



Meeting: BOARD MEETING

Date & Time: Tuesday 26th January 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) (RD)
Eileen Frame (Board Member) (EF)
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)

The Chair opened the meeting wishing everyone a Happy New Year and hoping for a better year in 2021.

1. Apologies

Apologies were received from Ray Sneddon and Billy Robson.

2. Declarations of Interest

In respect of Item 6 – Rent and Service Charge Increase, CS declared an interest.

3. Board Minutes of 24.11.20

The Minutes of the Meeting held on Tuesday 24 November 2020 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

Item 10 - Adaptation Request

There has been a site visit carried out which identified 3 options looking at extending either the bedroom or kitchen to have a shower room added. Provisional costings have been compiled and WH will apply to Scottish Government for funding. There are no guarantees the funding will be received and if the funding is awarded it will not be until the 2021/22 financial year. The family have been made aware of this.

4. Board Action Point Tracker

The Board Members noted the Action Point Tracker.

5.	Upper Langlee - Progress
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	Report to: Waverley Housing Board 26 January 2021	Item No: 5
Title:	Upper Langlee - Progress	
Date:	15 January 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.
Subject to	N/A



Report to:
Waverley Housing Board
26 January 2021

Item No:
6

Title:	Rent and Service Charge Increases from 5 April 2021
Date:	18 January 2021
Responsible Person:	Gregor Booth, Operations Director
This report is for:	APPROVAL

PURPOSE & SUMMARY

To update Board Members on the recent rent and service charge increase consultation and to seek agreement on the level of rent and service charge increases to apply for the 2021/22 financial year.

RECOMMENDATION

The Board is requested to approve the various rent and service charge increases from 5 April 2021 as detailed in 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 4.1. 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 significant impact upon staffing arrangements.

Risk Assessment:

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

Consultation	All tenants have been consulted about the rent and service charge increase proposals and the results of this exercise are attached at Appendix One.	
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Equality Impact Assessment	Yes	No <input checked="" type="checkbox"/>
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OUTCOME

Approved	The Board Members approved the rent and service charge increases to take effect in the 2021/22 financial year.
Noted	N/A
Subject to	N/A

APPENDICES

Appendix One	Rent and Service Charge Increase Consultation Summary
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7.	Planned Maintenance Programme 2021/2022
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	Report to: Waverley Housing Board 26 January 2021	Item No: 7
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Title:	Planned Maintenance Programme 2021/22
Date:	18 January 2021
Responsible Person:	Property Services Manager
This report is for:	APPROVAL

PURPOSE & SUMMARY

To advise Board Members on the proposed planned maintenance programme for the 2021/22 financial year.

RECOMMENDATION

Board Members are asked to approve the draft planned maintenance programme for 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 financial implications are included in part 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:
 The programme will be completed by current staff and sub-contractors as required.

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 planned maintenance programme for the 2021/2022 financial year.
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Noted	N/A
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Subject to	N/A
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APPENDICES

Appendix 1	Draft Planned Maintenance Programme 2021-22
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Appendix 2	Options Appraisals for contract awards
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8.	Cyclical Maintenance Programme 2021/2022
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	Report to: Waverley Housing Board 26 January 2021	Item No: 8
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Title:	Cyclical Maintenance Programme 2021/22
Date:	18 January 2021
Responsible Person:	Property Services Manager
This report is for:	APPROVAL

PURPOSE & SUMMARY

To advise Board Members of proposals for the delivery of the cyclical maintenance programme during the 2021/22 financial year.

RECOMMENDATION

Board Members are asked to approve the draft cyclical maintenance programme for 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 financial implications are included in part 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:
 The programme will be completed by current staff and sub-contractors as required

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 cyclical maintenance programme for the 2021/2022 financial year.
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Noted	N/A
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Subject to	N/A
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APPENDICES

Appendix 1	Draft Cyclical Maintenance Programme 2021-22
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9.	Appointment of Internal Auditors
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	Report to: Waverley Housing Board 26 January 2021	Item No: 9
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Title:	Appointment of Internal Auditors
Date:	14 January 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 continue the appointment of Wylie & Bisset as Internal Auditors.

RECOMMENDATIONS

The Board is asked to approve the continuation of Wylie & Bisset as Internal Auditors for the period between 1st April 2021 and 31st March 2023. The Board is also asked to note compliance with the Waverley Housing Procurement Strategy and to authorise the Chief Executive, to sign a letter of engagement between Waverley Housing and Wylie & Bisset in respect of the provision of internal audit services, to the end of March 2023.

IMPLICATIONS

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

Financial Implications:
 Provision for independent internal audit services is included in the Waverley Housing annual budget.

Legislative/Regulatory or Companies Act Requirements:
 There is no regulatory requirement to appoint independent internal auditors however, it is consistent with best practice and represented best value for Waverley Housing.

Staffing:
 There are no direct staffing implications arising 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"/> X
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OUTCOME

Approved	The Board Members approved the continuation of appointment of Wylie + Bisset as Internal Auditors til March 2023.
Noted	N/A
Subject to	N/A


10.	Tenant Reward Scheme Review	
	Report to: Waverley Housing Board 26 January 2021	Item No: 10
Title:	Tenant Reward Scheme Review	
Date:	8 January 2021	
Responsible Person:	Operations Director	
This report is for:	APPROVAL	
PURPOSE & SUMMARY		
To review the existing Tenant Reward Scheme and to consider the reallocation of budgets from the Tenant Reward Scheme to the Tenant Support Fund.		
RECOMMENDATION		
To consider and decide on the various recommendations proposed.		
IMPLICATIONS		
Legal Requirements: All necessary legal requirements have been complied with in reaching the recommendations included in the report.		
Financial Implications: Budgets allocated to the Tenant Reward Scheme to be reallocated to the Tenant Support Fund.		
Legislative/Regulatory or Companies Act Requirements: Where necessary, relevant legislation, regulatory provisions or companies act requirements are referenced in the report.		
Staffing: Staff time will be saved in administering the various awards whilst more staff time can be devoted to the Tenant Support Fund.		
Risk Assessment: This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan.		
Consultation	Customer Review Panel consulted.	
Equality Impact Assessment	Yes	No X
OUTCOME		
Approved	The Board Members approved the recommendations, the deletion of the Tenant Reward Scheme Policy from 31.3.21 and the budget for the Tenant Reward Scheme to be reallocated to the Tenant Support Fund.	
Noted	N/A	
Subject to	N/A	

11.	Review of Policies, Plans & Strategies
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	Report to: Waverley Housing Board 26 January 2021	Item No: 11
TITLE		
Title:	Review of Policies	
Date:	13 January 2021	
Responsible Person:	Corporate Services Manager	
This report is for:	APPROVAL	
TITLE		
REVIEW OF DOCUMENT		
IT Strategy	No significant changes. Document updated to reflect current position and progress made over last year.	
OUTCOME		
Approved	The Board Members approved the IT Strategy.	
Noted	N/A	
Subject to	N/A	
APPENDICES		
Appendix 1	IT Strategy	

12.	EPB Requests	
	Report to: Waverley Housing Board 26 January 2021	Item No: 12
Title:	Granting of Tenancy (2)	
Date:	13 January 2021	
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		
<p>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.</p> <p>Members of the Board are asked to grant approval to the Chair to sign the Entitlements, Payments and Benefits Request Forms Dated 11 & 14 December 2020 and in respect of the properties identified in the report.</p> <p>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.</p>		
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	N/A	
Noted	The Board Members ratified the granting of the 2 tenancies.	
Subject to	N/A	
APPENDICES		
Appendix 1	EPB Guidance Notes – Granting of Tenancy	

13.	Installation of Air Source Heat Pumps
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	Report to: Waverley Housing Board 26 January 2020	Item No: 13
Title:	Installation of Air Source Heat Pumps	
Date:	13 January 2021	
Responsible Person:	Operations Director	
This report is for:	NOTING	

PURPOSE & SUMMARY
<p>To provide Board Members with an update on the status of the installation of air source heat pumps programme.</p>

OUTCOME	
Approved	N/A
Noted	The Board members noted the report.
Subject to	N/A

14. Performance Reports

The Board Members noted the content of the monthly November 2020 and December 2020 and the Quarterly October-December 2020 KPI Performance Reports.

The KPI Summary Page is available on the WH website.

15. Chairs Items

None.

16. Chief Executive Items

The Board Members were asked to note the contents of the report which includes notes on the following:

Correspondence from Minister for Local Government, Housing and Planning

The Board Members noted the report.

A report noted recently in the local paper was discussed re rat infestation at a WH property. WH staff went out and removed rubbish outside the property concerned and carried out repairs to the neighbouring properties to prevent rat access. WH staff and Environmental Health spoke to the Tenant giving them information on how to dispose of rubbish which was part of the cause of the rat infestation. WH Housing Officer carried out a follow up visit through the week and there was more rubbish. A bigger bin has been requested for this tenant and the Housing Officer is working with the Tenant to address the issues. A reminder letter has been issued to WH tenants in the area seeking their cooperation in disposing of rubbish in the correct manner.

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 the following item was identified:

- Rent and service charge increase to Tenants.

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.

- CIH Virtual Conference (Scottish Housing Festival) - 9/10 March 2021 – who would like to attend? Let June know if they want to take part.
- Lawmail via email on 2.11.20.

23.	Date of Next Meeting
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Tuesday 23rd February 2021.