



Meeting: BOARD MEETING
Date & Time: Tuesday 27th October 2020 at 5:00pm
Venue: Virtual via Microsoft Teams Conference 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)
Craig Matear (IT Assistant/Staff Focus Group Member) for Item 11

1. Apologies

There were no apologies for the meeting.

2. Declarations of Interest

There were no declarations of interest.

3. Board Minutes of 29.9.20

The Minutes of the Meeting held on Tuesday 29 September 2020 were approved and will be signed by the Chair and Company Secretary as being an accurate record of the meeting on completion of the correction detailed below:

Page 3 – pre and post demolition (not build).

There were no matters arising.

4. Board Action Point Tracker

The Board Members were asked to note the Action Point Tracker.

In relation to APT 7 GB advised that Gavin Yuill (GY) of Camerons had, after several requests, managed to meet with a Planning Official and Roads Official from SBC last week. These officials have requested several changes to the drawings/information submitted to SBC however none of these are significant changes.

Amongst the changes required are the following-

- To increase the number of green spaces on the estate partly through a reduction in the number of parking spaces provided
- To alter the new entrance road into the estate to allow for a more gradual turn
- To enhance the elevation of the amenity block of flats
- To provide a statement on the allocation and use of the amenity flats


The Board confirmed that they would like to see the amended drawings once all the changes i.e. from SBC officials and the suggestions from the Board have been incorporated.

Post Meeting Note


GY has advised that a set of the updated and revised drawings will be issued to all Board Members by 14/11/20 and he has confirmed his availability the following week to discuss the updated drawings.

The Board Members noted the APT.

5.	Upper Langlee - Progress
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	Report to: Waverley Housing Board 27 October 2020	Item No: 5
Title:	Upper Langlee - Progress	
Date:	19 October 2020	
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.	
Subject to	N/A	
APPENDICES		
Appendix One	Pre-Contract Programme	

6	Review of Annual Revenue Budget & Cashflow 2020/21
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	Report to: Waverley Housing Board 27 October 2020	Item No: 6
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Title:	Review of Annual Budget & Cashflow 2020/2021
Date:	8 October 2020
Responsible Person:	Corporate Services Manager
This report is for:	APPROVAL

PURPOSE & SUMMARY

As per the annual budget process the Finance Manager in conjunction with budget holders has carried out a mid-year review of the budget and cashflow for 2020/2021.

Members of the board are asked to consider the review

RECOMMENDATION

Members of the board are asked to consider and approve the changes to the annual budget and cashflow for 2020/2021.

IMPLICATIONS

Legal Requirements:
 There are no legal compliance requirements in reaching the recommendations included in the report.

Financial Implications:
 The financial implications are included in Paragraph 2 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:
 There are no direct staffing requirements in reaching the recommendations included in the report

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

Consultation	N/A	
Equality Impact Assessment	Yes	No X


OUTCOME

Approved	The Board Members approved the changes to the annual budget and cashflow for 2020/2021.
Noted	N/A
Subject to	N/A

APPENDICES

Appendix 1	2020/2021 Draft Budget Review
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7.	SHR – Audited Financial Statements Return (2020)
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	Report to: Waverley Housing Board 27 October 2020	Item No: 7
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Title:	Scottish Housing Regulator Audited Financial Statements Return (2020)
Date:	6 October 2020
Responsible Person:	Corporate Services Manager
This report is for:	APPROVAL

PURPOSE & SUMMARY

Registered Social Landlords are required to submit an Audited Financial Statements return to the Scottish Housing Regulator on an annual basis.

Submission of this information is by way of an on-line return using the Regulator’s online portal.

RECOMMENDATION

Members of the Board are asked to consider the return and approve its submission to the Regulator.

IMPLICATIONS

Legal Requirements:

There are no legal compliance requirements 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 requirements in reaching the recommendations included in the report

Risk Assessment:

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

Consultation	N/A	
Equality Impact Assessment	Yes	No <input checked="" type="checkbox"/>


OUTCOME

Approved	The Board Members approved the Audited Financial Statements Return (2020) to the Scottish Housing Regulator.
Noted	N/A
Subject to	N/A

APPENDICES

Appendix 1	SHR Audited Financial Statements Return
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8.	Contract Extensions
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	Report to: Waverley Housing Board 27 October 2020	Item No: 8
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Title:	Contract Extensions
Date:	14 October 2020
Responsible Person:	Operations Director
This report is for:	APPROVAL

PURPOSE & SUMMARY

To update Board Members on the option to extend two contracts for a further two financial years from April 2021.

RECOMMENDATION

Board Members are requested to approve the extension of the contracts for a further two financial years from April 2021.

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:
 Existing staff will continue to monitor the operation of these contracts.

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 extension of both contracts for a further 2 years from April 2021.
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Noted	N/A
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Subject to	N/A
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9.	Unavailable to Let – 44 Whitefield Crescent, Newtown St Boswells
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	Report to: Waverley Housing Board 27 October 2020	Item No: 9
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Title:	Unavailable for Let – 44 Whitefield Crescent Newtown St Boswells
Date:	15 October 2020
Responsible Person:	Operations Director
This report is for:	APPROVAL

PURPOSE & SUMMARY

To update Board Members on the option of working with Scottish Borders Housing Association on the redevelopment of a block of 8 properties at Whitefield Crescent, Newtown St Boswells.

RECOMMENDATION

Board Members are requested to approve the decision to designate 44 Whitefield Crescent, Newtown St Boswells as an unavailable for let property pending the redevelopment of the block of flats in which the property is located.

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:
 Existing staff will deal with any work arising from this redevelopment.

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


Consultation	Relevant staff within the Company have been consulted and consultation has also been carried out with staff from Scottish Borders Housing Association.	
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Equality Impact Assessment	Yes	No <input checked="" type="checkbox"/>
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OUTCOME

Approved	The Board Members approved the decision to designate 44 Whitefield Crescent, Newtown St Boswells as an unavailable for let property pending the redevelopment of the block of flats in which the property is located.
Noted	N/A
Subject to	N/A

10.	EPB Approval - Tenancy
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	Report to: Waverley Housing Board 14 October 2020	Item No: 10
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Title:	Granting of Tenancy
Date:	14 October 2020
Responsible Person:	Chief Executive
This report is for:	APPROVAL

PURPOSE & SUMMARY

The purpose of the report is to seek ratification of the granting of a tenancy to a relevant person and in compliance with the Waverley Housing Allocations Policy and Entitlements, Payments & Benefits Policy.

RECOMMENDATION

Members of the Board are asked to ratify the granting of a tenancy to a relevant person and in compliance with the Waverley Housing Allocations Policy and Entitlements, Payments & Benefits Policy.

Members of the Board are asked to grant approval to the Chair to sign the Entitlements, Payments and Benefits Request Form Dated 24 September 2020 and in respect of the property identified in the report.

Members of the Board are asked to note the recording, in the Entitlements, Payments and Benefits Register of the granting of a tenancy in the above subjects.

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:
 None

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

Consultation	N/A	
Equality Impact Assessment	Yes	X
	No	


OUTCOME

Approved	The Board Members ratified the approval of the granting of the tenancy.
Noted	N/A
Subject to	N/A


APPENDICES

Appendix 1	EPB Guidance Notes – Granting of Tenancy
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11. Employee Satisfaction Survey 2020

	Report to: Waverley Housing Board 27 October 2019	Item No: 11
Title:	Employee Satisfaction Survey 2020	
Date:	8 October 2020	
Responsible Person:	Chief Executive	
This report is for:	NOTING	
PURPOSE OF REPORT		
The purpose of the report is to provide feedback to Board Members on the latest Employee Satisfaction Survey.		
RECOMMENDATION		
Board Members are asked to consider and note the feedback on satisfaction levels and comments made within the 2020 Employee Satisfaction Survey.		
OUTCOME		
Approved	N/A	
Noted	The Board Members will expect to receive further feedback on how things have gone in due course.	
Subject to	N/A	

12.	Governance – Annual Reviews
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	Report to: Waverley Housing Board 27 October 2020	Item No: 12(a-d)
Title: Governance - Annual Reviews		
Date: 14 October 2020		
Responsible Person: Chief Executive		
This report is for: NOTING		
PURPOSE OF REPORT		
Members of the Board are asked to review the contents of the 2020 Appraisal Reports, Skills Audit Report and Self-Assessment Survey Report.		
OUTCOME		
Approved	N/A	
Noted	The Board members noted the reports.	
Subject to	N/A	
APPENDICES		
Appendix (a)	Chairs Annual Appraisal Report	
Appendix (b)	Board Members Annual Appraisal Report	
Appendix (c)	Board Members Annual Skills Audit Report	
Appendix (d)	Board Annual Self-Assessment Survey Report	

13.	Review of Policies, Plans & Strategies
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None

14.	Performance Reports
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The Board Members were asked to note the content of the following performance reports

- Monthly (September 2020)
- Quarterly (July-September 2020)

In relation to tenancy sustainment it was noted that there had been a small number of tenancy terminations due to abandonments and evictions although the numbers were similar to previous years. Despite offering a range of support to new tenants e.g. Welfare Benefits Advisor, Tenant Support Officer it was disappointing to note that there were some tenants

who simply refused to engage and ended up terminating their tenancies.

The FOI request had taken up considerable staff time due to the number of questions that information was being sought for. Whilst the question on number of new homes built had been an easy one to answer the other questions e.g. average waiting time for applicants to be offered properties to be broken down by property type and size had taken time to collate and check before answering.

15.	Chairs Items
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None.

16.	Chief Executive Items
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The Board Members were asked to note the contents of the report which includes notes on the following:

Covid19 – Emergency Planning Exercise

The CEO, Clerk of Works, Housing Officer and Executive Assistant (HR) will take part in this desk top exercise on 29/10/20.

Press Coverage

Recently the Border Telegraph has carried two stories on which they have approached Waverley Housing for comment.

One was a tenant related issue where recharges on a previous property were being disputed by the tenant. Waverley Housing maintains its position on the charges levied.

The second related to the fixing of recording equipment to the external wall of a property which was assumed, by the Border Telegraph, to be in the ownership of Waverley Housing. This was not the case and no further action was required in relation to the fixings.

Since the report was sent out there was a further item to report upon:

Jedburgh outbreak update

The outbreak relates to Scottish Borders care staff of which 20 tested, 5 had a positive outcome, they don't all live in Jedburgh. 17 people have been affected which is limited to family members, carers and care clients who are infected. There has been no community transmission and the outbreak can be contained. WH are in touch with SBC and have received a list of addresses affected – none are related to WH. One owner/occupier who is self isolating, has made the OD aware. SBHA are the lead contact for this recent outbreak.

17.	Minutes of Committee Meetings
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None

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

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

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

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

22.	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.

- Lawmail via email on 1.10.20

23.	Date of Next Meeting
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Tuesday 24th November 2020.