

MINUTE OF MEETING OF KEY BOARD
HELD ON WEDNESDAY, 24 JUNE 2020

AT 6 PM - The meeting was hosted virtually

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ACTION

PRESENT

John Paterson
Dave Le Sage
Gillian Anderson
Jo Pearson (from item 1.5)
Ann McGuigan
David Meechan
Bob Parry
Karen Jamieson
Jack Crombie
Sheenagh Simpson

IN ATTENDANCE

Andrea Wood (CEO)
Alison Wood (Head of Finance)
Gordon Anderson (Head of Housing, Development and
Corporate Services)
Jean Ramsay (Head of Support)
Grace Semple (Head of Human Resources)
Jim Kearns (Head of Administration)

1.1 APOLOGIES

Apologies were received from Bill Mooney (on leave of absence), Rebecca O'Donnell and Angus Turner.

1.2 MINUTE OF PREVIOUS MEETING (13.5.20)

The minute of the meeting of 13 May 2020 was approved.

1.3 MATTERS ARISING

1.3.1 Scottish Living Wage (old item 1.6)

Chief Executive spoke to report, which was noted by the Board.

1.3.2 Tender and Service Development (old item 1.10)

Chief Executive spoke to report, which was noted by the Board.

1.3.3 Board Governance Session (old item 1.12)

Chief Executive spoke to confirm that the postponed Board governance session would now be held (virtually) on 9 July, in advance of which papers would be sent to all members.

1.4 STAFFING ISSUES

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

1.5 OFFICE BEARERS' COMMITTEE (22.5.20)

The papers and minute of the special meeting of Office Bearers held on 22 May were noted.

Chief Executive spoke to confirm that the temporary, special pay arrangements for Covid-19 'at risk' staff approved at that meeting had now been put in into effect.

HofF

1.6 REVIEW GROUPS

ACTION

1.6.1 Support (19.5.20)

John Paterson and Head of Support spoke to report on the proceedings of the Support Review Group, held (virtually) on 19 May, drawing particular attention to the Group's consideration of the participation and inclusion overview, as well as the review of the Care Inspectorate inspections' summary for the year 2019–20. The report was noted.

1.7 SHR RETURNS

Head of Housing spoke to report the timing of returns required by the Scottish Housing Regulator in response to the ongoing coronavirus situation. The report was noted.

1.7.1 Annual Return on The Charter

Head of Housing spoke to the draft of this year's Annual Return on The Charter (ARC). The Board noted that the most recent update in the SHR's regulatory framework had led to a reduction in the number of performance indicators within the submission, and the inclusion of information specific to the Energy Efficiency Standard for Social Housing (ESSH).

Noting also that, due the COVID-19 outbreak, the SHR had extended the ARC's submission date to 31 July, the Board approved this year's return.

1.8 COVID-19 UPDATE

Chief Executive spoke to report on Key's unfolding response to the COVID-19 outbreak, detailing the wide range of actions being taken to mitigate identified risks and to ensure continuity of service delivery. Noted by the Board.

1.8.1 Pay Arrangements

Chief Executive and Head of Human Resources spoke to report on progress with the temporary pay arrangements approved by the Board in May to preserve contractual sick pay entitlements for 'shielding' or 'at risk' employees impacted by the COVID-19 outbreak.

Noting the additional, on-going costs of these arrangements, the Board approved their continuation until 31 July, in recognition of the extended period of shielding for 'at risk' employees.

1.8.2 Financial Impact

Head of Finance spoke to report on the impact of COVID-19 on Key's support funding and expenditure. This included the new requirement to provide local authorities with regular updates on actual service delivery and associated additional expenditure; salaries and related employer costs; as well as cumulative expenditure on temporary, additional costs associated with Key's response to the outbreak.

The Board noted the report, and that similar updates would be presented in the months ahead.

HofF

1.8.3 Recovery Plan

Chief Executive spoke to report on measures being taken by Key to comply with the Scottish Government's framework to assist organisations move incrementally towards a safe easing of 'lockdown' restrictions.

The Board noted the variety of measures already taken and planned, and that the oversight of the risk assessments and subsequent arrangements were being monitored by an ad hoc group of senior staff, which continues to meet regularly throughout the crisis period, to review progress and make adjustments as required.

ACTION

CEO

1.9 SQA AWARD CEREMONY

Chief Executive spoke to the postponement of the SQA Award Ceremony, scheduled to have taken place at The Square on 3 June, but cancelled in the wake of the coronavirus outbreak.

Recognising the importance of marking the achievement of those gaining these awards, the Board noted that a date for a 'virtual' ceremony would be set in the autumn and, recognising the circumstances giving rise to this postponement, approved a proposal for an exceptional, small gift be presented to the candidates affected. This is in lieu of the lunch normally provided at such ceremonies.

CEO

1.10 DRAFT OUT-TURN

Head of Finance spoke to report on Key's financial performance for the year ending 31 March 2020, including income and expenditure details across all areas of activity and in each local authority area, together with details of the balance sheet.

The Board accepted the report, noting that the figures presented would be used by Key's external auditor towards preparation of the final accounts for the year.

1.11 AGM ARRANGEMENTS

Chief Executive and Head of Administration spoke to report. Noting that this year's AGM is scheduled to take place at The Square on the afternoon of Wednesday, 16 September, the Board approved the 'virtual' hosting of this meeting, should social distancing measures remain in force at that time, thereby precluding a larger meeting of members.

The Board also noted those members due to retire at the AGM: in addition to Bill Mooney and Jack Crombie, both of whom were elected in 2017, two other members from those elected in 2018 were required to retire (and then, if willing, may stand for re-election without nomination); Sheenagh Simpson and Ann McGuigan volunteered to retire, along with those already mentioned.

Noting also the recently issued SFHA Charitable Model Rules (Scotland) 2020, the Board commended these for adoption by Key's Shareholders at a Special General Meeting for the purpose to be held in tandem with the AGM on 16 September.

HofA

1.12 TUPE PROPOSALS

ACTION

The Heads of Housing and Support spoke to report on a small number of legacy issues relating Key's adoption over the years of support services previously operated by other organisations, and a proposal to harmonise these arrangements, where this is possible and feasible, by offering Key's terms and conditions to these transferred employees.

It was noted that the offer of Key's enhanced terms was containable within overall finances.

The Board approved the proposal to offer Key's terms and conditions of employment to all staff identified as having joined Key through TUPE transfers, noting that such offers may not prove feasible in a small number of instances.

HofHR

2. QUARTERLY REPORTS

The Heads of Finance, Support and Human Resources spoke to the quarterly reports, along with a presentation of the items of main interest and a summary of the overall financial position, all of which was noted by the Board.

3. HOUSING, DEVELOPMENT AND ADMINISTRATIVE ISSUES

3.1 Lease Agreements

The Board noted the signing of an agreements for worker base accommodation at Stirling Business Centre, Wellgreen Place, Stirling, and at 49A East Princes Street, Helensburgh.

4. AOB

4.1 Board Thanks to All Staff

The Chairperson spoke to request that the Board's special gratitude be extended to the entire workforce for its additional efforts during this difficult period for staff and those we support.

5. DATE OF NEXT MEETING

The Board will next meet on Wednesday, 26 August 2020.