



Meeting: BOARD MEETING
Date & Time: Tuesday 23rd February 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)
Billy Robson (Board Member) (BR)
Rita Stenhouse (Board Member) (RS)
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

Apologies were received from Ray Sneddon.

2. Declarations of Interest

In respect of Item 6 – Pay Award from CEO, OD, CSM & EA.

3. Board Minutes of 26.1.21

The Minutes of the Meeting held on Tuesday 26 January 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.

CEO updated on Board Member recruitment – confirming there is one notified interest which will be followed up on and there are another 2 potential forms of interest. Once the CEO has confirmation of any further developments he will make contact with the Chair to set up a meeting with the prospective candidates.

5.	Upper Langlee - Progress
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	Report to: Waverley Housing Board 23 February 2021	Item No: 5
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Title:	Upper Langlee – Progress
Date:	15 February 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	The Board agreed the change to 35 years. In due course the Purchase of Properties Policy will be submitted to the Board for approval of this change.
Noted	The Board Members noted the report and further updates.
Subject to	N/A

APPENDICES

Appendix One	Proposed Demolition Phasing Plan
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		Report to: Waverley Housing Board 23 February 2021	Item No: 6
Title:	Pay Award 2021/2022		
Date:	15 February 2021		
Responsible Person:	Corporate Services Manager		
This report is for:	APPROVAL		
PURPOSE & SUMMARY			
<p>The purpose of this report is to provide information to members of the Board to enable them to consider awarding a “cost of living” increase to employees’ salary levels.</p> <p>Appendix 1 summarises some of the options available in terms of salary awards. The Draft Annual Budget 2021/2022 (Appendix 2) has assumed an increase of 1.3% (October 2020 Retail Price Index Inflation).</p>			
RECOMMENDATION			
The Board is asked to consider and discuss the contents of the report and to consider making a cost-of-living award for 2021/2022.			
IMPLICATIONS			
Legal Requirements:			
There are no legal compliance requirements in reaching 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:			
Payroll staff to process any pay award.			
Risk Assessment:			
This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan.			
Consultation:			
None.			
Equality Impact Assessment:	Yes - applies equally to all staff	No	
OUTCOME			
Approved	The Board Members approved a cost of living award of 1.5%.		
Noted	N/A		
Subject to	N/A		
APPENDICES			
Appendix 1	Salary Award Options 2021/2022		
Appendix 2	Draft Annual Budget 2021/2022		

7.	Proposed Key Performance Indicators (KPIs) 2021/2022
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	Report to: Waverley Housing Board 23 February 2021	Item No: 7
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Title:	Proposed Key Performance Indicators (KPIs) 2021/22
Date:	9 February 2021
Responsible Person:	Operations Director
This report is for:	APPROVAL

PURPOSE & SUMMARY

To provide Board Members with information on the current KPI's and proposals for the KPI's and targets to apply in the 2021/22 financial year.

RECOMMENDATION

Board Members are requested to consider and approve the KPI's to apply 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:
 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:
 No significant impact.

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 proposed KPI targets with the above changes for 2021/22.
Noted	N/A
Subject to	N/A

APPENDICES

Appendix 1	Key Performance Indicators 2021/22
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8.	Review of Policies, Plans & Strategies
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	Report to: Waverley Housing Board 23 February 2021	Item No: 8
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Title:	Review of Policies, Plans & Strategies
Date:	10 February 2021
Responsible Person:	Chief Executive / Operations Director
This report is for:	APPROVAL

TITLE	REVIEW OF DOCUMENT
Delegated Authority and Reporting Guidelines	The Delegated Authority and Reporting Guidelines have been updated to reflect the 2021 calendar year. There are no material changes proposed to the authority and reporting relationship between committees.
Complaints Policy	The review date for this policy is being brought forward (from June 21) to February 2021 to coincide with the review of the Complaints Handling Procedure. There are minimal changes to the Policy however, it has been updated to include a description of who constitutes a complainant and to acknowledge that often, complainants are silent until proactively contacted by the company e.g. a tenant satisfaction survey.
Home Working Policy (NEW)	Given the increased numbers of staff working from home it is considered that the development of a new Policy on Home Working would be helpful both to line managers and staff in outlining how various measures relating to working from home would be managed.

OUTCOME	
Approved	The Board Members approved the above documents.
Noted	N/A
Subject to	N/A

APPENDICES	
Appendix 1	Delegated Authority and Reporting Guidelines
Appendix 2	Complaints Policy
Appendix 3	Home Working Policy (NEW)

9. Performance Reports

The Board Members noted the Performance Reports.

10. Chairs Items

None.

11. Chief Executive Items

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

Coronavirus Update

Following the update on 23.2.21 this update is out of date but was relevant at the time of distribution.

Regional Economic Partnership

WH have been invited to take part.

Sustainable procurement in the South of Scotland's RSL sector

For information.

The Board Members noted the report and appendices.

12. Minutes of Committee Meetings

None

13. Equality Impact Assessment

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

14. Risk Assessment

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

15. Communications to Stakeholders

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

- Pay Award to Staff

16. Notifiable Events

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

17.	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 10.02.21.

18.	Date of Next Meeting
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Tuesday 30th March 2021.