



**Meeting:** BOARD MEETING  
**Date & Time:** Tuesday 30 November 2021 @ 5:00pm  
**Venue:** Virtual via Microsoft Teams Conference Call

**Present:** David Gordon (Chair) (DG)  
Ronnie Dumma (Vice Chair) (RD)  
Kate Christie (Board Member) (KC)  
Ian Davidson (Board Member) (ID)  
Billy Robson (Board Member) (BR)  
Rita Stenhouse (Board Member) (RS)  
Christine Stewart (Board Member) (CS)  
Garyth Thomas (Board Member) (GT)  
Julie Watson (Board Member) (JW)  
George Young (Board Member) (GY)

**In Attendance:** Fraser Kelly (Chief Executive/Company Secretary) (CEO)  
Gregor Booth (Operations Director) (OD)  
Reuben Basak (Corporate Services Manager) (CSM)  
June Wilson (Executive Support Officer) (ESO)

Due to the Chair having technical problems the Vice Chair started the meeting.

**1. Apologies for Absence**

There were no apologies for absence.

**2. Declarations of Interest**

Fraser Kelly, Gregor Booth, Reuben Basak and June Wilson declared an interest regarding Item 12 – Annual Bonus.

**3. Minutes of Previous Board Meeting (26.10.21)**

The Minutes of the Meeting held on Tuesday 26 October 2021 were approved and will be signed by the Chair and Company Secretary as being an accurate record of the meeting.

Matters Arising from Minutes not on the Agenda or APT  
None.

The Chair, having resolved his technical problems resumed chairing of the meeting.

**4. Board Action Point Tracker**

The Board Members noted the Action Point Tracker.

**5. Upper Langlee - Progress Report****Report to:  
Waverley Housing  
Board  
30 November 2021****Item No:  
5****Title:** Upper Langlee – Progress**Date:** 23 November 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 and updates.**Subject to** N/A**APPENDICES****Appendix 1** Planning Conditions Action Point Tracker**Appendix 2** Updated Cost Plan


**6. Replacement of Executive Team Post – Operations Director**

		<b>Report to:</b> <b>Waverley Housing Board</b> <b>30 November 2021</b>	<b>Item No:</b> <b>6</b>
<b>Title:</b>	Replacement of Executive Team Post – Operations Director		
<b>Date:</b>	18 November 2021		
<b>Responsible Person:</b>	Chief Executive		
<b>This report is for:</b>	<b>APPROVAL</b>		
<b>PURPOSE &amp; SUMMARY</b>			
The purpose of the report is to seek Board approval for the replacement of the Executive Team Post of Operations Director.			
<b>RECOMMENDATION</b>			
The Board of Waverley Housing is asked to approve the appointment of the Waverley Housing Property Services Manager as Acting Operations Director and for a minimum period of 6 months effective from 1 <sup>st</sup> January 2022.			
<b>IMPLICATIONS</b>			
<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 dependent upon the route adopted in replacing the post of Operations Director.			
<b>Legislative/Regulatory or Companies Act Requirements:</b> Where necessary, relevant employment law legislation, will be taken into consideration when developing the approach.			
<b>Staffing:</b> The current postholder of Operations Director, has confirmed their intention to retire in March 2022. The report draws upon the Waverley Housing Recruitment and Selection Policy and the Waverley Housing People Plan.			
<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	X	No
<b>OUTCOME</b>			
<b>Approved</b>	<b>The Board Members approved the appointment of the Waverley Housing Property Services Manager as Acting Operations Director for a minimum period of 6 months effective from 1<sup>st</sup> January 2022.</b>		
<b>Noted</b>	N/A		
<b>Subject to</b>	N/A		
<b>APPENDICES</b>			
<b>Appendix 1</b>	Waverley Housing Operations Director – Job Profile		


**7. SONIA Transition Amendment Agreement**

		<b>Report to:</b> <b>Waverley Housing Board</b> <b>30 November 2021</b>	<b>Item No:</b> <b>7</b>
<b>Title:</b>	SONIA Transition Amendment Agreement		
<b>Date:</b>	19 November 2021		
<b>Responsible Person:</b>	Corporate Services Manager		
<b>This report is for:</b>	<b>APPROVAL</b>		
<b>PURPOSE &amp; SUMMARY</b>			
To consider and approve certain amendments to the existing Facility Agreement in order to document the mechanics for the change in floating rate interest basis from LIBOR to SONIA as set out in the SONIA Transition Amendment Agreement.			
<b>RECOMMENDATION</b>			
Board Members are asked to consider the contents of this report and to approve the SONIA Transition Amendment Agreement which is substantially in its final form and to approve the Officer's Certificate.			
<b>IMPLICATIONS</b>			
<b>Legal Requirements:</b> The legal requirements are included in paragraph 4 of 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> None.			
<b>Risk Assessment:</b> Low.			
<b>Consultation:</b>	N/A		
<b>Equality Impact Assessment:</b>	Yes	No	X
<b>OUTCOME</b>			
<b>Approved</b>	<b>The Board Members approved the SONIA Transition Amendment Agreement which is substantially in its final form and approved the Officer's Certificate.</b>		
<b>Noted</b>	N/A		
<b>Subject to</b>	N/A		
<b>APPENDICES</b>			
Appendix 1	Draft SONIA Transition Amendment Agreement		
Appendix 2	Officer's Certificate		
Appendix 3	Example Minute Extract		

**8. Review of Former Tenant Debt - Bad Debt Write Off**

		<b>Report to:</b> <b>Waverley Housing Board</b> <b>30 November 2021</b>	<b>Item No:</b> <b>8</b>
<b>PURPOSE &amp; SUMMARY</b>			
<p>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.</p>			
<b>RECOMMENDATION</b>			
<p>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.</p>			
<b>IMPLICATIONS</b>			
<b>Legal Requirements:</b>			
There are no legal compliance requirements in reaching the recommendations included in the report.			
<b>Financial Implications:</b>			
There direct financial implications arising from the recommendations are set out in Section 4.3 of this 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 direct staffing requirements in reaching the recommendations included in the report			
<b>Risk Assessment:</b>			
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>
<b>OUTCOME</b>			
<b>Approved</b>	<b>The Board Members approved the write off in the financial accounts.</b>		
<b>Noted</b>	N/A		
<b>Subject to</b>	N/A		
<b>APPENDICES</b>			
<b>Appendix 1</b>	Former Tenant - Proposed Bad Debt Write-off		

**9. Rent & Service Charge Increase Consultation**

		<b>Report to:</b> <b>Waverley Housing Board</b> <b>30 November 2021</b>	<b>Item No:</b> <b>9</b>
<b>Title:</b>	Rent and Service Charges Increase Consultation		
<b>Date:</b>	17 November 2021		
<b>Responsible Person:</b>	Operations Director		
<b>This report is for:</b>	<b>APPROVAL</b>		
<b>PURPOSE OF REPORT</b>			
To outline an approach to considering rent and service charge increases for the 2022/23 financial year.			
<b>RECOMMENDATION</b>			
To seek approval to apply a rent and service charge increase of 4.9% in the 2022/23 financial year.			
<b>IMPLICATIONS</b>			
<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 level of proposed rent increases and service charge increases will recoup sufficient levels of income to meet our forecast level of expenditure in the 2022/23 financial year.			
<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>			
<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 about this proposal.		
<b>Equality Impact Assessment</b>	Yes	No	X
<b>OUTCOME</b>			
<b>Approved</b>	<b>The Board Members approved the consultation exercise with tenants on the proposed rent and service charges to apply in 2022/23 and to consider the feedback obtained before reaching a final decision in this connection.</b>		
<b>Noted</b>	N/A		
<b>Subject to</b>	N/A		
<b>APPENDICES</b>			
Appendix 1	Draft Consultation Questionnaire		
Appendix 2	Draft Consultation Questionnaire – 2&4 Sommerville Way		
Appendix 3	Draft Consultation Questionnaire - 6&8 Sommerville Way		
Appendix 4	Draft Consultation Questionnaire – Beech Avenue, Galashiels		
Appendix 5	Draft Consultation Questionnaire – Larch Grove & Laurel Grove, Galashiels		

10. Options Appraisal – 2, 4, 6 East Port, Melrose



**Report to:**  
**Waverley Housing Board**  
**30 November 2021**

**Item No:**  
**10**

**Title:** Option Appraisal – 2,4,6 East Port, Melrose

**Date:** 23 November 2021

**Responsible Person:** Operations Director

**This report is for:** **APPROVAL**

**PURPOSE & SUMMARY**

To provide Board Members with details of an option appraisal exercise undertaken for 2,4 and 6 East Port Melrose.

**RECOMMENDATION**

Board Members are requested to note the contents of the report and to authorise officers to proceed with whichever option they wish to select.

**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:**

No impact on staffing.

**Risk Assessment:**

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

**Consultation**

Relevant staff and our lender have been consulted

**Equality Impact Assessment**

Yes

No  X

**OUTCOME**

**Approved** The Board Members approved Option two and the reletting of 4 and 6 Eastport and the sale of 2 Eastport

**Noted** N/A


**Subject to** N/A

**APPENDICES**

Appendix One Valuation Reports – 2,4 and 6 East Port Melrose


Appendix Two Options Appraisal

<b>11.</b>	<b>Eildon Housing Association – Repairs and Maintenance Contract</b>
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	<b>Report to:</b> <b>Waverley Housing Board</b> <b>30 November 2021</b>	<b>Item No:</b> <b>11</b>
<b>Title:</b>	Eildon Housing Association - Repairs and Maintenance Contract	
<b>Date:</b>	22 November 2021	
<b>Responsible Person:</b>	Operations Director	
<b>This report is for:</b>	<b>APPROVAL</b>	
<b>PURPOSE &amp; SUMMARY</b>		
This report provides Board Members with an update on negotiations with Eildon Housing Association (EHA) on the terms of a continued extension to the current repairs and maintenance contract.		
<b>RECOMMENDATION</b>		
Board Members are requested to note the contents of this report and to authorise officers to terminate the current repairs and maintenance contract with EHA.		
<b>IMPLICATIONS</b>		
<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> Some staff would be able to focus on other tasks once the contractual obligation to undertake repairs and maintenance work for EHA is removed.		
<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"/>
<b>OUTCOME</b>		
<b>Approved</b>	N/A	
<b>Noted</b>	OD to approach Eildon with increased figure and report back to the Board.	
<b>Subject to</b>	N/A	



<b>12.</b>	<b>Annual Bonus</b>
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	<b>Report to:</b> <b>Waverley Housing Board</b> <b>30 November 2020</b>	<b>Item No:</b> <span style="font-size: 2em;"><b>12</b></span>
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<b>Title:</b>	Annual Bonus
<b>Date:</b>	10 November 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 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.

<b>RECOMMENDATION</b>
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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.


<b>IMPLICATIONS</b>
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<b>Legal Requirements:</b>	There are no legal compliance requirements in reaching the recommendations included in the report.	
<b>Financial Implications:</b>	There direct financial implications arising from the recommendations are set out in Section 4.3 of this 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 direct staffing requirements in reaching the recommendations included in the report	
<b>Risk Assessment:</b>	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 <input checked="" type="checkbox"/>

<b>OUTCOME</b>
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<b>Approved</b>	<b>The Board Members approved the annual bonus payment.</b>
<b>Noted</b>	N/A
<b>Subject to</b>	N/A

**13. Review of Handbooks, Policies, Plans & Strategies**

	<b>Report to:</b> <b>Waverley Housing Board</b> <b>30 November 2021</b>	<b>Item No:</b> <b>13</b>
<b>Title:</b>	Review of Handbooks, Policies, Plans & Strategies	
<b>Date:</b>	22 November 2021	
<b>Responsible Person:</b>	Chief Executive/Operations Director/Corporate Services Manager	
<b>This report is for:</b>	<b>APPROVAL</b>	
<b>TITLE</b>		
<b>REVIEW OF DOCUMENT</b>		
Disclosure Handbook  Estate Management Policy  Internal Decoration of Properties Policy  Recharges Policy  Use of Company Vehicles Policy	<p>All documents relating to GDPR combined into a handbook, Worknest carried out a review on the documents prior to this completion and no substantive changes. GDPR changed to read UKGDPR.</p> <p>A new section on domestic CCTV systems has been added to provide guidance on how requests from tenants to install such systems should be progressed</p> <p>No changes</p> <p>Minor updates provided e.g. to recognise that the option of seeking a prosecution for criminal damage may be appropriate in serious cases, clarifying the details of rechargeable works on invoices issued and providing more information on estimated court costs where a case is to be taken to court.</p> <ol style="list-style-type: none"> <li>1. Confirmation that policy does not form part of employee's contract of employment.</li> <li>2. Removal of right for van/pickup drivers to request private use of their vehicle.</li> </ol> <p>These changes are recommended to prevent reoccurrence of a situation recently experienced whereby:</p> <p>Following a vehicle breakdown, the company was short of a van. Two tradesmen were on annual leave at the time and the company had expected to utilise one of these vehicles. However, both tradesmen had elected to use the vehicles for private use and were not willing to make them available to the company.</p> <p>Had a one-off solution not presented itself, the company would have been forced to hire a van.</p>	

OUTCOME	
Approved	The Board Members approved the documents listed above.
Noted	N/A
Subject to	N/A
APPENDICES	
Appendix 1	Disclosure Handbook
Appendix 2	Estate Management Policy
Appendix 3	Internal Decoration of Properties Policy
Appendix 4	Recharges Policy
Appendix 5	Use of Company Vehicles Policy

14.	<b>PESTLE Analysis</b>
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	<b>Report to:</b> <b>Waverley Housing Board</b> <b>30 November 2021</b>	<b>Item No:</b> <b>14</b>
<b>Title:</b>	PESTLE Analysis	
<b>Date:</b>	21 November 2021	
<b>Responsible Person:</b>	Chief Executive	
<b>This Report is for:</b>	<b>NOTING</b>	
PURPOSE & SUMMARY		
<p>The purpose of the reports is to provide the Board with an update on the current analysis of a series of indicators, in the form of a PESTLE analysis, but highlighting actions taken by the Management Team in each of those areas.</p> <p>The Board Members are asked to note the content of the report and to highlight areas where additional risks prevail, or action could be taken.</p>		
OUTCOME		
Approved	N/A	
Noted	The Board Members noted the update to the PESTLE.	
Subject to	N/A	
APPENDICES		
Appendix 1	PESTLE Update	

**15. Performance Reports (October 2021)**

**Report to:**  
**Waverley Housing Board**  
**30 November 2021**

**Item No:**  
**15**

**Title:** Performance Reports

**Date:** 22 November 2021

**Responsible Person:** Chief Executive

**This Report is for:** **NOTING**

**PURPOSE & SUMMARY**

The purpose of these reports is to update Board Members of the operational performance for:

- Monthly (October 2021)

The Board Members are asked to note the content of the reports.

**OUTCOME**

**Approved** N/A

**Noted** The Board Members noted the performance reports.

**Subject to** N/A

**APPENDICES**

Appendix 1 Monthly Performance Reports (October 2021)

**16. Chair's Items**

The Chair reported that he had attended the official opening of the new extra care development - Wilkie Gardens in Galashiels by Eildon on Friday 26/10/21.

**17. Chief Executive's Items**

The Chief Executive spoke to the report covering:

- Coronavirus Update; No idea what the new variant is likely to bring to the table.
- Reopening of office for Board meetings in the future. Seek to reopen after the new year break. The new variant may have an impact on this. Suspect the reopening of the office will not be on a full time basis may be on certain days (ie for public access). For Board meetings get round the table as early as we possibly can, though it will probably be part virtual, part physical. All about safety.

- Scottish Gov't Fuel Poverty Fund; Another round of £2M, first round worked well albeit not everyone has spent all the funds from the first round. If successful there will be substantial funds to access for fuel poverty.
- Community renewable bid – approved project, WH may need to withdraw from this, CEO will keep Board updated.

The Board Members noted the CEO report.

#### **18. Minutes of Committee Meetings**

None

#### **19. Equality Impact Assessment**

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

#### **20. Risk Assessment**

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

#### **21. Communication to Stakeholders**

During discussion of the foregoing agenda items the following to be reported to the Stakeholders.

- Rent Consultation to Tenants
- EHA – Repairs and Maintenance Contract
- Staff to be informed of annual bonus.

#### **22. Notifiable Events**

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

#### **23. For Information**

The following item was circulated for information during the period of time from this meeting to the meeting prior.

- Scotland's Housing Festival 2022 information via email on 23.11.21. Resend under both email addresses.

#### **24. Date of Next Meeting**

Board meeting Tuesday 25<sup>th</sup> January 2022 at 5pm

The Chair wished everyone a happy festive season, healthy new year and to keep safe. Will hopefully see everyone in person on Burns night (next Board Meeting – 25<sup>th</sup> January 2021).