



Meeting: BOARD MEETING
Date & Time: Tuesday 29th September 2020 at 5:30pm
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)
Reuben Basak (Corporate Services Manager) (CSM)
June Wilson (Executive Assistant) (EA) (Minute Secretary)

1. Apologies

There were no apologies for the meeting.

2. Declarations of Interest

There were no declarations of interest.

3. Board Minutes of 25.9.20


The Minutes of the Meeting held on Friday 25 September 2020 were approved and will be signed by the Chair and Company Secretary as being an accurate record of the meeting.

There were no matters arising.


4. Board Action Point Tracker

The Board Members noted the Action Point Tracker.

5.	Upper Langlee
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	Report to: Waverley Housing Board 29 September 2020	Item No: 5
PURPOSE & SUMMARY		
<p>To provide Board Members with an update on various work elements relating to the estate regeneration plans for Upper Langlee.</p>		
OUTCOME		
Approved	N/A	
Noted	The Board Members noted the report.	
Subject to	N/A	

6	Mid year Review of KPIs
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	Report to: Waverley Housing Board 29 September 2020	Item No: 6
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Title:	Mid-year Review of KPI targets 2020/21
Date:	11 September 2020
Responsible Person:	Operations Director
This report is for:	APPROVAL

PURPOSE & SUMMARY

To present the proposed KPI targets following a mid-year review of performance 2020/21.

RECOMMENDATION

Members are asked to approve the reviewed KPI targets for the remainder of 2020/21 year.

IMPLICATIONS

Legal Requirements:
 All necessary legal requirements have been complied with in reaching the recommendations included in the report.

Financial Implications:
 No direct financial implications.

Legislative/Regulatory or Companies Act Requirements:
 Where necessary, relevant legislation, regulatory provisions or companies act requirements are referenced in the report.

Staffing:
 No impact

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	No <input checked="" type="checkbox"/>
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OUTCOME

Approved	The Board Members approved the changes suggested to some of the KPIs as identified for the remainder of the 2020/21 financial year.
Noted	N/A
Subject to	N/A

APPENDICES

Appendix 1	Summary of KPI targets following mid-year review 2020/21
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7.		Procurement Options	
		Report to: Waverley Housing Board 29 September 2020	Item No: 7
Title:		Procurement Options	
Date:		23 September 2020	
Responsible Person:		Operations Director	
This report is for:		APPROVAL	
PURPOSE & SUMMARY			
The purpose of this report is to update Board Members on the results of the soft market testing exercise conducted with contractors and to bring forward proposals for the tendering and procurement of a contractor to undertake the demolition/new build phase of the estate regeneration works at Upper Langlee.			
RECOMMENDATION			
The recommendations are detailed at paragraph 5.1 of the report.			
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 4 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: Waverley Housing staff are spending significant time on these estate regeneration plans.			
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	No
OUTCOME			
Approved	The Board Members approved the actions listed at 1-4 as contained in the report.		
Noted	N/A		
Subject to	N/A		
APPENDICES			
Appendix One	Market Engagement Executive Summary		

8.	Local Lettings Plan	
	Report to: Waverley Housing Board 29 September 2020	Item No: 8
Title:	Local Lettings Plan	
Date:	15 September 2020	
Responsible Person:	Operations Director	
This report is for:	APPROVAL	
PURPOSE & SUMMARY		
The purpose of this report is to provide details of the operation of a Local Lettings Plan for the housing stock owned by Waverley Housing in the Stonefield area of Hawick		
RECOMMENDATION		
Board Members are requested to note the contents of this report and to authorise the continuation of a Local Lettings Plan to the five blocks of flats in Stonefield.		
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 4 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: Fewer staff resources have been committed to dealing with anti-social complaints arising from tenants in these blocks of flats during the period of the Local Lettings Plan.		
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 X	No
OUTCOME		
Approved	The Board Members agreed to the authorisation of the continuation of a Local Lettings Plan to the five blocks of flats in Stonefield.	
Noted	N/A	
Subject to	N/A	

9. Review of Policies



Report to:
Waverley Housing Board
29 September 2020

Item No:
9(i)

Title: Review of Employee Handbook

Date: 4 September 2020

Responsible Person: Chief Executive

This report is for: **APPROVAL**

The Waverley Housing Employee Handbook was reviewed by the CEO, HR & Managers and sent to Law @ Work for Legislative Changes. Board Members are asked to approve the changes to the Policies within the document.

The following 6 documents were due for staff consultation and were sent out to all staff for such on 4.6.20, with no comments received back by the deadline of 19.6.20:

1. Dress Code Policy
2. Medical, Personal and Other Leave Policy
3. Sickness Absence Management Policy
4. Staff Appraisal Policy
5. Training & Development Policy
6. Working outwith Contracted Hours Policy

TITLE	REVIEW OF DOCUMENT
Adoption Leave Policy	Legislative updates under sections 'The Policy', The 'Policy in Operation' and SAP (Statutory Adoption Pay) by L@Work.
Annual Bonus Policy	Statement of 'All bonuses are paid to Employees at the discretion of WH' to make clearer to staff that this is not a contractual payment.
Compassionate Leave Policy	Substantive updates by L@Work
Parental Bereavement Leave Policy	New Policy introduced by L@Work.
Flexi-Time Policy	L@Work updates relating to the revision or withdrawal of the scheme at any time. Also stating that not all posts within WH are appropriate to offer flexi-time. Statement of employees responsibility to record times of arrival and leaving the premises. Medical Appointments section added. Update to Termination of Employment Section.
Group Life Assurance Scheme Statement	No substantive changes
Company Health Plan Statement	No substantive changes
Holiday Entitlement Policy	L@Work substantive updates regarding breakdown of annual leave entitlement.
Maternity Policy	Law@Work legislative updates regarding entitlement of Shared Parental Leave and Returning to Work section. SMP

	section with information on Maternity Allowance added in.
Parental Leave Policy	Legislative Updates by Law@Work.
Shared Parental Leave Policy	Introduction of first paragraph explaining who is eligible for shared parental leave and final section on fraudulent claims. Law@Work updates regarding Procedure for Requesting Split Periods of SPL and Returning to Work.
Paternity Policy	Substantive Changes by Law@Work covering appropriate legislation. Section on Paternity Leave updated i.e. start and end dates, eligibility, employees criteria.
Pension Scheme Statement	No substantive changes.
Sick Pay Policy	Updates from L@Work.
Statutory Rights to Time Off Policy	Addition of Safety Representatives Section.
Alcohol & Drugs Policy	Changes from L@Work covering support to employees who feel they have a problem with drugs or alcohol, potential disciplinary action, updates to the section on implementation of the policy and addition of 'Additional Information'.
Anti-Harassment, Bullying & Victimisation Policy	Updates by L@Work to areas of cover ie social media/online and within WH premises. Additional sections covering sexual harassment, Third Party Harassment and Sources of Internal and External Support.
Bribery Policy	Addition of final section re Reporting to the SHR and Other Agencies.
Code of Conduct (For Employees) Policy	Updates to section 3.2, 3.3 of Appendix 1 and Table A.
Disciplinary Policy	No substantive changes.
Domestic Abuse Policy	No substantive changes.
Dress Code Policy	Update to introduction section with listing of a-e.
Employee Expenses Policy	No substantive changes.
Entitlements, Benefits & Payments Policy	No substantive changes.
Equality & Diversity Policy	Updates by L@Work of further explanation of who and what this policy applies to and the addition of Third Party harassment and Disability sections in Appendix 1.
General Data Protection Regulation Policy (Employee and Board Member)	Change of named Data Protection Officer.
Grievance Policy	Addition of Employees with less than two years' service section.
Health & Safety Policy Statement	As per H&S Policy on Agenda. Introduction of COVID19 regulations.
Medical, Personal and Other Leave Policy	No substantive changes.
No Smoking Policy	L@Work section 1.3 – exposure to second hand smoke addition. Further expansion to section 2.3 actions.
Openness & Confidentiality Policy	No substantive changes.
Pay Policy	No substantive changes.
Redundancy/Severance Policy	Severance information included throughout.
Retirement Planning Policy	Update to Support for retirement planning.
Right to Flexible Working Policy	L@Work update – removal of section covering list of reasons for refusing flexible working.
Severe Disruption (Adverse Weather) Policy	L@Work updates to Introduction section.
Sickness Absence Management Policy	No substantive changes.
Staff Appraisal Policy	Removal of The Appraisal Interview section which is procedural and repetition of content of the Procedure.

Training & Development Policy	Removal of 6monthly reviews under staff appraisal scheme section.
Use of Company Vehicles Policy	No substantive changes.
Use of Mobile Phones, Electronic Communications & Social Media Policy	L@Work Updates to sections Policy Statement, additional section of Equipment Security & Passwords and Viruses and removal of Misc section.
Whistleblowing Policy	L@Work additional explanation of use of Policy – not to be used for complaints - under section 2.
Working Outwith Contracted Hours Policy	No substantive changes.
OUTCOME	
Approved	The Board Members approved the documents detailed above.
Noted	N/A
Subject to	N/A
APPENDICES	
Appendix 1	Employee Handbook




Report to:
Waverley Housing Board
29 September 2020


Item No:
9(ii)

Title:		Review of Policies
Date:		24 August 2020
Responsible Person:		Chief Executive/Finance Manager
This report is for:		APPROVAL
TITLE		REVIEW OF DOCUMENT
1. Health and Safety Policy (Statement)		The Health & Safety Policy Statement has been updated to include specific actions in respect of coronavirus and COVID 19 infection.
2. Development Policy (New)		Given that Waverley Housing will for the first time be developing new housing it is appropriate for the Company to have a Policy to provide some guidelines to direct how any new development or regeneration activities will be evaluated and managed.
3. Change of Review Date		During the past year the intention to develop a series of handbooks has been progressing well with the Employee Handbook now comprising all employee related policies and procedures in a comprehensive document. The intention is to extend this across a series of other handbooks and at the same time extend the review period to 5 years from 3 years (consistent with best practice). It is intended to continue with current practice where legislative changes, to policies and procedures, are reviewed annually.
OUTCOME		
Approved	The Board Members approved the documents detailed above.	
Noted	N/A	
Subject to	N/A	
APPENDICES		
Appendix 1	Health & Safety Policy Statement	
Appendix 2	Development Policy (New)	

10.	Annual Report of the AICC
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	Report to: Waverley Housing Board 29 September 2020	Item No: 10
PURPOSE OF REPORT		
The purpose of the report is to provide the Board with a report on the activities of the Audit and Internal Control Committee for the year from 1 April 2019 to 31 March 2020.		
RECOMMENDATIONS		
The AICC is asked to consider and discuss the contents of the annual report of the activities of the Audit and Internal Control Committee for the year from 1 April 2019 to 31 March 2020.		
OUTCOME		
Approved	N/A	
Noted	The report was noted and the AICC thanked for submitting their report to the Board.	
Subject to	N/A	

11.	Performance Reports (July & August 2020)
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	Report to: Waverley Housing Board 29 September 2020	Item No: 11
Title:	Performance Reports	
Date:	14 September 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 (July & August 2020) operational performance. The Board Members are asked to note the content of the reports.		
OUTCOME		
Approved	N/A	
Noted	The Board Members noted the July and August 2020 performance reports.	
Subject to	N/A	
APPENDICES		
Appendix 1	Monthly Performance Reports (July 2020)	
Appendix 2	Monthly Performance Reports (August 2020)	

12.	Chairs Items
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None

13.	Chief Executive Items
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The Board Members were asked to note the report and the SHR Guidance document.

The SHR Guidance contains information regarding the annual submission of the Annual Assurance Statement and supplementary advice for landlords on business planning.

For the AAS, Covid19 responses and cyber attack responses may need to be included. A Business Recovery and Continuity scenario review on WH's activity in response to the current Coronavirus health pandemic and also the cyber attack was carried out by the Crisis Management Team in September 2020. Results from this will be reported to the Board in October and included in the AAS action plan update.

The AICC may still ask the Internal Auditors to carry out a review regarding the cyber attack.

The annual update of the AAS will be submitted by 31/11/20.

WH have started working on the review of the Business Plan and following further discussions at the planned development sessions this will be completed by early 2021.

The Board Members noted the report and guidance document for SHR.

14.	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 risks identified.

17.	Communications to Stakeholders
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During discussion of the foregoing agenda items there were no 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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There were no items circulated for information during the period of time from this meeting to the meeting prior.

20.	Date of Next Meeting
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Tuesday 27th October 2020.