



Meeting: BOARD MEETING
Date & Time: Tuesday 25 February 2020 at 5:30pm
Venue: 51 North Bridge Street, Hawick

Present: David Gordon (Chair)
George Young (Vice Chair)
Ronnie Dumma (RD)
Eileen Frame (EF)
Ray Sneddon (RS)
Rita Stenhouse (RSt)
Christine Stewart (CS)
Garyth Thomas (GT)

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

1. Apologies

Apologies were received from Billy Robson.

2. Declarations of Interest

There were declarations of interest submitted in respect to Item 6 – Pay Award from all staff members.

3. Minutes of Previous Meetings – 28 January 2020

The Minutes of the Meeting held on Tuesday 28 January 2020 were approved and signed by the Chair and Company Secretary as being an accurate record of the meeting.


Matters Arising – none.

4. Board Action Point Tracker

The Board Members were asked to note the Action Point Tracker.

Board Members noted the Action Point Tracker presented.

5.	Upper Langlee - update
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	Report to: Waverley Housing Board 25 February 2020	Item No: 5
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Title:	Upper Langlee - Update
Date:	14 February 2020
Responsible Person:	Operations Director
This report is for:	NOTING


PURPOSE & SUMMARY

To provide Board Members with an update on various matters relating to our estate regeneration plans for Upper Langlee.

OUTCOME

Approved	N/A
Noted	The Board Members noted the report
Subject to	N/A

6.	Pay Award
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	Report to: Waverley Housing Board 25 February 2020	Item No: 6
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Title:	Pay Award 2020/2021
Date:	7 February 2020
Responsible Person:	Finance Manager
This report is for:	APPROVAL

PURPOSE & SUMMARY

The purpose of this report is to provide information to members of the Board to enable them to consider awarding a “cost of living” increase to employees’ salary levels.

Appendix 1 summarises some of the options available in terms of salary awards.

RECOMMENDATION

The Board is asked to consider the contents of the report and to give consideration to making a cost of living award for 2020/2021.

IMPLICATIONS

Resource implications	Financial: Budgetary
	Staffing: Updating payroll and notifying employees
	Other: None
Risk Assessment	Medium
Consultation	No
Impact on other Policies & Strategies	None, other than budgetary
External Impact	None, unless through recruitment
Equality & Diversity	Considered
Companies Act Requirements	None


APPENDICES

Appendix 1	Salary Award Options 2020/2021
Appendix 2	Draft Annual Budget 2020/2021

OUTCOME

Approved	The Board Members agreed and approved the cost of living award
Noted	N/A
Subject to	N/A

7.	KPIs (set for forthcoming year)
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	Report to: Waverley Housing Board 25 February 2020	Item No: 7
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Title:	Proposed Key Performance Indicators (KPIs) 2020/21
Date:	14 February 2020
Responsible Person:	Business Support Manager
This report is for:	APPROVAL

PURPOSE & SUMMARY

To present the proposed KPIs for 2020/21 for consideration and approval by the Board.

RECOMMENDATION

Board Members are requested to approve the KPIs for the forthcoming financial year. These will be subject to mid-year review to ensure targets remain robust.

IMPLICATIONS

Resource implications	Legal: None
	Financial: As per 2020/21 Budget
	Staffing: None
	Other: None
Risk Assessment	No risks identified
Consultation	N/A
Impact on other Policies & Strategies	None
External Impact	Positive Impact
Equality & Diversity	N/A
Companies Act Requirements	N/A


APPENDICES

Appendix 1	Key Performance Indicators
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OUTCOME

Approved	The Board Members approved the proposed KPI targets with the changes for 2020/21.
Noted	N/A
Subject to	N/A

8.	Sale & Purchase of Properties
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	Report to: Waverley Housing Board 25 February 2020	Item No: 8(a)
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Title:	Sale of 14 Grieve Avenue, Jedburgh
Date:	12 February 2020
Responsible Person:	Operations Director
This report is for:	APPROVAL

PURPOSE & SUMMARY

To provide details of a request to purchase 14 Grieve Avenue, Jedburgh from the Company.

RECOMMENDATION

Board Members are requested to authorise Officers to market 14 Grieve Avenue, Jedburgh for sale and to ringfence any capital receipt received for the purchase of another property.

IMPLICATIONS

Resource implications	Financial: The financial implications of approving the recommendation are included in Section 4 of the report.
	Staffing: N/A
	Other: N/A
Risk Assessment	See paragraph 5.1 and Risk Table
Consultation	Relevant staff have been consulted.
Impact on other Policies & Strategies	Asset Management Strategy Financial Plan Annual Budget
External Impact	N/A
Equality & Diversity	N/A
Companies Act Requirements	N/A

OUTCOME

Approved	The Board Members agreed to the marketing and sale of the property.
Noted	N/A
Subject to	Valuation and Home Report being carried out.




Report to:
Waverley Housing Board
25 February 2020

Item No:
8(b)

Title:	Purchase of Property
Date:	19 February 2020
Responsible Person:	Gregor Booth Operations Director
This report is for:	APPROVAL
PURPOSE & SUMMARY	
To update Board Members on the option of purchasing a property using £25,000 grant funding available from the Scottish Government.	
RECOMMENDATION	
Board Members are requested to approve the purchase of a property in Galashiels using grant funding of £25,000 from the Scottish Government.	
IMPLICATIONS	
Resource implications	Financial: The financial implications of the purchase are covered in paragraph 4.
	Staffing: The addition of a further property to our housing stock would be managed by our current staff resources.
	Other: None
Risk Assessment	See paragraph 5
Consultation	Relevant staff and Scottish Government officials have been consulted.
Impact on other Policies & Strategies	Financial Plan Asset Management Strategy Business Plan
External Impact	None
Equality & Diversity	None
Companies Act Requirements	None
APPENDICES	
Appendix 1	NPV Summary
OUTCOME	
Approved	The Board Members approved the purchase of the property in Galashiels.
Noted	N/A
Subject to	N/A

9.	Review of Policies, Plans & Strategies
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	Report to: Waverley Housing Board 25 February 2020	Item No: 9
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Title:	Review of Polices, Plans & Strategies
Date:	25 February 2020
Responsible Persons:	Chief Executive and Operations Director

This report is for:	APPROVAL
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TITLE	GUIDELINE & STRATEGY REVIEW
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Delegated Authority & Reporting Guidelines Procurement Strategy	<p>The Delegated Authority and Reporting Guidelines have been updated to reflect the 2020 calendar year. There are no material changes proposed to the authority and reporting relationship between committees.</p> <p>The Procurement Strategy has been reviewed earlier than scheduled and has been updated to reflect changes in expenditure thresholds, our recent Internal Audit Report and to offer clarification on dealing with situations where procurement decisions need to be made outwith the cycle of Board Meetings.</p>
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APPENDICES	
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Appendix 1	Delegated Authority & Reporting Guidelines
Appendix 2	Procurement Strategy


OUTCOME	
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Approved	Board Members approved the 2 documents.
Noted	N/A
Subject to	The Procurement Strategy stating at point 4.3 that recommendation to be made to the Chair and Vice Chair if a decision is required in between Board meetings.

10. EPB Approval – Garage Rental

		Report to: Waverley Housing Board 25 February 2020	Item No: 10
Title:	Granting of tenancy (Garage)		
Date:	14 February 2020		
Responsible Person:	Chief Executive		
This report is for:	APPROVAL		
PURPOSE & SUMMARY			
<p>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.</p>			
RECOMMENDATION			
<p>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.</p> <p>Members of the Board are asked to grant approval to the Chair to sign the Entitlements, Payments and Benefits Request Form Dated 7 February 2020 and in respect of the property identified in the report.</p> <p>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.</p>			
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 & Strategies	None		
External Impact	None		
Equality & Diversity	None		
Companies Act Requirements	None		
APPENDICES			
Appendix 1	EPB Guidance Notes – Granting of Tenancy		
OUTCOME			
Approved	The Board Members approved signing of the EPB approval form by the Chair and the recording of the request in the EPB register.		
Noted	N/A		
Subject to	N/A		

11.	Performance Reports – Monthly – January 2020
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	Report to: Waverley Housing Board 25 February 2020	Item No: 11
Title:	Performance Reports	
Date:	14 February 2020	
Responsible Person:	Chief Executive	
This Report is for:	NOTING	
PURPOSE OF REPORT		
The purpose of these reports is to update Board Members of the monthly (January 2020) operational performance.		
RECOMMENDATION		
The Board Members are asked to note the content of the report.		
APPENDICES		
Appendix 1	Monthly Performance Reports (January 2020)	
OUTCOME		
Approved	N/A	
Noted	The Board Members noted the Performance Reports.	
Subject to	N/A	

12.	Chair's items
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The Chair reported on the following items:

BHN - Carbon Neutral South of Scotland

Meeting attended by DG & CEO. Looking at ways of best practice for houses for the future. Presentation slides available.

There will be an EESSH report presented to the April 2020 Board Meeting.

Meeting of 4 RSLs Chairpersons

The 4 RSL chairpersons met up and at this meeting board recruitment, shared training and attendance at CPP meetings were some of the items discussed.

The main advantages of using a stepped process for tenant board members was discussed and how this seems to be the best process to allow tenants to understand and learn more about the company prior to the appointment of board member.

It was agreed to continue to rotate attendance at CPP meetings by the 4 Chairpersons. DG will be attending in March.

It was agreed to meet annually for this meeting.

13. Chief Executive Items

The CEO verbally reported on the following items:

Tenders for Internal Auditors

There have been 5 completed tenders received from an initial interest from 7 companies. Interviews will take place with 3 final companies on 17th March 2020. The Interview panel will consist of:

- Fraser Kelly – Chief Executive
- George Young – AICC Chair & Board Member
- Ray Sneddon – Board & AICC Member

A recommendation will go to the AICC on 17th March 2020 following the interviews with a recommendation by the AICC to the Board at the following Board Meeting.

Board Member

Following an enquiry from a tenant regarding joining the Board the CEO has set up a meeting for 6th March.

Risk Management

Council Tax Increases announced at same time as WH implementing rent and service charge increases.

14. Minutes of Committee Meetings

None.

15. Equality Impact Assessment

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

16. Risk Assessment

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

- Council Tax - increase

17. Communications to Stakeholders

During discussion of the foregoing agenda item(s) it was noted that a communication to stakeholders was identified of:

- Pay Award

18. 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 – January 2020 – sent via email on 31.1.20

20. Date of Next Meeting

Board Meeting – Tuesday 31st March 2020

Certified as an accurate record

_____ **Chair**

_____ **Company Secretaries**

_____ **Date**