



Meeting: EMERGENCY COMMITTEE MEETING

Date & Time: Tuesday 28th July 2020 at 5:00pm

Venue: By Microsoft Teams Call

Present: David Gordon (Chair)
George Young (Vice Chair)
Ronnie Dumma (Board Member)
Eileen Frame (Board Member)
Billy Robson (Board Member)
Ray Sneddon (Board Member)
Rita Stenhouse (Board Member)
Christine Stewart (Board Member)
Garyth Thomas (Board Member)

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

The Chair welcomed back the Board Members following the agreement that a full Board would resume responsibility from this meeting forward.

1. Apologies

Apologies were received from Reuben Basak (Finance Manager).

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of Previous Meeting – 30 June 2020

The Minutes of the Meeting held on Tuesday 30 June 2020 were approved and will be signed by the Chair and Company Secretary as being an accurate record of the meeting.


Matters Arising from Emergency Committee Minute of 30.6.20:

- The CEO reported that for Item 5 – Business Continuity - Cyber Attack update – this was the concluding report to the Board. The Finance Manager was able to confirm to the CEO that the insurers will pay £18k for the claim submitted with regard to the cyberattack on Waverley Housing. All data is now up to date. In conclusion the cyber attack resulted in a cost of more staff time dealing with the recovery than money.


4. Board Action Point Tracker

The Board Members noted the Action Point Tracker.

5.	Upper Langlee - Update
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	Report to: Waverley Housing Board 28 July 2020	Item No: 5
PURPOSE & SUMMARY		
Title:	Upper Langlee - Update	
Date:	16 July 2020	
Responsible Person:	Operations Director	
This report is for:	NOTING	
PURPOSE & SUMMARY		
To provide Board Members with an update on various work elements relating to the estate regeneration plans for Upper Langlee.		
OUTCOME		
Approved	N/A	
Noted	The Board Members noted the report.	
Subject to	N/A	
APPENDICES		
Appendix 1	Pre – Construction Programme	
Appendix 2	Procurement Overview	
Appendix 3	Financial Scheme Appraisal	

6.	Upper Langlee – Design Guide
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	Report to: Waverley Housing Board 28 July 2020	Item No: 6
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Title:	Design Guide
Date:	17 July 2020
Responsible Person:	Operations Director
This report is for:	APPROVAL

PURPOSE & SUMMARY

To provide Board Members with an updated Design Guide for review and approval.

RECOMMENDATION

Board Members are requested to note the contents of the report and to approve the attached Design Guide for use by Waverley Housing in relation to the new build plans for Upper Langlee.

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: Staff will use this Design Guide as a reference document in progressing the plans for the new build properties at Upper Langlee.

Risk Assessment: This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan.

Consultation	Relevant staff have been consulted.
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Equality Impact Assessment	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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OUTCOME

Approved	The Board Members approved the Design Guide subject to the additional points being incorporated from MB Langmuir & Hay (Employers Agent).
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Noted	N/A
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Subject to	N/A
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APPENDICES

Appendix One	Design Guide
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7.	Purchase of Properties
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	Report to: Waverley Housing Board 28 July 2020	Item No: 7
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Title:	Purchase of Properties
Date:	2 July 2020
Responsible Person:	Operations Director
This report is for:	APPROVAL

PURPOSE & SUMMARY

To provide Board Members with further details of an opportunity to purchase properties on the open market using Scottish Government grant funding.

RECOMMENDATION

Board Members are requested to note the contents of the report and to authorise the purchase of up to 5 properties on the open market in the current financial year subject to the criteria contained in the Purchase of Properties Policy being met and Scottish Government funding of £25k per property being secured.

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: No significant impact on staff.

Risk Assessment: This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan.

Consultation	Relevant staff have been consulted.
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Equality Impact Assessment	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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OUTCOME

Approved	The Board Members approved the authorisation of the purchase of up to 5 properties on the open market in the current financial year subject to the criteria contained in the Purchase of Properties Policy being met and Scottish Government grant funding of £25k per property being secured.
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Noted	N/A
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Subject to	N/A
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APPENDICES

Appendix One	Properties purchased using Scottish Government grant funding.
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8.	Board Learning and Development Strategy
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	Report to: Waverley Housing Board 28 July 2020	Item No: 8
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Title:	Board Learning & Development Strategy
Date:	20 July 2020
Responsible Person:	Chief Executive
This report is for:	APPROVAL

PURPOSE & SUMMARY

The purpose of the report is to seek Board approval to changes to the Board Learning and Development Strategy and the implementation of changes through various approaches. The revised approaches are consistent with the SFHA Model Role Descriptions for Chair, Vice Chair and Secretary and Governing Board Member Appraisals. The review extends to include a refresh of the Governing Board Members Recruitment Pack and information contained on the Waverley Housing Website.

RECOMMENDATION

The Board is asked to consider and approve, the following review processes as providing the basis for supporting governing body members to participate as fully as possible and to discharge their responsibilities effectively.

- Regular review of Appraisal Paperwork in line with SFHA Guidelines;
- Regular review of Strategies & Policies and specifically related to learning and development approaches and appraisals;
- Regular review of the Recruitment Pack ensuring adherence to equalities legislation; and
- Regular review of GBMs information on Web

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: There are no direct staffing implications arising from the recommendations contained in the report.

Risk Assessment: This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan.


Consultation	Not applicable	
Equality Impact Assessment	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

OUTCOME


Approved	The Board Members Approved the review processes and changes incorporated within the documents.
Noted	N/A

Subject to	N/A
APPENDICES	
Appendix 1	Board Members Learning & Development Strategy 2020-2025
Appendix 2	Board Members Expenses Policy
Appendix 3	Standing Orders Policy
Appendix 4	Board Membership & Recruitment Policy
Appendix 5	SFHA Model Role Descriptions Guide
Appendix 6	Role Description of Chair
Appendix 7	Role Description of Vice Chair
Appendix 8	Role Description of Governing Board Members
Appendix 9	SFHA Governing Body Members Annual Review Guidance
Appendix 10	Board Members Appraisal Paperwork (part 1 & 2)
Appendix 11	Chair's Appraisal Paperwork (part 1 & 2)
Appendix 12	Chair's Annual Appraisal
Appendix 13	Board Self-Assessment Survey
Appendix 14	Governing Body Members Recruitment Pack
Appendix 15	Governing Body Members Information on Web - current

9.	Review of Policy
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	Report to: Waverley Housing Board 28 July 2020	Item No: 9
TITLE		
Title:	Review of Policies and Strategies	
Date:	16 July 2020	
Responsible Person:	Operations Director	
This report is for:	APPROVAL	
TITLE		
REVIEW OF DOCUMENT		
Rent & Service Charge Setting Policy	The main change to this Policy is to introduce the option to charge a higher level of rent for new build properties developed by Waverley Housing subject to any higher rent levels being affordable and comparable with rent levels charged by local Registered Social Landlords for similar properties.	
OUTCOME		
Approved	The Board Members approved the Policy.	
Noted	N/A	
Subject to	N/A	
APPENDICES		
Appendix 1	Rent & Service Charge Setting Policy	

10.	Performance Reports
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	Report to: Waverley Housing Board 28 July 2020	Item No: 10
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Title:	Performance Reports
Date:	21 July 2020
Responsible Person:	Chief Executive
This Report is for:	NOTING

PURPOSE & SUMMARY

The purpose of these reports is to update Board Members of the monthly (April, May & June 2020) and Quarterly Report (April-June 2020) operational performance. The Board Members are asked to note the content of the report.

Please note these reports are attached as individual documents.

OUTCOME

Approved	N/A
Noted	The Board Members noted the Performance Reports.
Subject to	N/A

APPENDICES

Appendix 1	Monthly Performance Reports (April 2020)
Appendix 2	Monthly Performance Reports (May 2020)
Appendix 3	Monthly Performance Reports (June 2020)
Appendix 4	Quarterly Performance Reports (April-June 2020)

11.	AGM Venue and Format
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There is an action in the Board Action Point tracker with regard to the physical provision of the AGM. This will continue to be monitored and information will follow in due course as to whether this can take place or not. SHR have given an extended timetable for the approval of statutory provisions e.g. the submission of annual accounts however, WH should be in a position, subject to physical distancing requirements, to hold the AGM as usual in September.

The CEO has been in contact with Board Members who are affected by the 4 year rule and will present a report to the Board in August 2020 with regard to the outcomes in preparation for the AGM.

12.	Chairs Items
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None

13.	Chief Executive Items
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None.

14.	Minutes of Committee Meetings
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None.

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

25.	Risk Assessment
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During discussion of the foregoing agenda there were no further risks identified.

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

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

28.	For Information
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There were no items circulated for information purposes only.

29.	Date of Next Meetings
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August – date and time to be confirmed.

The Chair thanked everyone for attending the meeting.