



Meeting: PLANS MEETING / BOARD MEETING
Date & Time: Tuesday 24th November 2020 at 4:00pm/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)

For Plans Discussion
Carole Yallop (Property Services Manager)
Lenore Suddon (Housing Services Manager)
Gavin Yuill (Camerons Architects)

Plans Meeting

Following updated plans for the Upper Langlee Regeneration Project Camerons Architects attended the Board meeting to discuss various points.

Board Members Comments

APT point 4 from the Emergency Committee Meeting on 12 June 2020 - Following submission of the Detailed Planning Application and on receipt of comments from Planning Department review comments from WH on:

Point Raised	Outcome
Roof styles	There is now a mix of monopitch and flat roofs.
Windows added to gable ends of buildings	All units updated to avoid blank gables where possible.
Wall finishes	SBC opposed to colour proposed for the basecourses, felt it was a bit alien to the area. SBC did not give a preference or stipulate what colours they would consider. Gavin will send samples of colours acceptable to the planners to the Board for consideration.
Size and style of windows along Beech Avenue	Sizes have been reviewed and window sizes reduced. Options of Alu Clad, timber or uPVC style of windows can be considered. They will be casement style windows so they can be cleaned from the inside on lower and upper ground floor levels and are cost effective. Windows will have safety catches on them and balustrades on those on the lower levels.
Internal Layouts	Floor areas have been reviewed and where possible reduced in order to improve the financial viability of the new build proposals. Within wheelchair accessible properties regulations do allow for a shower room to be accessible from a kitchen/living area.

	<p>For the Wheelchair Amenity Flats - Housing for Varying Needs and relevant regulations are being adhered to by Camerons. The layout in the 1bed amenity flat can be used if preferred for both 1bed and 2bed amenity flats. The storage area for the wheelchair in the 2bed amenity flat would need to be relocated to somewhere else in the house ie a cupboard. This storage space has to be provided for.</p> <p>This will be put in place for 10 x 2 bed amenity flats. Internal layout does not have an impact on the planning application. Can be wheelchair friendly rather as full blown wheelchair usage. This can be revisited at a later stage.</p> <p>Amenity flats and the wheelchair unit will have open plan kitchens/living rooms to allow for freedom of movement.</p>
Heating Source	<p>Still considering air source heat pumps for individual dwellings and district air source heat pump for the amenity block. The pumps will be located to the rear of the properties. Charges levied for the district air source heat pump will be part of the rent and service charges for tenants in the amenity block. ASHPs are connected to the individual dwelling electricity meter. Although radiators are required to be a bit bigger the room sizes can accommodate this.</p> <p>There is also ground source heat pumps that can be considered. Running costs for ASHP should be much cheaper as they are installed in newbuilds. ASHP is a good system and economical for Tenants. If ground source heat pumps installed WH would benefit financially from this.</p>
Walls and/or hedges	<p>In discussions with Wardell Armstrong. Looking at fencing for boundaries to the rear of properties and green space leading on to hard surface at the front. Looking to reduce the use of walls as much as possible.</p>

The question was raised as to whether these new properties will be affordable to Tenants. As per the 4 new properties purchased in Jedburgh the rents will be charged accordingly but will remain within the rent affordability bracket.

Comments received from Scottish Borders Council Officials

SBC are broadly supportive of the application, proposal of house type mix is ok now that more daylight along Beech Avenue has been introduced.

The Roads Department have requested more green space where possible, particularly at the far end of Beech Avenue (in front of block 9 in the plans). They have also asked for 115% parking provisions. 115% can be provided but 112% would then allow for bin stances to be put in place in front of the building, discreetly placed and away from the roadside. This would need to be agreed with the Roads Department.

Update on the Planning Application

SBC are happy with the application in principle. These updated plans have been shared with SBC as well as WH to allow more time for feedback. SBC have informed that due to backlog of work because of Covid-19 and a major windfarm planning application at the moment the detailed planning application from WH will not be considered by the Planning Committee until February 2021.

Following this meeting the updated drawings will be submitted asap and any other refinements will be dealt with at a later stage. As the suggested changes are not significant there will be no requirement for any renotifications. Whilst it is disappointing that there is to be a delay in consideration of the detailed planning application it will not slow down related work which will

continue to be carried out.

Building Warrant applications will go in (due to the principal support of the SBC) alongside the updated drawings.

Playpark Space – awaiting written confirmation from SBC that no developer contribution required as it is owned by the LRA.

The Demolition Warrant application has been approved.

Camerons Architects had a few questions and queries for the Board:

Questions	Response
Are dishwasher spaces to be provided for in every property? 2 storey houses have space provision at the moment but this can be amended and a further kitchen unit can be installed in its place.	No dishwasher space to be provided for in cottage and amenity flats however they will be provided in all other property types.
Design guide refers to 926mm pass doors, in wheelchair and amenity properties (larger than normal), but for all other properties it would be 826mm pass doors.	Agreed.
Showers	All showers provided will be level access Shower rooms will be provided to amenity and wheelchair units and for properties where allowance has been made for two bathrooms. Ground floor cottage flats to have a shower room rather than bath.
Wheelchair House – to have a standard kitchen or a wheelchair user friendly kitchen?	Standard kitchen, further discussion to take place on the Wheelchair House as a different family may now require it. Standard kitchens will also be fitted to the 2 bed amenity units.
Amenity Block – allow for sprinklers? This is not a regulatory requirement. Can allow for it within plans but if costs do not allow they can be removed at a later stage.	Agreed.
Cottage Flats – allowed for private stair rather than a communal stair as more cost effective.	Agreed.
Open plan kitchen/dining rooms	To be provided in the amenity and wheelchair units.

Next Step

- Submit updated plans – get approvals – progress with the programme
- Sign off planning conditions
- Continue with work to submit the Building Warrant Stage A application.

Board Members agreed to go ahead with the suggested next steps.

The Chair thanked Camerons for attending the meeting.

David welcomed everyone to the final Board meeting of this somewhat strange year.

1.	Apologies
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There were no apologies for the meeting.

2.	Declarations of Interest
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Declarations of Interest were submitted from:

- CEO, OD, CSM & EA in respect of Item 6 – Annual Bonus.
- CS & RS (Board Members) for Item 8 - Rent and Service Charge Increase Consultation.

3.	Board Minutes of 27.10.20
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The Minutes of the Meeting held on Tuesday 27 October 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
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The Board Members noted the Action Point Tracker.

5.	Upper Langlee - Progress
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	Report to: Waverley Housing Board 24 November 2020	Item No: 5
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Title:	Upper Langlee - Progress
Date:	17 November 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

6	Annual Bonus
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	Report to: Waverley Housing Board 24 November 2020	Item No: 6
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Title:	Annual Bonus
Date:	10 November 2020
Responsible Person:	Corporate Services Manager
This report is for:	APPROVAL

PURPOSE & SUMMARY

To consider the payment of a bonus to employees, in accordance with the Policy on Annual Bonus.

When considering whether to award an annual bonus, the Board will have due regard to the performance of the budget and will determine the level of payment to employees.

RECOMMENDATION

Members of the Board are requested to consider the possible payment of an annual bonus, with the distribution of payments being made in accordance with the Annual Bonus Policy.


IMPLICATIONS

Legal Requirements:	There are no legal compliance requirements in reaching the recommendations included in the report.	
Financial Implications:	There direct financial implications arising from the recommendations are set out in Section 4.3 of this 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 an annual bonus to all eligible members of staff and agreed the waiving of the Bradford Factor condition for this year only.
Noted	N/A
Subject to	N/A

7.	Review of Former Tenant Debt – Bad Debt Write Off
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	Report to: Waverley Housing Board 24 November 2020	Item No: 7
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Title:	Review of Former Tenant Debt – Bad Debt Write-off
Date:	10 November 2020
Responsible Person:	Corporate Services Manager
This report is for:	APPROVAL

PURPOSE & SUMMARY

A review of former tenant debt has taken place with a number of those debts, with a value of over £1,000, being highlighted as unable to be recovered. We have been using a firm who specialises in the collection of former tenant debt. However, in these instances we have been advised that recovery will not be possible.

RECOMMENDATION

The Board is requested to consider the attached list (see Appendix 1) and approve their write off in the financial accounts. A record of the debt remains in our Housing Management System should the debtor be located at a future date.

IMPLICATIONS

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

Financial Implications:
 There direct financial implications arising from the recommendations are set out in Section 4.3 of this 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
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Equality Impact Assessment	Yes	No <input checked="" type="checkbox"/>
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APPENDICES

Appendix 1	Former Tenant - Proposed Bad Debt Write-off
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OUTCOME

Approved	The Board Members approved the write off of £60,893.99 in the financial accounts.
Noted	N/A
Subject to	N/A

8.	Rent and Service Charge Increase Consultation
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	Report to: Waverley Housing Board 24 November 2020	Item No: 8
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Title:	Rent and Service Charges Increase Consultation
Date:	17 November 2020
Responsible Person:	Operations Director
This report is for:	APPROVAL

PURPOSE OF REPORT

To outline an approach to considering rent and service charge increases for the 2021/22 financial year.

RECOMMENDATION

To seek approval to apply a rent and service charge increase of 2.1% in the 2021/22 financial year.

IMPLICATIONS

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

Financial Implications:
 The level of proposed rent increases and service charge increases will recoup sufficient levels of income to meet our forecast level of expenditure in the 2021/22 financial year.

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

Staffing:

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

Consultation	Relevant staff have been consulted about this proposal.
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Equality Impact Assessment	Yes	No <input checked="" type="checkbox"/> X
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APPENDICES

Appendix 1	Draft Consultation Questionnaire
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OUTCOME

Approved	The Board Members approved the progression of the consultation exercise with tenants on the proposed rent and service charges to apply in 2020/21 and to consider the feedback obtained before reaching a final decision in this connection.
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Noted	N/A
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Subject to	N/A
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9.	Annual Assurance Statement
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	Report to: Waverley Housing Board 24 November 2020	Item No: 9
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Title:	Annual Assurance Statement – Covering Report
Date:	16 November 2020
Responsible Person:	Chief Executive
This report is for:	APPROVAL

PURPOSE & SUMMARY

The purpose of the report is to confirm that the Board of Waverley Housing has reviewed, and assessed, a comprehensive bank of evidence to support the undernoted recommendation and assures that Waverley Housing is compliant with the Regulatory Standards of Governance and Financial Management and the requirements of Chapter Three of the Regulatory Framework.

RECOMMENDATION

The Board is asked to authorise the Chair of Waverley Housing to sign and submit a compliant Annual Assurance Statement to the Scottish Housing Regulator for 2020.

IMPLICATIONS

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

Financial Implications:
 There direct financial implications arising from the recommendations are set out in Section 4.3 of this 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
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Equality Impact Assessment	Yes	No <input checked="" type="checkbox"/>
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APPENDICES

OUTCOME

Approved	The Board Members approved the signing of the compliant Annual Assurance Statement to the Scottish Housing Regulator for 2020 by the Chair of the Board.
Noted	N/A
Subject to	N/A

10.	Adaptation Request
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	Report to: Waverley Housing Board 24 November 2020	Item No: 10
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Title:	Adaptation Request
Date:	17 November 2020
Responsible Person:	Operations Director
This report is for:	APPROVAL

PURPOSE & SUMMARY

To provide Board Members with details of a major adaptations request.

RECOMMENDATION

Board Members are requested to consider the request and approve in principle the submission of a grant funding application for this major adaptation subject to various criteria being met.

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: n/a

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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APPENDICES

Appendix One	Report from Occupational Therapist
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OUTCOME

Approved	The Board Members approved the authorization of Officers to research costs and funding to be able to, in principle, take this application forward.
Noted	N/A
Subject to	N/A

11.	Register of Cheque Signatories
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	Report to: Waverley Housing Board 24 November 2020	Item No: 11
Title:	Register of Cheque Signatories	
Date:	13 November 2020	
Responsible Person:	Corporate Services Manager	
This report is for:	APPROVAL	
PURPOSE & SUMMARY		
<p>To update the Register of Cheque Signatories following the retirement of the Business Support Manager.</p> <ul style="list-style-type: none"> i. Removal of Margaret Hogg (Business Support Manager) ii. Addition of Linda Borthwick (Finance Officer) 		
RECOMMENDATION		
Members of the Board are requested to consider and approve the amendments to the Register of Cheque Signatories.		
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 set out in Section 4.1 of this 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 change of signatory.	
Noted	N/A	
Subject to	N/A	

12.	Review of Policies, Plans & Strategies
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	Report to: Waverley Housing Board 24 November 2020	Item No: 12
TITLE		
Title:	Review of Policies	
Date:	12 November 2020	
Responsible Person:	Chief Executive/Operations Director	
This report is for:	APPROVAL	
TITLE		
REVIEW OF DOCUMENT		
1. Allocations Policy	The Allocation Policy has been updated to include specific reference to the amenity housing which will be provided in Upper Langlee, Galashiels	
2. Home Loss & Disturbance Payment Policy	Minor changes.	
3. Rent Arrears Policy	Updated to include references to Universal Credit and miscellaneous minor changes.	
4. Risk Management Policy	The Management Team has reviewed the Policy and has considered the requirement for a specific Covid related risk reference. It is considered that Covid is unlikely to increase the likelihood of a risk occurring e.g. a fire, but that it may impact upon the company's ability to deal with it. Similarly, Covid, is unlikely to directly increase the impact of a risk occurrence, but may make response and recovery more problematic.	
APPENDICES		
Appendix 1	Allocations Policy	
Appendix 2	Home Loss and Disturbance Payment Policy	
Appendix 3	Rent Arrears Policy	
Appendix 4	Risk Management Policy	
OUTCOME		
Approved	The Board Members approved the Policies detailed above.	
Noted	N/A	
Subject to	N/A	

13.	Board Members 2021-2022 Meeting Schedule
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	Report to: Waverley Housing Board 24 November 2020	Item No: 13
Title:	Board Members 2021-2022 Meeting Schedule	
Date:	16 November 2020	
Responsible Person:	Chief Executive	
This report is for:	NOTING	
PURPOSE OF REPORT		
The purpose of the report is to provide the Board with an update on the proposed meeting schedule for 2021/22 and which incorporates a series of proposed development sessions.		
OUTCOME		
Approved	Board Members noted the Meeting Schedule for 2021-2022.	
Noted	N/A	
Subject to	N/A	

14.	Performance Reports
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The Board Members noted the performance reports.

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:

[Scottish Social Housing Charter: Headline National Analysis and Landlord Reports](#)
 Link provided for BMs to review the report.

The Board Members noted the report.

17.	Minutes of Committee Meetings
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AICC Minutes of 10.11.20 were noted.

18. Equality Impact Assessment

During discussion of the foregoing agenda items the following item was identified:

- Discussed the principle of helping a family with disabilities.

19. Risk Assessment

During discussion of the foregoing agenda items the following item was identified:

- Decanting of UL tenants causing delays in the demolition and newbuild phase of the Upper Langlee Project.

20. Communications to Stakeholders

During discussion of the foregoing agenda items the following items were identified:

- Staff to be informed of the Annual Bonus.
- Tenant Consultation for Rent Increase.
- Update Tenants – adaptations request.
- AAS letter to Regulator.

21. Notifiable Events

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

22. For Information

There were no items circulated for information during the period of time from this meeting to the meeting prior.

- Lawmail via email on 2.11.20

23. Date of Next Meeting

Tuesday 26th January 2021.

David wished everyone a happy and safe Christmas.

Certified as an accurate record

_____ **Chair**

_____ **Company Secretary**

_____ **Date**