



**Meeting:** BOARD  
**Date & Time:** Tuesday 30 January 2018 at 5:30pm  
**Venue:** 51 North Bridge Street, Hawick

**Present:** David Gordon (Chair)  
Ronnie Dumma  
Eileen Frame  
Billy Robson  
Raymond Sneddon  
Rita Stenhouse  
Christine Stewart  
Garyth Thomas

**In Attendance:** Fraser Kelly (Chief Executive)  
Gregor Booth (Operations Director)  
Reuben Basak (Finance Manager)  
Marinos Calothis (Cullen Kilshaw) for Companies Secretaries  
Julie Torley (Cullen Kilshaw), Trainee Solicitor  
June Wilson (Executive Assistant)

David Gordon welcomed Julie Torley, Trainee Solicitor, Cullen Kilshaw along to the meeting and hoped she found attendance at the meeting of use towards her training.

Fraser Kelly was welcomed to his 1<sup>st</sup> meeting officially as CEO of Waverley Housing.

Gregor Booth, Operations Director carried out a presentation on the 'Housing (Scotland) Act 2014'.

Once the Commencement Order has been confirmed by the Scottish Government the various elements of the social housing provisions contained in the Act will be introduced. In relation to Allocations further guidance is to be issued in the autumn with a view to the new provisions taking effect from spring 2019. Our Allocations Policy will require a review to reflect the changes being introduced which will involve consultation with all applicants, tenants and registered tenant organisations. We will also need to prepare a report on how we have undertaken this consultation exercise.

**1. Apologies**

Apologies for absence were received from George Young and Isla Phillips.

**2. Declarations of Interest**

There were no Declarations of Interest noted.

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

The Minutes of Meeting held on 28 November 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**

The Chair commented on how well Margaret Ross's Retiral Celebration went.

Preparing for the General Data Protection Regulation (GDPR) Training Session – 3 Board Members attended a training session on GDPR specifically for Board Members presented by Harper McLeod at SBHA Offices. It was a good training session, overall it was felt at this point it was difficult to say what impact this may have on Waverley Housing.

#### **6. Chief Executive's Items**

##### Borders Housing Alliance

Following on from the Report the CEO explained that RSL's are asked to give thought as to how the housing sector could link in with Community Led Support collectively having local and community involvement.

##### CPP Development Session for RSLs

SBC Assets would cover halls, schools, SBC headquarters and although Waverley Housing has mentioned previously about being able to offer a service in this area it was felt that the Eildon Contract has priority at present time.

CEO has since attended a meeting with Scottish Borders Council and they have expressed their encouragement with progress of the Upper Langlee project.

#### **7. Performance Reports – Nov, Dec 2017 & Oct-Dec 2017**

The Monthly Performance Reports for November and December 2017 were noted.

#### **8. Policies/Strategies**

The Board Members approved the Anti-Social Behaviour Policy and the ICT Stratgy 2018-2023.

#### **9. Rent and Service Charge Increases from 2 April 2018**

Board Members approved the various rent and service charge increases to apply from 2 April 2018.

#### **10. Planned Maintenance Programme 2018/19**

Board Members approved the draft planned maintenance programme for the 2018/19 financial year.

**11. Cyclical Maintenance Programme 2018/19**

Board Members approved the draft cyclical maintenance programme for the 2018/19 financial year.

**12. Arrears Management – Software Package**

Board Members authorised the purchase of RentSenseLite software package for an initial one year period and to review the operation of the package at 3, 6 and 9 months before deciding whether or not to continue using the package.

**13. Purchase of Property**

Board Members approved the purchase of 134d Ramsay Road Hawick and to authorise officers to seek to use the remaining available capital grant from the Scottish Government to purchase another off the shelf property.

**14. Eildon Contract**

Board Members authorised officers to sign the 3-year contract with Eildon Housing Association for the provision of a day to day repairs and void works service to properties in their central area from 1 April 2018. In addition, Board Members are requested to authorise the recruitment of additional staff required to deliver these repairs and void works services.

**15. Register of Cheque Signatories - update**

The Board approved the amendments to the Register of Cheque Signatories.

**16. Strategic Implementation Plan 2017/18  
Quarterly Review (October – December 2017)**

The Board Members noted the Strategic Implementation Plan 2017/18 – Quarterly Review.

**17. Upper Langlee, Galashiels Update**

The Board Members noted the update report on the various actions relating to the master planning study brief for Upper Langlee, Galashiels.

**18. Minutes of Committee Meetings**

There have been no Committee meetings since the last Board Meeting.

**19. Equality Impact Assessment**

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

<b>20.</b>	<b>Risk Assessment</b>
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During discussion of the foregoing agenda items, it was agreed that the Eildon Contract should be an added risk and included on the Risk Register.

<b>21.</b>	<b>Communications to Stakeholders</b>
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During discussion of the foregoing agenda items 2 areas of communication were noted:  
Notification of rent increases  
Eildon Contract

**Actions:**

- **Tenants to be informed of Rent Increase by OD**

<b>22.</b>	<b>For Information – noted</b>
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These items were circulated for information purposes only, and are not for discussion:

- Lawmail – November 2017 sent via email on 1.12.17
- Data Accuracy Visit Outcome letter sent via email on 1.12.17.
- Training Event: Board development seminar for public service providers - Leadership and governance in high stakes situations sent via email on 5.12.17.
- CIH Conference, 27-28 February 2018, EICC, Edinburgh sent via email on 6.12.17.
- GDPR Training, 23 January 2018, SBHA sent via email on 12.12.17.
- 'At home' Newsletter sent by post on 19.12.17.

<b>23.</b>	<b>Date of Next Meeting</b>
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Thursday 1<sup>st</sup> March 2018 at 5:30pm.

Certified as an accurate record

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

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

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