



**Meeting: BOARD**

**Date & Time: Tuesday 29 May 2018 at 5:30pm**

**Venue: 51 North Bridge Street, Hawick**

**Present:** David Gordon (Chair)  
Ronnie Dumma  
Isla Phillips  
Ray Sneddon  
Rita Stenhouse  
Christine Stewart  
Garyth Thomas  
George Young

**In Attendance:** Fraser Kelly (Chief Executive) (CEO)  
Gregor Booth (Operations Director) (OD)  
Reuben Basak (Finance Manager) (FM)  
Marinos Calothis (Cullen Kilshaw) for Companies Secretaries  
June Wilson (Executive Assistant) (EA)

### **Presentation by the Business Support Manager - General Data Protection Regulation (EU) 2016/679 ("the GDPR")**

Business Support Manager delivered a presentation on GDPR and progress made by Waverley Housing to achieve compliance:

The new GDPR regulation is giving greater control back to 'the data subject' and all present customers of Waverley Housing have been given the new paperwork of Privacy Policy and Fair Processing Notice. Any new customer i.e. Tenant (new or prospective), Employee, Board Member, Contractor etc will be given this information.

The transferring and 'off site' use of hard copy data by Employees and Board Members does raise some concerns and gives greater rise to the potential for a data breach. This will continue to be reviewed and electronically shared paperwork should be a consideration for the Board.

There will be an Internal Audit examining our compliance with GDPR in August 2018 to assist Waverley reviewing our practices in this area and identifying if there is anything further required to be put in place.

Following the presentation Board Members were asked if they had any questions.

Will the Information Commissioners Office be checking that information that should be deleted has actually been deleted? – This will be the responsibility of each Organisation therefore the less unnecessary data retained the less likelihood of a breach. There are retention periods in place for different types of data held by the company which assist staff in managing the deletion of such data.

Following the presentation the Board Members approved the Privacy Policy and Fair Processing Notices.

The Chair thanked the BSM for her presentation.

Christine Stewart commented on her new kitchen being installed and how efficient the tradesmen were and how they cleaned up after themselves. She is delighted with the final result.

**1. Apologies**

Apologies were received from Eileen Frame and Billy Robson.

**2. Declarations of Interest**

There were no declarations of interest.

**3. Minutes of Previous Meeting – 24 April 2018**

The Minutes of Meeting held on 24 April 2018 were approved and signed by the Chair and Company Secretary as being an accurate record of the meeting.

**4. Board Action Point Tracker**

The Action Point Tracker was noted.

**5. Chair's Items**

Attendance at the Adult Learning Awards evening

The Chair attended this event and presented an award on Waverley Housing's behalf. The event was covered by the College online and the Border Telegraph.

**6. Chief Executive's Items**

Update on the review of Articles of Association –

The review will commence over the next month, with updates being presented to the Board and finalisation in time for presentation at the AGM in September.

Scottish Borders Housing Alliance

Chief Executive noted that these meetings are of a more focused nature covering relevant information to Housing Associations and the wider picture.

The Board Members noted the report.

**7. Performance Reports – April 2018**

The Monthly Performance Reports for April 2018 were noted.

**8. Review of Policies/Strategies/Plans/Handbooks**

The Board Members approved the Asset Management Strategy, Value for Money Strategy, Decant Policy and Safeguarding Policy.

<b>9.</b>	<b>ARC</b>
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The Board Members approved the ARC Report.

<b>10.</b>	<b>South of Scotland Economic Partnership Response</b>
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The Board Members were asked to make comment and approve the submission of a response to the consultation on the design of a new Enterprise Agency for the South of Scotland.

Discussion on the response took place with additional comments as below:

1. A map would have been useful showing the area covered
2. Comment on it not being a duplication of what is already in place in the area
3. A suggestion of the headquarters being in Hawick to coincide with efforts to extend the railway line to the town

If there are any other comments please contact the CEO prior to 7<sup>th</sup> June submission date.

<b>11.</b>	<b>Proposal for Board Strategy Session in August 2018</b>
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The Board Members approved the style and content of the Strategic Planning Session scheduled for 28th August 2018.

<b>12.</b>	<b>Volunteer Centre Borders Funding Application – Men’s Shed Development Post</b>
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The Board Members were requested to consider a financial contribution of £5,000 over 2 years to support the recruitment of a Development Officer by Volunteer Centre Borders.

The Board Members agreed to the funding being provided over a 2 year period in partnership with Waverley Housing subject to there being benefit for Waverley tenants.

The Board Members approved the financial contribution subject to the budget being available and terms being agreed to.

<b>13.</b>	<b>Upper Langlee, Galashiels</b>
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The Board Members noted the update on current and forecast progress with the masterplanning study brief and related activities.

<b>14.</b>	<b>Health and Safety Executive – Improvement Notice Update</b>
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The Board Members noted the update on the various actions being taken to address issues covered in the Improvement Notice.

<b>15.</b>	<b>Minutes of Committee Meetings</b>
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There were no meetings since the last Board Meeting.

<b>16.</b>	<b>Equality Impact Assessment</b>
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During discussion of the foregoing agenda items no equality issues were identified.

<b>17.</b>	<b>Risk Assessment</b>
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During discussion of the foregoing agenda items no further risks were identified.

<b>18.</b>	<b>Communications to Stakeholders</b>
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During discussion of the foregoing agenda items no communication requirements were identified.

<b>23.</b>	<b>For Information – noted</b>
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These items were circulated for information purposes only, and are not for discussion:

- Consultation dates for the South of Scotland Economic Partnership via email 26.4.18
- LAWmail – April 2018 via email 30.4.18
- Governance Handbook Updates via mail on 1.5.18.
- GDPR – Privacy Policy and Fair Processing Notice by mail on 24.5.18.
- Use of Images Consent Form & Next of Kin Information Sheet to be completed by mail on 24.5.18.

<b>24.</b>	<b>Date of Next Meeting</b>
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Tuesday 26<sup>th</sup> June 2018.

No meeting in July unless required.