



Meeting: EMERGENCY COMMITTEE MEETING

Date & Time: Thursday 30 April 2020 at 9.30am

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.

1. Apologies

There were no apologies received.

2. Declarations of Interest

There were no declarations of interest submitted.

3. Minutes of Previous Meeting – 31 March 2020

The Minutes of the Meeting held on Tuesday 31 March 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 were asked to note the Action Point Tracker.

There were no additional points raised.

The Emergency Committee Members noted the Action Point Tracker presented.

5.	Business Continuity / Authorisation of Expenditure
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	Report to: Waverley Housing Board 28 April 2020	Item No: 5(a)
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Title:	Business Continuity
Date:	20 April 2020
Responsible Person:	Chief Executive
This report is for:	NOTING

PURPOSE & SUMMARY


To provide the Board Members with an update on progress in relation to dealing with the recent cyber-attack and the continuing coronavirus epidemic. Whilst very different in terms of impact on business continuity, they are concurrent challenges with direct and indirect impacts on service delivery, regulatory burdens and resources.

OUTCOME


Approved	N/A
Noted	The Emergency Committee noted the report.
Subject to	N/A

APPENDICES


Appendix 1	Information Commissioner – Closure Letter
Appendix 2	Scottish Housing Regulator – Monthly Information Return

	Report to: Waverley Housing Board 28 April 2020	Item No: 5(b)
PURPOSE & SUMMARY		
<p>The purpose of the report is to seek ratification of written procedures to approve the authorisation of expenditure associated with the data recovery procedures required to restore Waverley Housing operating systems following a cyber-attack.</p>		
RECOMMENDATION		
<p>The Board is asked to ratify the use of e-mail correspondence to approve the appointment of Kroll Ontrack and Kick ICT to undertake the assessment of damage caused by the cyber-attack and to effect data recovery and reinstatement of Waverley Housing IT systems. The Board is also asked to ratify the decision approved of the use of e-mail to approve the recommendation to incur expenditure in the sums set out in Paragraphs 3.2 and 3.3. of the report to achieve same.</p>		
IMPLICATIONS		
Resource implications	Financial: Previously reported on 9 th April 2020.	
	Staffing: Previously reported on 9 th April 2020.	
	Other: Previously reported on 9 th April 2020.	
Risk Assessment	Previously reported on 9 th April 2020.	
Consultation	Previously reported on 9 th April 2020.	
Impact on other Policies & Strategies	Previously reported on 9 th April 2020.	
External Impact	Previously reported on 9 th April 2020.	
Equality & Diversity	None	
Companies Act Requirements	None	
OUTCOME		
Approved	The Emergency Committee Members ratified the use of email correspondence to approve the appointment of Kroll Ontrack and Kick ICT to undertake the assessment of damage caused by the cyber attack on WH and the approval of expenditure incurred set out in paragraphs 3.2 and 3.3 of the report.	
Noted	N/A	
Subject to	N/A	
APPENDICES		
Appendix 1	Authorisation of Expenditure Report	


6.	Upper Langlee – Progress Report
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	Report to: Waverley Housing Board 28 April 2020	Item No: 6
PURPOSE & SUMMARY		
<p>To provide Board Members with an update on progress with various work items relating to the regeneration of Upper Langlee.</p>		
OUTCOME		
Approved	N/A	
Noted	The Emergency Committee noted the report.	
Subject to	N/A	
APPENDICES		
Appendix 1	Action Plan for Priority Tasks	


7.	Energy Efficiency Standard for Social Housing 1 – Progress Report
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	Report to: Waverley Housing Board 28 April 2020	Item No: 7
PURPOSE & SUMMARY		
<p>To provide Board Members with an update on progress being made to meet the Energy Efficiency Standards for Social Housing 1 (ESSH 1) by 31/12/20 and to seek approval to install air source heat pumps to 13 properties to allow these properties to meet ESSH1.</p>		
RECOMMENDATION		
<p>Board Members are requested to note the contents of the report and to approve the installation of air source heat pumps to the 13 properties and adjust the current planned maintenance budget to facilitate the funding of these works.</p>		
IMPLICATIONS		
<p>Legal Requirements: All necessary legal requirements have been complied with in reaching the recommendations included in the report.</p>		
<p>Financial Implications: The financial implications are included in Paragraph 5 of the report.</p>		
<p>Legislative/Regulatory or Companies Act Requirements: Where necessary, relevant legislation, regulatory provisions or companies act requirements are referenced in the report.</p>		
<p>Staffing: There are no direct staffing impacts stemming from this report.</p>		
<p>Risk Assessment: This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan.</p>		
Consultation	Relevant Staff have been consulted.	
Equality Impact Assessment	Yes <input type="checkbox"/>	No <input type="checkbox"/>
OUTCOME		
Approved	The Emergency Committee Members approved the installation of air source heat pumps to the 13 properties and to adjust the current planned maintenance budget to facilitate the funding of these works.	
Noted	N/A	
Subject to	N/A	

8.	Scottish Housing Standard – Abeyances and Exemptions Report
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	Report to: Waverley Housing Board 28 April 2020	Item No: 8
PURPOSE & SUMMARY		
Title:	Scottish Housing Quality Standard - Abeyances and Exemptions Report	
Date:	6 April 2020	
Responsible Person:	Operations Director	
This report is for:	NOTING	
PURPOSE & SUMMARY		
To provide Board Members with an update on the current status of properties that are exempt or in abeyance as defined by the Scottish Housing Quality Standard.		
OUTCOME		
Approved	N/A	
Noted	The Emergency Committee Members noted the report.	
Subject to	N/A	
APPENDICES		
Appendix 1	Abeyances as at 31 March 2020	
Appendix 2	Exemptions as at 31 March 2020	

9.	Welfare Benefits Advisor – Annual Report
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	Report to: Waverley Housing Board 28 April 2020	Item No: 9
PURPOSE & SUMMARY		
<p>To provide Board Members with an update on the work carried out by the Welfare Benefits Adviser over the 2019/20 financial year.</p>		
OUTCOME		
Approved	N/A	
Noted	The Emergency Committee Members noted the report.	
Subject to	N/A	

10.	Review of Policies, Plans and Strategies
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There were no documents due for review at this meeting.

Changes to the Reporting Guidelines and meetings timetable will be reviewed and presented to the Board in May following the Coronavirus Pandemic and the Cyber Attack on WH.

11.	Performance Reports
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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.

It is hoped access will be back in place by the week ending 8th May enabling reports to be updated in time for the following meeting.

12.	Risk Register
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The Board Members were asked to note the update of the Risk Register.

The Board members were sent a copy of the Risk Management Report as updated following the recent AICC meeting and further updates in connection with the Coronavirus Pandemic and the Cyber Attack on WH servers.

It was agreed that the risks identified at the AICC Meeting on 23rd March and the Emergency Committee Meeting of 31st March to be confirmed as added to the Risk Register.

The Emergency Committee Members noted the Risk Management Report.

13.	Chairs Items
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The Chair reported on the following item:

CEO Annual Appraisal

The Board Chair and AICC Chair had carried out the annual appraisal with the CEO with the setting of tasks for the forthcoming year being agreed.

14.	Chief Executive Items
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None.

15.	Minutes of Committee Meetings
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None.

15.	Equality Impact Assessment
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During discussion of the foregoing agenda items no equality issues were identified.

16.	Risk Assessment
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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 the following items were identified for communication:

- Website and Social Media updates re Cyber Attack & Coronavirus Pandemic.

18.	Notifiable Events
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During discussion of the foregoing agenda items the following notifiable event to the SHR was identified.

- SHR have been notified of the Cyber Attack, the Report to the Board, Letter received from ICO and the Authorisation Report regarding payment have been uploaded to the Landlord Portal.

19.	For Information
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These items were circulated for information purposes only, and are not for discussion:

- LAWmail – March 2020 – sent via email on 1.4.20

20.	Date of Next Meeting
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Emergency Committee Meeting – Tuesday 26th May 2020.