



Meeting: BOARD MEETING
Date & Time: Tuesday 24 September 2019 at 6:00pm
Venue: 51 North Bridge Street, Hawick

Present: David Gordon (Chair)
Ronnie Dumma
Eileen Frame
Ray Sneddon
Christine Stewart
Garyth Thomas
George Young

In Attendance: Fraser Kelly (Chief Executive/Company Secretary) (CEO)
Gregor Booth (Operations Director) (OD)
Reuben Basak (Finance Manager) (FM)
June Wilson (Executive Assistant) (EA)

1. Apologies

Apologies were received from Rita Stenhouse & Billy Robson.

2. Declarations of Interest

There was one declaration of interest submitted by Reuben Basak (Finance Manager) with respect to Item 13(i).

3. Minutes of Previous Meeting – 25th June 2019

The Minutes of the Meeting held on Tuesday 25th June 2019 were approved and signed by the Chair and Company Secretary as being an accurate record of the meeting.

4. Board Action Point Tracker

The Board Members noted the Action Point Tracker.

5. Notes from Strategy Session (20 August 2019)

The Board Members were asked to note the Strategy Session notes held on 20 August 2019.

Ray Sneddon commented that it was a very valuable and useful meeting. The Action Plan is well set out for ongoing monitoring and he feels more knowledgeable following this meeting where things were explained in great detail.

There was a query with regard to the length of time the loan for the Upper Langlee Project will be taken over and the fees this will incur.

The FM explained that the projected costings for the loan is based on a 30 year capital repayment loan but as this length of loan is no longer available it is likely that there will be a renegotiation of the loan every 3-10 years. This will not have an impact on the overall repayment costs although there is likely to be the cost of the arrangement fees every time the loan is renegotiated at the end of the current term.

Action Plan

Following the Board Strategy Session the Action Plan was compiled to capture all the priority tasks with regard to Upper Langlee. Addressing Action points A1-A4 an additional paper was presented to the Board Members.

Additional Paper

Item 5(A1-A4) – Upper Langlee – Appointment of Design Consultants.

Following the review of the Design Consultant submissions and subsequent interviews of 2 of the Consultants carried out on Monday 23rd September this additional paper was tabled at the meeting for the Approval of the appointment of Camerons Architects to progress the Design, Development and Planning phases of the Upper Langlee Demolition and New Build Programme.

It was agreed that Board Members review the tabled report and return the approval/non approval form by Monday 30th September 2019 at 12noon. This will allow time for the appointed Design Consultant to prepare a brief for the Board Development Session scheduled to take place on 7th/8th October 2019.

6.	Upper Langlee
PURPOSE & SUMMARY	
To update Board Members on the status of discussions with owners for the purchase of their properties as part of the regeneration plans for Upper Langlee, Galashiels.	
RECOMMENDATION	
Board Members are requested to note the contents of the report and to adopt the approach outlined in paragraph 3 of the report to secure the purchase of these properties.	
IMPLICATIONS	
Resource implications	Financial: As detailed in section 3 of the report.
	Staffing: Existing staff will deal with the purchase of these properties and liaison with the owners.
	Other: N/A
Risk Assessment	See paragraph 5 of report and Risk Table.
Consultation	Relevant staff have been consulted and discussions have been held with owners regarding the valuation reports for their properties.
Impact on other Policies & Strategies	Asset Management Strategy Financial Plan
External Impact	N/A
Equality & Diversity	N/A
Companies Act Requirements	N/A

OUTCOME	
Approved	Board Members approved detailed costings to be obtained and reported back to the Board with options available for progressing this matter.
Noted	
Subject to	

7.	Award of Scottish Borders Council Repairs and Maintenance Contract
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PURPOSE & SUMMARY

To update Board Members with the background to and outcome of a tender submission made to Scottish Borders Council (SBC) for the undertaking of a repairs and maintenance and void repairs service to 115 properties located throughout the Scottish Borders Council area.

RECOMMENDATION

Board Members are requested to authorise officers to proceed with the acceptance of this contract with SBC for the provision of a repairs and maintenance and void repairs service to 115 properties located throughout the Scottish Borders Council area with effect from 1 October 2019.

IMPLICATIONS

Resource implications	Financial: See paragraph 4 of the report.
	Staffing: Existing staff, supported by subcontractors, will undertake to meet the requirements of the contract and this will be kept under review.
	Other: None
Risk Assessment	See paragraph 5 and Risk Table
Consultation	A Consultation Exercise has been commenced with relevant staff and a meeting with Trades Staff has been scheduled for 24 September 2019.
Impact on other Policies & Strategies	Financial Plan Business Plan
External Impact	None
Equality & Diversity	None
Companies Act Requirements	None

OUTCOME

Approved	The Board members approved the acceptance of the Repairs and Maintenance Contract with SBC.
Noted	
Subject to	

8.	Mid-year Review of KPI targets 2019/20
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PURPOSE OF REPORT

To present the proposed KPI targets following a mid-year review of performance 2019/20.

RECOMMENDATION

Members are asked to approve the reviewed KPI targets for the remainder of 2019/20 year.

IMPLICATIONS

Resource implications	Financial: None
	Staffing: None
	Other: None
Risk Assessment	No risks
Consultation	Relevant staff have been consulted
Impact on other Policies & Strategies	None
External Impact	Positive impact
Equality & Diversity	N/A
Companies Act Requirements	N/A

OUTCOME

Approved	The Board Members approved the KPI Targets for the remainder of 2019/20.
Noted	
Subject to	

9.	Ratification of Board Approvals
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PURPOSE & SUMMARY

The purpose of the report is to seek ratification of the Board consent to the recommendations contained in the attached reports covering:

- A Local Lettings Plan for properties in Stonefield, Hawick;
- The Waverley Housing Procurement Procedure; and
- The Scottish Government Decarbonisation Fund 2.

RECOMMENDATION

Members of the Board are asked to ratify the decision to introduce a Local Lettings Plan covering 32 flats concentrated within five blocks of flats at Liddesdale Road and Stonefield Place, Hawick

Further the Board are asked to ratify an exception to the Waverley Housing Procurement Procedure by authorising officers to only evaluate the two tender submissions received for the

external refurbishment works in Upper Langlee.

Members of the Board are asked to ratify the approval to submit a funding bid to the Scottish Government Decarbonisation Fund 2.

IMPLICATIONS	
Resource implications	Financial: contained within individual reports.
	Staffing: contained within individual reports.
	Other: contained within individual reports.
Risk Assessment	contained within individual reports.
Consultation	contained within individual reports.
Impact on other Policies & Strategies	contained within individual reports.
External Impact	contained within individual reports.
Equality & Diversity	contained within individual reports.
Companies Act Requirements	contained within individual reports.
OUTCOME	
Approved	Following previous approval of the submission of a bid to the Decarbonisation Fund 2 the Board ratified their approval.
Noted	
Subject to	

10.	Review of Policies/Plans & Strategies
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The Board Members were asked to approve the following Policies:

TITLE	POLICY REVIEW
Annual Gas Safety Policy	No material changes required.
Asbestos Management Policy	No material changes required.
Contractors Selection and Appointment Policy	No material changes required.
EPB Policy	The EPB Policy has been revised to provide a greater connection between the Code(s) of Conduct for Governing Body Members and Employees and the implementation of same through the EPB Procedure. For example, the methodology for declaring personal interests is not consistent across all documentation.
Health & Safety Policy (Statement)	The Health & Safety Policy Statement has been updated to record the provision of Occupational Health Services and the introduction of technology to improve health & safety.

No Smoking Policy	The No Smoking Policy is covered by legislation and is substantially unchanged. Specific reference has been made in Section 2.1 to the status of a tenants home and the requirement for Waverley Housing employees not to smoke there.
Succession Policy	Review of the Succession Policy had been delayed pending the enactment of the Housing (Scotland) Act 2014. Paragraph 5.1 has been updated to include revisions to the qualifying residency period of a successor. Paragraph 5.4 now acknowledges the circumstances relating to adapted properties. Paragraph 5.7 includes reference to principal residency requirement. Finally, Paragraph 6.2 is updated to include obligations on joint tenancy holders in relation to rent arrears. The revisions require to be approved by the end of November 2019.

OUTCOME	
Approved	All Policies were approved.
Noted	
Subject to	

11.	Scottish Social Housing Charter (SSHC): National Headline Analysis and Landlord Reports
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PURPOSE & SUMMARY

The purpose of the report is to update the Board in relation to the Waverley Housing performance against the Scottish Social Housing Charter (SSHC) - Landlord Report and to provide comparative performance information across indicators and year on year analysis. The report also includes information to be sent to tenants by way of the Tenants Charter Report.

RECOMMENDATION

Members of the Board are asked to note the content of the report.

IMPLICATIONS

Resource implications	Financial: None
	Staffing: None
	Other: None
Risk Assessment	Low
Consultation	None
Impact on other Policies & Strategies	None
External Impact	None
Equality & Diversity	None
Companies Act Requirements	None

OUTCOME

Approved	
Noted	Report was noted
Subject to	

12.	Performance Reports – August 2019
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PURPOSE OF REPORT

The purpose of these reports is to update Board Members of the monthly operational performance.

RECOMMENDATION

The Board Members are asked to note the content of the reports.

OUTCOME

Approved	
Noted	Board Members noted the Performance Reports
Subject to	

13.	EPB Approvals
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PURPOSE & SUMMARY

The purpose of the report is to seek ratification of the granting of a tenancy to a relevant person and in compliance with the Waverley Housing Allocations Policy and Entitlements, Payments & Benefits Policy.

RECOMMENDATION

Members of the Board are asked to ratify the granting of a tenancy to a relevant person and in compliance with the Waverley Housing Allocations Policy and Entitlements, Payments & Benefits Policy.

Members of the Board are asked to grant approval to the Chair to sign the Entitlements, Payments and Benefits Request Form Dated 26th August 2019 and in respect of the property identified in the report.

Members of the Board are asked to note the recording, in the Entitlements, Payments and Benefits Register of the granting of a tenancy in the above subjects.

IMPLICATIONS

Resource implications	Financial: There are no direct financial implications arising from the approval of the recommendations contained in this report.
	Staffing: None
	Other: None
Risk Assessment	Low
Consultation	No requirement
Impact on other Policies	None

& Strategies	
External Impact	None
Equality & Diversity	None
Companies Act Requirements	None

OUTCOME	
Approved	Board Members approved the granting of Tenancy.
Noted	
Subject to	

PURPOSE & SUMMARY
The purpose of the report is to seek ratification of the granting of employment to a relevant person and in compliance with the Waverley Housing Allocations Policy and Entitlements, Payments & Benefits Policy.

RECOMMENDATION
Members of the Board are asked to ratify the granting of employment to a relevant person and in compliance with the Waverley Housing Allocations Policy and Entitlements, Payments & Benefits Policy.
Members of the Board are asked to grant approval to the Chair to sign the Entitlements, Payments and Benefits Request Form Dated 14 th August 2019 and in respect of the recruitment of the employee identified in the report.
Members of the Board are asked to note the recording, in the Entitlements, Payments and Benefits Register of the granting of employment as reported.

IMPLICATIONS	
Resource implications	Financial: Provision for the recruitment of the new employee is contained within the existing employee cost budget.
	Staffing: Recruitment is a direct replacement into a current vacancy. There is no increase in the approved staffing establishment.
	Other: None
Risk Assessment	Low
Consultation	No requirement
Impact on other Policies & Strategies	None
External Impact	None
Equality & Diversity	None
Companies Act Requirements	None

OUTCOME	
Approved	Board Members approved the granting of Employment.
Noted	
Subject to	

14. Chairs Items

The Chair attended a retirement presentation at Eildon for Bill Wilkie (who has been on Eildon's Board for 41 years) and Trevor Burrows (16 years). It was a good send off.

15. Chief Executive Items

The CEO highlighted the main commentary in relation to housing in this report was covered in pages 152-154.

16. Minutes of Committee Meetings

There were no meetings.

17. Equality Impact Assessment

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

18. Risk Assessment

During discussion of the foregoing agenda items following risk assessments were identified:

- SBC contract – staffing – making sure appropriate staff in place to cover all works.

19. Communications to Stakeholders

During discussion of the foregoing agenda items it was noted that communication to stakeholders were identified:

- Communication Strategy to be implemented by staff
- Tenant Charter to be issued to Tenants

20. Notifiable Events

During discussion of the foregoing agenda items no notifiable events to the SHR were identified.

19. For Information

These items were circulated for information purposes only, and are not for discussion:

- LAWmail – via email June 2019 (28.6.19), July (1.8.19), August 2019 (2.9.19).
- Performance Reports for June, July and Apr-June 2019
- CIH Housing Festival Conference 2020 details -

20. Date of Next Meetings

Development Session – Monday 7th October 10:00am – 4:00pm
or Tuesday 8th October 2019 2:00pm – 7:00pm - tbc

Board Meeting – Tuesday 29th October 2019 @ 5:30pm