



**Meeting:** BOARD  
**Date & Time:** Tuesday 25 April 2017 at 5.30pm  
**Venue:** 51 North Bridge Street, Hawick

**Present:** Rita Stenhouse (Chair)  
David Thomson (Vice Chair)  
Eileen Frame  
David Gordon  
Billy Robson

**In Attendance:** Margaret Ross (Chief Executive)  
Gregor Booth (Operations Director)  
Nigel Hall (Haddon & Turnbull WS) for Company Secretaries  
June Wilson (Executive Assistant)  
Ronnie Dumma (Observer)

The Chair welcomed Ronnie Dumma along to the meeting and introduced him to the Board Members and Staff. Mr Dumma has expressed an interest in becoming a Community Director on the Board and was invited to attend the meeting to observe.

**1. Apologies**

Apologies for absence were received from George Young, Garyth Thomas, Ian Baxter and Doreen Steele.

**2. Declarations of Interest**

Declarations of Interest were noted from:

David Thomson and Billy Robson

**3. Minutes of Previous Meeting – 28 March 2017**

The Minutes of Meeting held on 28 March 2017 were approved and signed by the Chair and Company Secretaries as being an accurate record of the meeting.

**4. Board Action Point Tracker**

The Action Point Tracker was noted.

**5. Chair's Items**

Estate Visit

Rita Stenhouse, David Gordon, Eileen Frame, Ronnie Dumma, Margaret Ross and Gregor Booth attended the Estate Visit at Beech Avenue prior to the meeting. The visit went well with two ready to let properties being viewed and the clean condition of the stairwells was noted. The Chair thanked the OD for setting this up.

**6. Chief Executive's Items**

None

**7. Performance Reports – March 2017 and Annual Reports**

Performance Reports - March 2017

The Performance Reports for March 2017 were discussed in detail, and noted by the Board Members.

**8. Strategic Implementation Plan 2016/17 – Annual Review**

Board Members were asked to approve the Annual Review of the Strategic Implementation Plan 2016/17.

Board Members discussed and approved the Strategic Implementation Plan 2016/17.

**9. Business Plan 2016-2021 – Annual Review**

Board Members were asked to approve the minor revisions to the current Business Plan (2016-2021) including the update of the Strategic Implementation Plan for the forthcoming period.

The Board Members approved the Business Plan subject to 2 minor amendments.

**10. Annual Review of Approved Contractors' Performance for the year 2016/17**

Due to there being no direct personal interest, the two Board Members declaring their interest were asked to remain in the meeting but not take part in the discussion.

Board Members were requested to approve the removal of those approved contractors no longer required.

**The Board Members approved the report and removal of contractors no longer required.**

**11. Changes to Establishment (Electrician)**

Board Members were asked to approve the appointment of our apprentice electrician to the post of electrician.

**Board Members approved the appointment of our apprentice electrician to the post of electrician.**

**12. CEO Recruitment (papers tabled on the night)**

Board Members are asked to consider and agreed:

- The job profile and person specification
- The membership of the interview panel to assist in timetabling of shortlisting,

interviews etc.

<b>13.</b>	<b>Annual Review of Gas Service Contract and Contractors Performance</b>
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Due to there being no direct personal interest, the Board member declaring their interest was asked to remain in the meeting but not take part in the discussion.

Board Members noted performance of the current gas servicing contract for 2016/17.

**Report noted.**

<b>14.</b>	<b>SHQS Abeyances and Exemptions</b>
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Board Members were given an update on the current status of properties that are currently exempt or in abeyance as defined by the Scottish Housing Quality Standard.

**Report noted.**

<b>15.</b>	<b>Welfare Reform - update</b>
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Papers were presented to Board Members to show the impact of Welfare Reform in the Scottish Borders and also in relation to Waverley.

**Report noted.**

<b>16.</b>	<b>Satisfaction Survey Reports</b>
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Board Members were asked to consider the feedback and comments made on the Tenants and Owner/Occupiers Satisfaction Surveys.

**Report noted.**

<b>17.</b>	<b>Governance</b>
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Board Recruitment Update

Chair position – with the forthcoming retiral of Chairperson at the AGM in September can all Board Members advise as soon as possible if they are/are not interested in standing for this position.

**ACTION: Board Members to advise of interest in Chairperson position.**

<b>18.</b>	<b>Long Term Strategy Planning</b>
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No other items discussed at this meeting.

<b>19.</b>	<b>Minutes of Committee Meetings</b>
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There have been no Committee meetings since the last Board Meeting.

**20. Equality Impact Assessment**

During discussion of the foregoing agenda items no equality issues were identified.

**21. Risk Assessment**

During discussion of the foregoing agenda items, no further risks were identified.

**22. Communications to Stakeholders**

During discussion of the foregoing agenda items, no issues were identified which required communicating to stakeholders.

**23. For Information – noted**

- Defining and Measuring Value for Money: an Event for Governing Board Members via email on 27 March 2017
- SFHA – Housing the Future – Annual Conference 2017 via email on 28 March 2017
- Meeting Schedule via email on 28 March 2017
- Lawmail – March 2017 – HR monthly update issued via email on 7 April 2017.
- SHR – Regulatory Risk Assessment 2017/18 issued via email on 7 April 2017.
- Updated paperwork for Governance Handbook – handed out on 25 April 2017.
- Tenants Newsletter – handed out on 25 April 2017

**24. Date of Next Meeting**

Tuesday 30 May 2017

The Chair thanked Ronnie Dumma for attending the meeting.

Certified as an accurate record

\_\_\_\_\_ **Chair**

\_\_\_\_\_ **Company Secretaries**

\_\_\_\_\_ **Date**