board also noted that, in line with updated guidance from the Regulator, a specific section on tenant safety has been included in the Statement.

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The Board confirmed that it had considered appropriate evidence throughout the year, including at this meeting, and that the Board Hub provides further assurance of compliance. The Board approved the Annual Assurance Statement for signing by the Chair and submission to the Scottish Housing Regulator by the end of October.

**GM**

**2. COMMUNITY LIFESTYLES**

**2.1 Minute of 30<sup>th</sup> AGM (2.9.25)**

The minute of the Community Lifestyles' AGM held on 2 September 2025 was noted.

**2.2 Minute of Directors Meeting (2.9.25)**

The minute of the Directors' meeting held on 02.09.25 was noted. The Chief Executive confirmed that the Chair had been elected for a further year but following the transfer of activities to Key, only one Board meeting would be required in August 2026 to approve the part-year accounts.

**3. KHA DEVELOPMENTS LTD**

**3.1 Minute of Directors Meeting (20.8.25)**

The Board noted the minute of the meeting of Directors held on 20 August 2025.

**4. HOUSING, DEVELOPMENT AND ADMINISTRATION ISSUES**

**4.1 Bank Mandates**

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

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5. AOB

5.1 Service Transfers

The Director of Development advised the Board that Key was working towards incoming transfer of a further service in Glasgow, in addition to the service in Stirling as previously reported to the Board.

5.2 Future presentation

The Board agreed with the Chief Executive's proposal that a session on service development would be arranged for the new year.

CEO

4. DATE OF NEXT MEETING

The Board will next meet on Wednesday, 3 December 2025.