



Meeting: EMERGENCY COMMITTEE MEETING

Date & Time: Tuesday 26th May 2020 at 3:00pm

Venue: By Microsoft Teams Call

Present: David Gordon (Chair)
George Young (Vice Chair)
Ronnie Dumma (Board Member)

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)

All Board Members have received the Board Papers prior to this meeting of the Emergency Committee and had the opportunity to raise questions on anything contained in the Papers. These queries and responses were circulated prior to the Emergency Committee meeting and will be referred to at this meeting. Several Board Members had submitted queries and comments in relation to this meeting.

Regards and good wishes for this meeting were sent from Board Members.

1. Apologies

There were no apologies received.

2. Declarations of Interest

There were no declarations of interest submitted.

3. Minutes of Previous Meeting – 30 April 2020

The Minutes of the Meeting held on Tuesday 30 April 2020 were approved and would be 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 noted the Action Point Tracker.

5. Business Continuity

The CEO and FM updated the Emergency Committee Members with regard to:

Cyber Attack and Coronavirus Update

Following the unsuccessful attempt to recover data, the last off-site backup has been reverted to as the baseline for completing the IT recovery phase. As such Waverley Housing servers have been rebuilt, checked and secured and all data has been transferred from the loan server. Systems with onsite and offsite access, were made available on Monday 18th May 2020 with all Capita Open Housing, Open Finance and Waverley 1 data restored to the 17th March 2020. The successful IT Recovery allowed for data processing to begin on Monday 18th May 2020.


There has been good progress with the input of information, Finance input has gone very well and now completed to end of March. Next short period should see ARC return information inputted and end of year accounts can be compiled.

There has been weekly update phone calls by the CEO with the Regulator and now with recent progress they only wish to receive the electronic weekly update as is sent to the Board.


AICC meeting may need to be rescheduled from 16th June as unsure when the finance accounts will be ready, the Board and AICC Members will be kept informed. Internal Auditors are expected to include a review of the Waverley Housing response to the cyber-attack as part of the 20/21 Annual Audit Plan.

Following Scottish Government guidelines staff will continue to work from home for the foreseeable future. However WH guidelines have been compiled for any members of staff returning to the office and for Trades staff to be used on return.

6.	Upper Langlee – Progress Report
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		Report to: Waverley Housing Board 26 May 2020	Item No: 6
Title:		Upper Langlee – Progress Report	
Date:		19 May 2020	
Responsible Person:		Operations Director	
This report is for:		NOTING	
PURPOSE & SUMMARY			
To provide Board Members with an update on the progress of various work items relating to the estate regeneration project at Upper Langlee.			
OUTCOME			
Approved	N/A		
Noted	The Emergency Committee Members noted the report.		
Subject to	N/A		
APPENDICES			
Appendix 1	Action Plan for Priority Tasks		


7.	Upper Langlee – Appointment of Engineer
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	Report to: Waverley Housing Board 26 May 2020	Item No: 7
Title:	Upper Langlee - Appointment of Engineer	
Date:	19 May 2020	
Responsible Person:	Operations Director	
This report is for:	APPROVAL	
PURPOSE & SUMMARY		
To update Board Members on progress being made in relation to the appointment of an engineer to assist with our estate regeneration proposals for Upper Langlee, Galashiels.		
RECOMMENDATION		
Board Members are requested to note the contents of the report and to authorise officers to proceed with the appointment of Wardell Armstrong subject to their cost submission being checked by the Scottish Procurement Alliance and that this check raises no concerns.		
IMPLICATIONS		
Legal Requirements: All necessary legal requirements have been complied with in reaching the recommendations included in the report.		
Financial Implications: The financial implications are included in Paragraph 5 of the report		
Legislative/Regulatory or Companies Act Requirements: Where necessary, relevant legislation, regulatory provisions or companies act requirements are referenced in the report.		
Staffing: None		
Risk Assessment: This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan.		
Consultation	Relevant staff have been consulted.	
Equality Impact Assessment	Yes <input checked="checked" type="checkbox"/>	No <input type="checkbox"/>
OUTCOME		
Approved	The Emergency Committee Members authorised officers to proceed with the appointment of Wardell Armstrong subject to their cost submission being checked by SPA and that this check raises no concerns.	
Noted	N/A	
Subject to	N/A	

8.	Upper Langlee – Project Design Scope
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	Report to: Waverley Housing Board 26 May 2020	Item No: 8
Title:	Upper Langlee - Project Design Scope	
Date:	19 May 2020	
Responsible Person:	Operations Director	
This report is for:	APPROVAL	
PURPOSE & SUMMARY		
To provide Board Members with a Project Design Scope document which sets out various criteria against which the estate regeneration plans for Upper Langlee can be evaluated against. To propose the adaptation of an existing Design Brief document for use by Waverley Housing.		
RECOMMENDATION		
Board Members are requested to note the contents of the report and to approve the adoption of the Project Design scope document and authorise officers to adapt an existing Design Brief used by another Scottish Registered Social Landlord for use by Waverley Housing.		
IMPLICATIONS		
Legal Requirements: All necessary legal requirements have been complied with in reaching the recommendations included in the report.		
Financial Implications: There are no direct financial implications arising from the recommendations included in the report.		
Legislative/Regulatory or Companies Act Requirements: Where necessary, relevant legislation, regulatory provisions or companies act requirements are referenced in the report.		
Staffing: None		
Risk Assessment: This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan.		
Consultation	Relevant staff have been consulted.	
Equality Impact Assessment	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
OUTCOME		
Approved	The Emergency Committee Members approved the adoption of the Project Design Scope document and authorised officers to adapt an existing Design Brief used by another Scottish Registered Social Landlord.	
Noted	N/A	
Subject to	N/A	
APPENDICES		
Appendix 1	Project Design Scope Document	

9.	Review of Policies, Plans and Strategies
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		Report to: Waverley Housing Board 26 May 2020	Item No: 9
Title:		Review of Policies and Strategies	
Date:		13 May 2020	
Responsible Person:		Chief Executive/Property Services Manager	
This report is for:		APPROVAL	
TITLE		REVIEW OF DOCUMENT	
a) Value for Money Strategy		This Strategy is substantially unchanged, however it recognises the wider remit afforded to the Audit and Internal Control Committee arising from the decision to extend the Terms of Reference to include a scrutiny role in respect of the Upper Langlee Regeneration Programme. The Value for Money Strategy is also identified in the Waverley Housing Annual Assurance Statement as a key measure of sustainability.	
b) Business Planning Policy		This Policy remains substantially unchanged however, it has been reviewed against the Scottish Housing Regulator Recommended Practice Guide on Business Planning 2015. The current Business Plan requires to be reviewed and refreshed in 2021. The process for this will begin in late summer 2020 and will be aligned with the review of the Asset Management Strategy.	
c) Property Maintenance Policy		Minor amendments for clarification and to allow for changes in legislation.	
d) Reporting Guidelines (update)		Updates incorporated to accommodate changes due to cyberattack. Reports unable to be presented in the months of April and May to be presented in June. Possible change of meeting date for AICC from June and a possible additional Board Meeting in July. Development Session set up for April rescheduled to take place in July.	
OUTCOME			
Approved	All above documents approved.		
Noted	N/A		
Subject to	Update to Value for Money Strategy with inclusion of options appraisal approach.		

APPENDICES	
Appendix 1	Value for Money Strategy

Appendix 2	Business Planning Policy
Appendix 3	Property Maintenance Policy
Appendix 4	Reporting Guidelines

10. Performance Reports

Due to the recent Cyber Attack the servers are unable to be accessed to collate the information required to compile the Performance Reports. Once access is available reports will be compiled and sent out to Board Members.

Access has now been in place since Monday 18th May and reports will follow in due course.

11. Risk Register

The Board Members noted the updates of the Risk Register.

12. Chairs Items

None.

13. Chief Executive Items

The CEO reported on the following items:

Governance Arrangements – AGM September 2020

Due to the coronavirus, WH may not be able to hold a physical AGM this year. This is the year where Board Members are in a position they have to step down and be reappointed however the Articles of Association give some flexibility with existing arrangements. There will be further ongoing SHR guidance to follow. Alternative steps will need to be researched by mid-summer and presented to the Board.

51 North Bridge Street – reoccupation planning

WH are well prepared for this, office prepared for return of staff, guidelines to staff have been communicated, overall a comprehensive suite of information has been communicated to staff. WH are following Scottish Government / Scottish Housing Regulator Guidance.

It was noted that the external painting of properties is programmed to start mid-June.

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 there were no further items identified as further risks to be added to the Risk Register.

17.	Communications to Stakeholders
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During discussion of the foregoing agenda items there were no further items identified for communication.

18.	Notifiable Events
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During discussion of the foregoing agenda items there were no further notifiable events to the SHR identified.

19.	For Information
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These items were circulated for information purposes only, and are not for discussion:
None

20.	Date of Next Meetings
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1. Upper Langlee Updated Drawings from Camerons and Cost Plan from MB Langmuir Hay
- To be confirmed
2. AICC Meeting – to be confirmed
3. Board Meeting – to be confirmed