



**Meeting: BOARD MEETING**  
**Date & Time: Tuesday 27 April 2021 at 5:00pm**  
**Venue: Virtual via Microsoft Teams Conference Call**

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

**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)

Chair thanked everyone for coming along and hopefully one day soon we will get back together.

**1. Apologies**

Apologies were received from Billy Robson.

**2. Declarations of Interest**

There was a declaration of interest received from Fraser Kelly, CEO with regard to item 15.

**3. Board Minutes of 30.3.21**

The Minutes of the Meeting held on Tuesday 30 March 2021 were approved and will be signed by the Chair and Company Secretary as being an accurate record of the meeting.

Matters Arising from Minute not on the Agenda  
None.

**4. Board Action Point Tracker**

There were no actions on the Action Point Tracker to be noted.

5.

Upper Langlee - Progress



**Report to:**  
**Waverley Housing Board**  
**27 April 2021**

**Item No:**  
**5**

**Title:** Upper Langlee – Progress

**Date:** 17 May 2021

**Responsible Person:** Operations Director

**This report is for:** **NOTING**

#### PURPOSE & SUMMARY

The purpose of this report is to update Board Members on various items of work being carried out to progress the estate regeneration plans for Upper Langlee.

#### OUTCOME

**Approved** N/A

**Noted** The Board Members noted the report and further updates.


**Subject to** N/A

#### APPENDICES

Appendix 1 Pre-Construction Plan

Appendix 2 Communication Strategy

6.	<b>Annual Review of Approved Contractors Performance for the year 2020/2021 – Waverley Jobs</b>
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	<b>Report to:</b> <b>Waverley Housing Board</b> <b>27 April 2021</b>	<b>Item No:</b> <b>6</b>
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<b>Title:</b>	Annual Review of Approved Contractors' Performance for the year 2020/21 – Waverley Jobs
<b>Date:</b>	6 April 2021
<b>Responsible Person:</b>	Property Services Manager
<b>This report is for:</b>	<b>APPROVAL</b>

<b>PURPOSE &amp; SUMMARY</b>
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To advise members of the current approved contractors list and their performance during 2020/21.

<b>RECOMMENDATION</b>
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To remove contractors as highlighted within this report from our list of Approved Contractors.

<b>IMPLICATIONS</b>
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**Legal Requirements:**  
All necessary legal requirements have been complied with in completing this report.

**Financial Implications:**  
There are no direct financial implications arising from the content 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:** No impact on staffing

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

<b>Consultation</b>	N/A – information only	
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<b>Equality Impact Assessment</b>	Yes	No <input checked="" type="checkbox"/>
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<b>OUTCOME</b>
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<b>Approved</b>	<b>The Board Members approved the removal of the 6 contractors on the Approved Contractors List.</b>
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<b>Noted</b>	N/A
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<b>Subject to</b>	N/A
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<b>APPENDICES</b>
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Appendix 1	Current Approved Contractors List
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Appendix 2	Allocation and Financial Breakdown
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Appendix 3	Quality Data – Post Inspections
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<b>7.</b>	<b>Annual Assurance Statement 2021</b>
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	<b>Report to:</b> <b>Waverley Housing Board</b> 27 April 2021	<b>Item No:</b> <span style="font-size: 2em;"><b>7</b></span>
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<b>Title:</b>	Annual Assurance Statement 2021
<b>Date:</b>	13 April 2021
<b>Responsible Person:</b>	Chief Executive
<b>This report is for:</b>	<b>APPROVAL</b>

<b>PURPOSE &amp; SUMMARY</b>
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The purpose of this report is to seek the approval of the Board to a required change in the Reporting Guidelines for 2021 as a result of the timetable required for the achievement of annual assurance in the Regulatory Framework, and Regulatory Standards of Governance and Financial Management.

<b>RECOMMENDATION</b>
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The Board is asked to note the content of the report, and to approve the change in the Reporting Guidelines, which would allow the AICC to meet on Tuesday 12th October 2021.

<b>IMPLICATIONS</b>
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**Legal Requirements:**  
All necessary legal requirements have been complied with in completing this report.

**Financial Implications:**  
There are no direct financial implications arising from the content 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:** No impact on staffing

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

<b>Consultation</b>	N/A – information only
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<b>Equality Impact Assessment</b>	<b>Yes</b>	<b>No X</b>
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<b>OUTCOME</b>
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<b>Approved</b>	The Board Members approved the change of date in the Reporting Guidelines to allow the AICC to meet on Tuesday 12 <sup>th</sup> October 2021 instead of Tuesday 16 <sup>th</sup> November 2021.
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<b>Noted</b>	N/A
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<b>Subject to</b>	N/A
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<b>APPENDICES</b>
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<b>Appendix 1</b>	Annual Assurance Action Plan Template
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<b>8.</b>	<b>Annual Review of Gas Servicing Contract 2020-2021</b>
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	<b>Report to:</b> <b>Waverley Housing Board</b> <b>27 April 2021</b>	<b>Item No:</b> <b>8</b>
<b>PURPOSE &amp; SUMMARY</b>		
<b>Title:</b>	Annual Review of Gas Servicing Contract Performance for the year 2020/21	
<b>Date:</b>	6 April 2021	
<b>Responsible Person:</b>	Property Services Manager	
<b>This report is for:</b>	<b>NOTING</b>	
<b>PURPOSE &amp; SUMMARY</b>		
To advise Board Members of the performance of the current gas servicing contract 2020/21. Current contract concluded in March 2021, clause to extend for 2 financial years triggered after Board approval in October 2020.		
<b>OUTCOME</b>		
<b>Approved</b>	N/A	
<b>Noted</b>	The Board Members noted the report.	
<b>Subject to</b>	N/A	
<b>APPENDICES</b>		
Appendix 1	Quality Data – Post Inspections	
Appendix 2	Complaints Analysis	

<b>9.</b>	<b>SHQS – Abeyances and Exemptions Report</b>
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	<b>Report to:</b> <b>Waverley Housing Board</b> <b>27 April 2021</b>	<b>Item No:</b> <b>9</b>
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<b>Title:</b>	Scottish Housing Quality Standard - Abeyances and Exemptions Report
<b>Date:</b>	5 April 2021
<b>Responsible Person:</b>	Operations Director
<b>This report is for:</b>	<b>NOTING</b>

<b>PURPOSE &amp; SUMMARY</b>
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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.

<b>OUTCOME</b>
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<b>Approved</b>	N/A
<b>Noted</b>	The Board Members noted the report.
<b>Subject to</b>	N/A

<b>APPENDICES</b>
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Appendix 1	Abeyances as at 31 March 2021
Appendix 2	Exemptions as at 31 March 2021

<b>10.</b>	<b>Welfare Benefits Adviser – Annual Report</b>
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	<b>Report to:</b> <b>Waverley Housing Board</b> <b>27 April 2021</b>	<b>Item No:</b> <b>10</b>
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<b>Title:</b>	Welfare Benefits Adviser – Annual Report
<b>Date:</b>	6 April 2021
<b>Responsible Person:</b>	Operations Director
<b>This report is for:</b>	<b>NOTING</b>

<b>PURPOSE &amp; SUMMARY</b>
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To provide Board Members with an update on the work carried out by the Welfare Benefits Adviser over the 2020/21 financial year.

<b>OUTCOME</b>
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<b>Approved</b>	N/A
<b>Noted</b>	The Board Members noted the report.
<b>Subject to</b>	N/A

<b>11.</b>	<b>Eildon Contract – 6 month review</b>
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	<b>Report to:</b> <b>Waverley Housing Board</b> <b>27 April 2021</b>	<b>Item No:</b> <b>11</b>
<b>PURPOSE &amp; SUMMARY</b>		
<p>The purpose of this report is to provide Board Members with an update on the financial and operational performance of the Commercial Contract (WH06).</p>		
<b>OUTCOME</b>		
<b>Approved</b>	N/A	
<b>Noted</b>	The Board members noted the report.	
<b>Subject to</b>	N/A	
<b>APPENDICES</b>		
Appendix 1	Financial Performance	



<b>12.</b>	<b>Review of Policies, Plans and Strategies</b>
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	<b>Report to:</b> <b>Waverley Housing Board</b> <b>27 April 2021</b>	<b>Item No:</b> <b>12</b>
<b>TITLE</b>		
<b>Title:</b>	Review of Policies, Plans & Strategies	
<b>Date:</b>	19 April 2021	
<b>Responsible Person:</b>	Chief Executive	
<b>This report is for:</b>	<b>APPROVAL</b>	
<b>TITLE</b>		
<b>REVIEW OF DOCUMENT</b>		
Health & Safety Policy Statement (annual Review)	Update to sections 1.4 regarding adherence to the guidance set out in the Scottish Government – Coronavirus (COVID-19) – safer work places statement; introduction of section 1.5 re Risk Assessment and 1.7 re non-introduction of a vaccination Policy.	
<b>OUTCOME</b>		
<b>Approved</b>	<b>The Board Members approved the Policy.</b>	
<b>Noted</b>	N/A	
<b>Subject to</b>	N/A	
<b>APPENDICES</b>		
Appendix 1	Health & Safety Policy Statement	

<b>13.</b>	<b>Employee Handbook – legislative updates</b>
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	<b>Report to:</b> <b>Waverley Housing Board</b> <b>27 April 2021</b>	<b>Item No:</b> <b>13</b>
<b>Title:</b>	Employee Handbook – Legislative Updates	
<b>Date:</b>	12 April 2021	
<b>Responsible Person:</b>	Chief Executive	
<b>This report is for:</b>	<b>APPROVAL</b>	
<b>PURPOSE OF REPORT</b>		
To advise the Board of Waverley Housing of legislative changes affecting the Employee Handbook.		
<b>RECOMMENDATION</b>		
<p>The Board is asked to approve the updating of the Employee Handbook to reflect legislative changes arising from the annual review undertaken by Law at Work;</p> <p>The Board is asked to approve that the Employee Handbook will continue to be submitted to the Board for formal approval on a five yearly cycle (next due April 2025) with annual review milestones to update for legislative change.</p>		
<b>IMPLICATIONS</b>		
<b>Legal Requirements:</b> All necessary legal requirements have been complied with in reaching the recommendations included in the report.		
<b>Financial Implications:</b> There are no direct financial implications arising from the recommendations included in the report.		
<b>Legislative/Regulatory or Companies Act Requirements:</b> Where necessary, relevant legislation, regulatory provisions or companies act requirements are referenced in the report.		
<b>Staffing:</b> Legislative changes which do not require consultation are highlighted to staff by email.		
<b>Risk Assessment:</b> This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan.		
<b>Consultation</b>	Changes to relevant documents in the Employee Handbook are consulted on with staff.	
<b>Equality Impact Assessment</b>	Yes	No
<b>OUTCOME</b>		
<b>Approved</b>	<b>The Board Members approved the update of the Employee Handbook with legislative changes applied by Law@Work.</b>	
<b>Noted</b>	N/A	
<b>Subject to</b>	N/A	
<b>APPENDIX</b>		
Appendix 1	Most Recent Legislative Changes (highlighted) - April 2021	

## 14. Performance Reports

The Board Members were asked to note the Performance Reports for March 2021 and the Annual Reports from April 2020-March 2021.

In the March 2021 performance reports the summary page is showing all KPI's running with a Year to Date performance being on or better than required target. It was agreed that issues with reletting properties in Upper Langlee had been causing problems for some of the KPIs in previous years.

Planned Maintenance – all trades staff returned to work on Monday 26<sup>th</sup> April with full diaries. There will be works carried forward in to 2021/22 and there is a plan of action in place to catch up with the outstanding day-to-day repairs for WH of 170 plus approx. 170 for Eildon and the backlog of Planned Maintenance jobs.

The March Accounts are in draft form and may be subject to change until the completion of the external audit process.

CSM noted there are underspends on the UL and Planned Maintenance budgets which the Board have previously agreed is to be carried forward to 2021/2022. Additional consultants were not required for UL. This has resulted on an underspend on the professional fees budget.

The Board Members noted the Performance Reports.

## 15. Chair's Items

The Chair reported on the following item:

Although the CEO declared an interest in this item he remained within the meeting whilst it was being discussed.

### CEO Annual Appraisal

The Board Chair and AICC Chair have carried out the annual appraisal with the CEO with the setting of tasks for the forthcoming year being agreed. The Chair, AICC Chair and CEO signed off the appraisal report for the current year.

The Board Members noted the carrying out and sign off of the CEO's annual appraisal.

## 16. Chief Executive Items

The Board Members were asked to note the contents of the report which includes notes on the following and a verbal update was given on Board Membership by the CEO:

### Update on Board Membership

The CEO reported that following on from the previous meeting he had contacted the 2 potential Board members from tenants who expressed an interest in such. One remains interested but due to events in place at the moment has declined to take this any further at this moment in time and the other tenant has not responded to either email or letter contact.

CEO has also been in touch with SFHA in connection with the OnBoard programme. The Colleague at SFHA has matched potential board members to WH and has sent on 8 biographies for perusal. They are all based outwith the Scottish Borders however there is now potential for Board Members to attend meetings electronically. Next step will be for the WH Board Member application pack to be uploaded to the SFHA onboard website and if anyone is interested they

can access it from there.

A formal report will follow.

South of Scotland Regional Economic Strategy

As per report

Build Back Better Funds

As per report

SFHA Fuel Support Fund

As per report

The Board Members noted the report.

**17. Minutes of Committee Meetings**

None.

**18. Equality Impact Assessment**

During discussion of the foregoing agenda items there were no Equality Impact Assessments identified.

**19. Risk Assessment**

During discussion of the foregoing agenda items there were no new Risk Assessments identified.

**20. Communications to Stakeholders**

During discussion of the foregoing agenda items there were no new items identified for communication.

**21. Notifiable Events**

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

**22. For Information**

The following item was circulated for information during the period of time from this meeting to the meeting prior.

- Lawmail via email on 29.03.21.

**23. Date of Next Meeting**

Tuesday 25<sup>th</sup> May 2021 at 5:00pm.

Chair asked if it is likely to be a physical meeting in May and it was concluded that it is more likely in June and therefore the next meeting will take place over Microsoft teams. In the meantime the Chair thanked everyone for coming along to the meeting and to keep safe.