



Meeting: BOARD

Date & Time: Tuesday 28 March 2017 at 5.30pm

Venue: 51 North Bridge Street, Hawick

Present: Rita Stenhouse (Chair)
David Thomson (Vice Chair)
Ian Baxter
Eileen Frame
David Gordon
Garyth Thomas

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

1. Apologies

Apologies for absence were received from George Young, Billy Robson & Doreen Steele.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of Previous Meeting – 31 January 2017

The Minutes of Meeting held on 28 February 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

Chair updated members on the recent CPP Board Meeting.

Letter of Resignation

CEO has tendered her notice of intention to retire on 1st January 2018.

6. Chief Executive's Items

Items were noted by the Board Members.

7. Performance Reports – Feb 2017

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

8. Annual Revenue Budget 2017/18

The Board Members were asked to consider and approve the Annual Budget for 2017/18.

This report was considered in detail at the AICC and recommended for approval.

The Board Members approved the Annual Revenue Budget 2017/18.

9. Financial Plan 2017

The Board Members were asked to consider and approve the Financial Plan 2017.

This report was considered in detail at the AICC and recommended for approval by the Board.

The Board approved the Financial Plan 2017.

10. Review of Former Tenant Debt – Bad Debt Write Off

The Board Members were requested to consider and approve the write off of bad debt in the financial accounts of debts with a value of over £1,000 which are deemed unable to be recovered.

The Board approved the write-off of Former Tenant Debt in the financial accounts.

11. Entitlements, Payments & Benefits – Request for Approval

The Board were asked to approve the granting of a tenancy to an employee's relative. The documentation submitted confirmed that the allocation complies with all relevant policies and procedures and that there is a clear audit trail to evidence the decision.

The Board approved the allocation.

12. Tenant Support Worker Post

The Board Members were requested to approve the deletion of the post of Tenant Participation Officer and the creation of the post of Tenant Support Worker

OD explained that the Tenant Support Worker (TSW) would be working very closely with Housing Officers to additionally support vulnerable applicants prior to taking up tenancy in areas such as applying for benefits, filling in of forms and understanding their tenancy agreement and obligations. They would work with new tenants encouraging sustainability of tenancy, addressing issues at an early stage ie financial difficulties which could lead on to rent arrears, signposting on to other agencies to assist them with challenges within their own personal lives. It is hoped that the involvement of the TSW with new tenants would have a

positive impact on tenancy sustainability, rent collection rates and a reduction in anti-social behaviours.

13. Review of Policies/Plans/Strategies

(1) Anti-Social Behaviour Policy

There were no significant changes to this Policy. The Board approved the review of this Policy.

(2) Mutual Exchange Policy

Board agreed changes to this Policy and approved the review of the Policy.

(3) Sale of Land Policy

A query was raised in respect of the Community Empowerment (Scotland) Act 2015 and if it applies in this instance.

It was explained that Asset Transfer Requests under the Act provides community bodies with a right to request to purchase, lease, manage or use land and buildings belonging to local authorities, Scottish public bodies or Scottish Ministers. As RSLs are not public bodies this provision does not apply. Board members approved changes to the Policy.

14. Purchase of Property Policy - New

The Board Members were asked to consider and approve the new Purchase of Property Policy.

Following discussion the Policy was approved by the Board Members.

15. Rent Setting Policy - Consultation

The Board Members were requested to consider and agree the guiding principles to be adopted in the Rent Setting Policy for consultation with tenants.

After detailed discussion Members requested that the OD take forward the agreed principles to be adopted in the Rent Setting Policy for consultation with tenants.

16. Community Engagement

The Board Members noted the community engagement activities during 2016/17 and approved the Community Engagement Action Plan for 2017/18.

17. Board Members Training Evaluation Feedback Report

Inhouse training is reported as being very effective

The Board noted the training evaluation feedback report.

18. Waverley Works Update

An updated report was provided on progress in respect of Waverley Works.

The Board noted the report

19. Planned and Cyclical Maintenance 2017/18 - Update

An updated report was provided on the plans for progressing significant elements of the planned and cyclical maintenance programme in the 2017/18 financial year.

20. Confidential

21. Governance

Board Recruitment Update was given by Chair.

Recruitment Adverts have been put in to:

- SFHA, covering Scottish Housing News, Scottish Legal News, Scottish Financial News and Scottish Construction News,
- Volunteer Action Scotland
- Napier University - Dr Weaver, 'Get on Board' programme
- Waverley Housing Website has been updated
- LinkedIn has been tagged with Waverley Housing advert
- Tenant Newsletter

22. Long Term Strategy Planning

Discussion took place on Succession Planning.

23. Minutes of Committee Meetings

There was an AICC meeting held on 7 March 2017.

One of the new topics discussed with the Auditors was 'Risk Appetite'.

24. Equality Impact Assessment

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

25. Risk Assessment

During discussion of the foregoing agenda items, further risks were identified and will be added to the Risk Register:

Ensuring Continuity of leadership – CEO
Ensuring Continuity of leadership - Board Chairperson

26. Communications to Stakeholders

During discussion of the foregoing agenda items the following was identified which requires

communication to stakeholders.

- Rent Setting Policy - Consultation with tenants.

22. For Information – noted

- Lawmail – February 2017 – HR monthly update issued via email on 3 March 2017.
- Defining and Measuring Value for Money: an Event for Governing Board Members issued via email 27 March 2017.
- Forthcoming Event - SFHA – Housing the Future – Annual Conference 2017. 1st – 2nd June 2017 in Glasgow.

25. Date of Next Meeting

Tuesday 25 April 2017

Certified as an accurate record

_____ **Chair**

_____ **Company Secretaries**

_____ **Date**