



**Meeting: BOARD MEETING**  
**Date & Time: Tuesday 30<sup>th</sup> March 2021 at 5:00pm**  
**Venue: Virtual via Microsoft Teams Conference Call**

**Present:** David Gordon (Chair)  
George Young (Vice Chair)  
Ronnie Dumma (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)

**1. Apologies**

Apologies were received from Billy Robson and Eileen Frame.

**2. Declarations of Interest**

None.

**3. Board Minutes of 23.2.21**


The Minutes of the Meeting held on Tuesday 23 February 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.

<b>5.</b>	<b>Upper Langlee - Progress</b>
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	<b>Report to:</b> <b>Waverley Housing Board</b> <b>30 March 2021</b>	<b>Item No:</b> <b>5</b>
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<b>Title:</b>	Upper Langlee – Progress
<b>Date:</b>	22 March 2021
<b>Responsible Person:</b>	Operations Director
<b>This report is for:</b>	<b>NOTING</b>

<b>PURPOSE &amp; SUMMARY</b>
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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.


<b>OUTCOME</b>
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<b>Approved</b>	N/A
<b>Noted</b>	The Board Members noted the report and further updates.
<b>Subject to</b>	N/A

<b>APPENDICES</b>
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Appendix One	Pre-Construction Plan
Appendix Two	Cost Plan
Appendix Three	Architects Illustrations

<b>6.</b>	<b>Estate Regeneration – Upper Langlee, Galashiels</b>
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	<b>Report to:</b> <b>Waverley Housing Board</b> <b>30 March 2021</b>	<b>Item No:</b> <span style="font-size: 2em;"><b>6</b></span>
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<b>Title:</b>	Estate Regeneration - Upper Langlee, Galashiels
<b>Date:</b>	17 March 2021
<b>Responsible Person:</b>	Operations Director
<b>This report is for:</b>	<b>APPROVAL</b>

<b>PURPOSE &amp; SUMMARY</b>
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To update Board Members on procurement options available in relation to the demolition and new build elements of the estate regeneration plans for Upper Langlee.

<b>RECOMMENDATION</b>
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Board Members are requested to note the contents of the report and to approve the use of the Employers Agent MB Langmuir Hay to seek the most economically advantageous tender for both the demolition and new build works at Upper Langlee.

<b>IMPLICATIONS</b>
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**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 significant impacts.

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


<b>Consultation</b>	Relevant staff have been consulted.
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<b>Equality Impact Assessment</b>	Yes	No <input checked="" type="checkbox"/>
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<b>OUTCOME</b>
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<b>Approved</b>	<b>The Board Members approved the use of the Employers Agent MB Langmuir Hay to seek the most economically advantageous tenders for both the demolition and new build works at Upper Langlee through Find a Tender Service.</b>
<b>Noted</b>	N/A
<b>Subject to</b>	N/A

<b>7.</b>	<b>Use of Ark Consultancy</b>
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	<b>Report to:</b> <b>Waverley Housing Board</b> <b>30 March 2021</b>	<b>Item No:</b> <span style="font-size: 2em;">7</span>
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<b>Title:</b>	Use of Ark Consultancy
<b>Date:</b>	17 March 2021
<b>Responsible Person:</b>	Operations Director
<b>This report is for:</b>	<b>APPROVAL</b>

<b>PURPOSE &amp; SUMMARY</b>
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To provide Board Members with an update on our use of Ark Consultancy and to outline options for our continued use of a Consultant to support Waverley staff with our estate regeneration plans for Upper Langlee.

<b>RECOMMENDATION</b>
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Board Members are requested to note the contents of the report and agree to continue to use Ark Consultancy to provide support as outlined in paragraph 2.3 of the report subject to an annual review of their performance being undertaken.

<b>IMPLICATIONS</b>
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**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 Section 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:**  
Relevant staff have been consulted

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

<b>Consultation</b>	Relevant Staff have been consulted
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<b>Equality Impact Assessment</b>	Yes	No <input checked="" type="checkbox"/>
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<b>OUTCOME</b>
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<b>Approved</b>	The Board Members approved the continuation of Ark Consultancy to provide support on the terms outlined in the report and subject to an annual review of their performance being undertaken.
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<b>Noted</b>	N/A
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<b>Subject to</b>	N/A
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<b>8.</b>	<b>Annual Budget 2021/2022</b>
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	<b>Report to:</b> <b>Waverley Housing Board</b> <b>30 March 2021</b>	<b>Item No:</b> <b>8</b>
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<b>Title:</b>	Annual Budget 2021/2022
<b>Date:</b>	17 March 2021
<b>Responsible Person:</b>	Corporate Services Manager
<b>This report is for:</b>	<b>APPROVAL</b>

<b>PURPOSE &amp; SUMMARY</b>
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To consider the Annual Budget for the forthcoming financial year.

<b>RECOMMENDATION</b>
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The Board is asked to consider and approve the Annual Budget for 2021/2022 which was presented to the AICC at their meeting on 16 March 2021 and recommended for approval.

<b>IMPLICATIONS</b>
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<b>Legal Requirements:</b> There are no legal compliance requirements in reaching the recommendations included within this report.	
<b>Financial Implications:</b> Detailed financial implications are included in Appendix 1.	
<b>Legislative/Regulatory or Companies Act Requirements:</b> Where necessary, relevant legislation, regulatory provisions or companies act requirements are referenced in the report.	
<b>Staffing:</b> Finance staff to input budget.	
<b>Risk Assessment:</b> This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan.	
<b>Consultation:</b>	None
<b>Equality Impact Assessment:</b>	Yes - applies equally to all staff. <span style="float: right;">No</span>

<b>OUTCOME</b>
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Approved	<b>The Board Members approved the Annual Budget for 2021/2022.</b>
Noted	N/A
Subject to	N/A

<b>APPENDICES</b>
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Appendix 1	2021/2022 Draft Revenue Budget and Cash Flow
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<b>9.</b>	<b>Financial Plan</b>
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	<b>Report to:</b> <b>Waverley Housing Board</b> <b>30 March 2021</b>	<b>Item No:</b> <span style="font-size: 2em;"><b>9</b></span>
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<b>Title:</b>	Financial Plan 2021
<b>Date:</b>	17 March 2021
<b>Responsible Person:</b>	Corporate Services Manager
<b>This report is for:</b>	<b>APPROVAL</b>

<b>PURPOSE &amp; SUMMARY</b>
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The company's long term financial plans and forecasts are set out in the Financial Plan. The Financial Plan has been reviewed and takes into consideration the current Business Plan and the Draft Budget for 2021/2022.

<b>RECOMMENDATION</b>
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Members of the Board are asked to consider and approve the Financial Plan 2021 which was presented to the AICC at their meeting on 16 March 2021 and recommended for approval.

<b>IMPLICATIONS</b>
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**Legal Requirements:**  
There are no legal compliance requirements in reaching the recommendations included within this report.

**Financial Implications:**  
Detailed financial implications are included in Appendix 1.

**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.

<b>Consultation:</b>	None
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<b>Equality Impact Assessment:</b>	Yes - applies equally to all staff.	No
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<b>OUTCOME</b>
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Approved	<b>The Board Members approved the Financial Plan for 2021.</b>
Noted	N/A
Subject to	N/A

<b>APPENDICES</b>
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Appendix 1	Financial Plan 2021
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<b>10.</b>	<b>Review of Former Tenant Debt – Bad Debt Write Off</b>
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	<b>Report to:</b> <b>Waverley Housing Board</b> <b>30 March 2021</b>	<b>Item No:</b> <span style="font-size: 2em;"><b>10</b></span>
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<b>Title:</b>	Review of Former Tenant Debt – Bad Debt Write-off
<b>Date:</b>	10 March 2021
<b>Responsible Person:</b>	Corporate Services Manager
<b>This report is for:</b>	<b>APPROVAL</b>

**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.

<b>Consultation</b>	N/A	
<b>Equality Impact Assessment</b>	Yes	No <b>X</b>


**OUTCOME**

<b>Approved</b>	<b>The Board Members approved the bad debt write off.</b>
<b>Noted</b>	N/A
<b>Subject to</b>	N/A

**APPENDICES**

<b>Appendix 1</b>	Former Tenant - Proposed Bad Debt Write-off
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<b>11.</b>	<b>Planned Maintenance Programme 2021/2022</b>
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	<b>Report to:</b> <b>Waverley Housing Board</b> <b>30 March 2021</b>	<b>Item No:</b> <span style="font-size: 2em;"><b>11</b></span>
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<b>Title:</b>	Planned Maintenance Programme 2021/22
<b>Date:</b>	16 March 2021
<b>Responsible Person:</b>	Operations Director
<b>This report is for:</b>	<b>APPROVAL</b>

**PURPOSE & SUMMARY**

To update Board Members on a proposed change to the planned maintenance programme for 2021/22.

**RECOMMENDATION**

Board Members are requested to note the contents of the report and to approve the reallocation of £74,200 from the EESSH element of the 2021/22 planned maintenance programme to the electrical safety inspections element of the programme.

**IMPLICATIONS**


<b>Legal Requirements:</b>	All necessary legal requirements have been complied with in reaching the recommendations included in the report.	
<b>Financial Implications:</b>	The financial implications are included in Paragraph 5 of the report.	
<b>Legislative/Regulatory or Companies Act Requirements:</b>	Where necessary, relevant legislation, regulatory provisions or companies act requirements are referenced in the report.	
<b>Staffing:</b>	There are no significant impacts upon staff.	
<b>Risk Assessment:</b>	This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan.	
<b>Consultation</b>	Relevant staff have been consulted.	
<b>Equality Impact Assessment</b>	Yes	No <input checked="" type="checkbox"/>

**OUTCOME**

<b>Approved</b>	The Board Members approved the reallocation of funds from the EESSH element of the 2021/2022 planned maintenance programme to the electrical safety inspections element of the programme.
<b>Noted</b>	N/A
<b>Subject to</b>	N/A



<b>12.</b>	<b>Review of Policies, Plans and Strategies</b>
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	<b>Report to:</b> <b>Waverley Housing Board</b> <b>30 March 2021</b>	<b>Item No:</b> <span style="font-size: 2em;"><b>12</b></span>
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<b>Title:</b>	Review of Policies, Plans, Strategies & Handbook
<b>Date:</b>	10 March 2021
<b>Responsible Person:</b>	Chief Executive / Operations Director
<b>This report is for:</b>	<b>APPROVAL</b>

TITLE	REVIEW OF DOCUMENT
i. Governance Handbook	Updated to cover company review, the incorporation of SFHA annual updates to GBMs remits and any updates to policies contained within the handbook. In relation to the AAS Improvement Plan, section 5.6 whistleblowing has been referenced to in the Board Member Learning & Development Strategy (2020-2025).
ii. People Strategy	Please see separate covering report.
iii. Tenancy Sustainment Strategy	No significant changes. Suggested change of frequency of review to 5 years in line with other Strategy review dates.
iv. Tenants Right to Compensation Policy	No significant changes. One sentence moved from paragraph 2.2 to paragraph 1.1. to read better.
v. Purchase of Property Policy	Updated to reflect a change to the timescales over which the NPV calculation will be based and streamlining of the method of assessing properties to purchase. This is an interim update therefore review date will remain the same.
vi. Notifiable Events Policy (New)	As per AAS SG1 requirement am NE Policy has been adopted by WH.
vii. Community Engagement Annual Review 2020/21 & 2021/22 Action Plan	Details of Community Engagement activities undertaken in 2020/21 provided and plans for Community Engagement activities in 2021/22 provided.

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

APPENDICES	
Appendix 1	Governance Handbook
Appendix 2	People Strategy + Covering Report
Appendix 3	Tenancy Sustainment Strategy
Appendix 4	Tenants Right to Compensation Policy

Appendix 5	Purchase of Properties Policy
Appendix 6	Notifiable Events Policy (New)
Appendix 7	Community Engagement Annual Review 2020/2021
Appendix 8	Community Engagement Action Plan 2021/2022

### 13. Performance Reports

The Board Members noted the Performance Reports for February 2021.

### 14. Chair's Items

None.

### 15. Chief Executive Items

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

#### Coronavirus Update

Further updates have been put in place since the report was sent out. At present it is set for 26<sup>th</sup> April for the return to working in homes, there are approx. 200 outstanding repairs. Additional staff will be required to work in the office to support this. At the moment there are up to 8 members of staff in the office, therefore at maximum capacity at the moment. Scottish Government Route map suggesting by last day of June relaxation of work from home restrictions though not everyone will be able to return immediately as social distancing will still be required.

#### Scottish Government Housing to 2040 Route Map

Link provided in report to access report.

#### SFHA Fuel Support Fund

WH are participating in the SFHA Fuel Support Fund through a Borders based RSL bid, led by Eildon HA. The total value of the bid is £450k split into two strands. WH are directly involved in delivering a fund to support tenants in extreme fuel poverty. To date WH's Welfare Benefits Advisor has identified fuel debt within WH's tenants to the sum of £12,000 of the £24,000 notionally allocated to WH. There is a clear criteria in the fund application to follow albeit it loose. WH's WBA, Housing Officers and Social Workers are involved in identifying tenants in fuel debt.

The Chair noted the need for robust assessment and verification criteria in allocating the fund. Further updates on this fund will be shared with the Board.

Engagement Plan for SHR – added to the papers on receipt after the main papers were distributed to the Board.

CEO will report back to SHR that the Board has approved the Financial Plan.

### 16. Minutes of Committee Meetings

The Board Members noted the AICC Minutes of 16.3.21 and subsequently the Annual Report on the Operation of Delegated Authority and the AICC Self-Assessment Report for information.

The chair of the AICC reported that it was a very constructive meeting on the 16.3.21, internal auditors were present and reported on 2 aspects, in both regards the reports were quite strong with minor recommendations.

The Committee looked in detail at the:

- Risk Register and APT's;
- Reviewed the internal and external audit plans;
- Forthcoming Internal Audit will cover – covid 19 and working practices;
- A final area, to be identified by the Executive Team will be added to the Internal Audit Plan for 2021/22;
- Looked at the Self Assessment of the AICC, generally a fairly robust committee.

The Board Members noted the AICC Minutes and the reports presented.

#### **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 there were no new Risk Assessments identified.

#### **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 01.03.21.

#### **22. Date of Next Meeting**

Tuesday 27<sup>th</sup> April 2021, Development Session 3:00-5:00pm followed by Board Meeting at 5:00pm.