



Meeting: BOARD
Date & Time: Tuesday 28 November 2017 at 5:30pm
Venue: 51 North Bridge Street, Hawick

Present: David Gordon (Chair)
George Young (Vice Chair)
Ronnie Dumma
Eileen Frame
Billy Robson
Isla Phillips
Garyth Thomas

In Attendance: Margaret Ross (Chief Executive)
Gregor Booth (Operations Director)
Marinos Calothis (Cullen Kilshaw) for Companies Secretaries
June Wilson (Executive Assistant)
Fraser Kelly (Chief Executive Designate)

Presentation from ARK Consultancy & Camerons Architects, the consultants appointed to carry out the Upper Langlee Feasibility Study.

John Paterson, Ark Consultancy and Gavin Yuill, Camerons Architects were in attendance for the presentation. Thomson Gray (Quantity Surveyors) will also work alongside them. They provided further details of similar projects they have worked on in the past. There will be various other professionals from ARK and Camerons involved in the Feasibility Study. The Board will be notified of progress on an ongoing basis.

- The Key Milestones for the Study being:
- Inception Meeting – as soon as possible
 - Planning for Real Day – w/c 12/02/2018
 - Draft Report – w/c 23/04/2018
 - Final Report – w/c 21/05/2018

Engagement with the residents will play a major part in the Study and examples from previous regeneration projects of engaging with residents will be used. There will be the offer of various ways for the residents and surrounding community to engage with the Consultants i.e. through filling in surveys, face to face meetings, group meetings.

It was noted that Eildon Housing Association also have various housing development projects progressing in the Galashiels area in the near future and it would be a good idea to involve them in the Study.

The Chair thanked the Consultants for their presentation, and they then left the meeting.

1. Apologies

Apologies for absence were received from Rita Stenhouse, Ray Sneddon and Christine Stewart.

2. Declarations of Interest

Declarations of Interest were noted from 4 Staff Members.

3. Minutes of Previous Meeting – 31 October 2017

The Minutes of Meeting held on 31 October 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

Feedback on AWICS - Housing Finance Training for Board Members in the Borders.

Overall the 2 training sessions were helpful although it was felt they would have been better delivered in shorter sessions.

The Chair welcomed Fraser Kelly to his new appointment of CEO as of 8th January 2018.

6. Chief Executive's Items

RIHAF Conference

Noted.

Borders Housing Network (BHN)

Noted.

Board Members noted the above items.

7. Performance Reports – Oct 2017

The Performance Reports for October 2017 were discussed in detail.

8. Policies/Strategies

The Board Members approved the People Strategy (2017-2020), the Business Recovery and Continuity Plan, the Information Technology Policy, the Risk Management Policy and the Equality & Diversity Action Plan.

9. Rent and Service Charge Increase Consultation

Board Members approved the consultation exercise with tenants on the proposed rent and service charges to apply in 2018/19 including the application of differential rent increases.

The Consultation will be sent out to tenants alongside the December Tenants Newsletter.

10. Annual Bonus

All those declaring an interest in this matter left the meeting whilst this item was being discussed.

Board Members approve the annual payment of bonus to Employees, in accordance with the Policy on Annual Bonus.

11. Review of Former Tenant Debt – Bad Debt Write-off

Board Members approved the write off of Tenant Bad Debt in the financial accounts.

12. Mid-year Review of KPI targets 2017/18

Board Members approved the reviewed KPI targets for the remainder of 2017/18.

13. Gas Servicing and Repair Contract

Board Members approved the expenditure on the Gas Servicing and Repair Contract.

14. Training Schedule for Board Members 2017/2018

Board Members noted the contents of the proposed Training Schedule for 2017/18.

15. Minutes of Committee Meetings

The Board noted the Audit & Internal Control Committee minutes of the meeting held on 14 November 2017.

18. Equality Impact Assessment

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

19. Risk Assessment

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

20. Communications to Stakeholders

During discussion of the foregoing agenda items 2 areas of communication were noted:

- Rent and Service Charge Increase Consultation Questionnaire to be sent out to tenants
- Staff to be informed of Annual Staff Bonus

21. For Information – noted

- Lawmail – October 2017 sent via email on 1.11.17
- Training Assessment Form to Board Members who attended AWICS Training 30.10.17 & 15.11.17 sent via email on 16.11.17.

22. Date of Next Meeting

Tuesday 30th January 2018 at 5:30pm.

As this was Margaret Ross's last Board meeting the Chair on behalf of the Board expressed thanks for all the work she had undertaken for Waverley over the years.

He concluded by wishing everyone a Merry Christmas.

Certified as an accurate record

_____ **Chair**

_____ **Company Secretaries**

_____ **Date**