



Meeting: BOARD MEETING
Date & Time: Tuesday 25 May 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)
Billy Robson (Board Member) (BR)
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)

1. Apologies

An apology was received from Eileen Frame.

2. Declarations of Interest

There were no declarations of interest received.

3. Board Minutes of 27.4.21


The Minutes of the Meeting held on Tuesday 27 April 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

The Board Members noted the Action Point Tracker.

5.	Upper Langlee - Progress
-----------	---------------------------------

	Report to: Waverley Housing Board 25 May 2021	Item No: 5
PURPOSE & SUMMARY		
Title:	Upper Langlee – Progress	
Date:	17 May 2021	
Responsible Person:	Operations Director	
This report is for:	NOTING	
PURPOSE & SUMMARY		
<p>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.</p>		
OUTCOME		
Approved	N/A	
Noted	The Board Members noted the report.	
Subject to	N/A	
APPENDICES		
Appendix One	Pre-Construction Plan	
Appendix Two	Communication Strategy	

6.	Annual Return on the Charter (ARC)
-----------	---

	Report to: Waverley Housing Board 25 May 2021	Item No: 6
---	--	--

Title:	The Annual Return on the Charter (ARC)
Date:	14 May 2021
Responsible Person:	Operations Director
This report is for:	APPROVAL

PURPOSE & SUMMARY

To provide Board Members with the ARC Return to the Scottish Housing Regulator (SHR) for 2020/21 financial year.

RECOMMENDATION

Board Members are asked to consider the ARC Return and approve the ARC submission to the SHR by the deadline date of 31st May 2021.

IMPLICATIONS

Legal Requirements:
 In completion and submission of the ARC to the SHR within the deadline date, we are meeting our statutory and legal obligations.

Financial Implications:
 There are no direct financial implications arising from the recommendations included in the report.

Legislative/Regulatory or Companies Act Requirements:
 Regulatory requirements to the SHR are met in production and submission of this report.

Staffing:
 No impact on existing staffing.

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 <input checked="" type="checkbox"/>
-----------------------------------	-----	--


OUTCOME

Approved	The Board Members approved submission of the ARC Return by the deadline date of 31 May 2021.
Noted	N/A
Subject to	N/A

APPENDICES

Appendix 1	Annual Return on the Charter 2020-2021
------------	--

7.	Sale of Land - Kelso
----	-----------------------------

	Report to: Waverley Housing Board 25 May 2021	Item No: 7
---	--	---

Title:	Sale of Land - Kelso
Date:	13 May 2021
Responsible Person:	Operations Director
This report is for:	APPROVAL

PURPOSE & SUMMARY

To provide Board Members with details of a request to purchase an area of common amenity ground in Masons Court, Kelso.

RECOMMENDATION

Board Members are requested to approve the sale of an area of common amenity ground in Masons Court, Kelso.

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 impact

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

Consultation	Residents in Masons Court and Tanners Court have been consulted about this request to purchase an area of common amenity ground.
---------------------	--

Equality Impact Assessment	Yes	No <input checked="" type="checkbox"/>
-----------------------------------	-----	--

OUTCOME

Approved	The Board Members approved the sale of the land following the conditions listed in the report.
-----------------	---

Noted	N/A
--------------	-----

Subject to	N/A
-------------------	-----


APPENDICES

Appendix 1	Sale of Land Policy and Information Leaflet
------------	---

Appendix 2	Map
------------	-----

Appendix 3	Photograph
------------	------------

8.	Sale of Land - Galashiels
----	----------------------------------

	Report to: Waverley Housing Board 25 May 2021	Item No: 8
---	--	-----------------------------

Title:	Sale of Land - Galashiels
Date:	13 May 2021
Responsible Person:	Operations Director
This report is for:	APPROVAL

PURPOSE & SUMMARY

To provide Board Members with details of a request to purchase an area of garden ground.

RECOMMENDATION

Board Members are requested to approve the sale of a land in Woodstock Road, Galashiels

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 impact.

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

Consultation	Residents in the properties around 6 Woodstock Road have been consulted about this proposal.
---------------------	--

Equality Impact Assessment	Yes	No <input checked="" type="checkbox"/>
-----------------------------------	-----	--

OUTCOME

Approved	The Board Members approved the sale of the area of ground at 6 Woodstock Road following the conditions listed in the report.
-----------------	---

Noted	N/A
--------------	-----


Subject to	N/A
-------------------	-----

APPENDICES

Appendix 1	Map
------------	-----

Appendix 2	Photograph
------------	------------

9.	Stock Swap
----	-------------------

	Report to: Waverley Housing Board 25 May 2021	Item No: 9
---	--	---

Title:	Stock Swap
Date:	13 May 2021
Responsible Person:	Operations Director
This report is for:	APPROVAL

PURPOSE & SUMMARY

To provide Board Members with details of a proposed stock swap of properties between Waverley Housing and Scottish Borders Housing Association.

RECOMMENDATION

Board Members are requested to authorise officers to explore further the option of pursuing a stock swap of 44 Whitefield Crescent, Newtown St Boswell and 35 High Street, Jedburgh owned by Scottish Borders Housing Association.

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 impact


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 <input checked="" type="checkbox"/>
-----------------------------------	-----	--

OUTCOME

Approved	The Board Members approved the agreement in principle, to authorise officers to further explore this option.
Noted	N/A
Subject to	N/A

10. Review of Policies, Plans & Strategies	
	Report to: Waverley Housing Board 25 May 2021
Item No: 10(i)	
Title:	Business Plan & Asset Management Strategy
Date:	14 May 2021
Responsible Person:	Chief Executive
This report is for:	APPROVAL
PURPOSE & SUMMARY	
The purpose of the report is to seek the approval of the Board to the Waverley Housing Business Plan and Asset Management Strategy.	
RECOMMENDATION	
Board is asked to approve the component elements of the Waverley Housing Business Plan 2021-26. These include: <ul style="list-style-type: none"> • The Waverley Housing Business Plan 2021-26; • The Waverley Housing Asset Management Strategy 2021-26; • The Waverley Housing Financial Plan 2021 	
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 contained in this 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	
Risk Assessment: This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan.	
Consultation	Consultation will be undertaken on the implementation of the Business Plan.
Equality Impact Assessment	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
OUTCOME	
Approved	The Board Members approved the Business Plan and the Asset Management Strategy.
Noted	N/A
Subject to	N/A
APPENDICES	
Appendix 1	Business Plan 2021-26
Appendix 2	Asset Management Strategy 2021-26
Appendix 3	Financial Plan 2021
Appendix 4	PESTLE Analysis – May 2021




Report to:
Waverley Housing Board
25 May 2021

Item No:
10(ii&iii)

Title:		Review of Policies, Plans & Strategies
Date:		13 May 2021
Responsible Person:		Chief Executive / Operations Director
This report is for:		APPROVAL
TITLE		REVIEW OF DOCUMENT
Value for Money Strategy (VfM)		This Strategy is substantially unchanged, however, Paragraph 10.4 sets out a series of bullet points which will be used to support the VfM element of the Waverley Housing Annual Assurance Statement.
Decant Policy		Minor changes have been made to the Decant Policy for example inventories of goods put in storage will now be photographed, criteria for dealing with tenants with satellite dishes have been clarified.
OUTCOME		
Approved	The Board Members approved the Value for Money Strategy & Decant Policy.	
Noted	N/A	
Subject to	N/A	
APPENDICES		
Appendix 1	Value for Money Strategy	
Appendix 2	Decant Policy	

11.	Annual Review of Training - Staff
------------	--

	Report to: Waverley Housing Board 25 May 2020	Item No: 11
PURPOSE & SUMMARY		
<p>To update the Board on staff training activity. Board members are requested to note the content of this report.</p>		
UTCOME		
Approved	N/A	
Noted	The Board Members noted the report.	
Subject to	N/A	
APPENDICES		
Appendix 1	Training Report 2020/21	

12.	Annual Review of Training – Board Members
------------	--

	Report to: Waverley Housing Board 25 May 2021	Item No: 12
Title:	Training Plan Review 2020/2021 - Board Members + 2021/22 Training Schedule	
Date:	10 May 2020	
Responsible Person:	Chief Executive	
This Report is for:	NOTING	
PURPOSE OF REPORT		
<p>During 2020/21 the Company has invested in training and development of Board Members. Details of this training are contained within the appendix 1 of this report. A Forward Learning & Development Plan for 2021/22 is attached for information (appendix 2).</p>		
RECOMMENDATION		
<p>The Board is asked to note the training and development undertaken by Board Members during 2020/21 and the Training Plan for 2021/22.</p>		
OUTCOME		
Approved	N/A	
Noted	The Board Members noted the report.	
Subject to	N/A	
APPENDICES		
Appendix 1	Board Member's Training Review 2020/21	
Appendix 2	Board Member's Training Schedule 2021/22	


13.	Performance Reports
------------	----------------------------

The Board Members noted the Performance Reports for April 2021

14.	Chair's Items
------------	----------------------

None.

15.	Chief Executive Items
------------	------------------------------

	Report to: Waverley Housing Board 25 May 2021	Item No: 15
PURPOSE OF REPORT		
Title:	Chief Executive's Items	
Date:	13 May 2021	
Responsible Person:	Chief Executive	
This report is for:	NOTING	
PURPOSE OF REPORT		
<p>Members are asked to note the contents of this report which includes notes on the following:</p> <ol style="list-style-type: none"> 1. Scottish Housing Regulator - COVID-19 quarterly return 2021/22 2. Complaints Handling Service; 3. South of Scotland Enterprise – Powering Change Action Plan; 4. Build Back Better Funds – Employability Proposal; 5. Update on Board Membership (verbal); 		
OUTCOME		
Approved	N/A	
Noted	The Board Members noted the report.	
Subject to	N/A	
APPENDICES		
Appendix 1	SHR - Letter to RSLs - Quarterly Return	
Appendix 2	Complaints handling timescales and complaints service recovery action plan	

16.	Minutes of Committee Meetings
------------	--------------------------------------

None.

17.	Equality Impact Assessment
------------	-----------------------------------

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

18.	Risk Assessment
------------	------------------------

During discussion of the foregoing agenda items it was noted that the need to meet EESSH2 should be noted in the risk register as a financial risk.

19.	Communications to Stakeholders
------------	---------------------------------------

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

20.	Notifiable Events
------------	--------------------------

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

21.	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 03.05.21.

22.	Date of Next Meeting
------------	-----------------------------

Tuesday 29th June 2021 at 5:00pm. This meeting is highly likely to take place through Microsoft teams.

David (Chair) thanked everyone for attending, and to stay safe.