



Meeting: BOARD MEETING

Date & Time: Tuesday 25 January 2022 at 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)
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)
Carole Yallop (Acting Operations Director) (AOD)
Reuben Basak (Corporate Services Manager) (CSM)
June Wilson (Executive Support Officer) (ESO)

The Chair wished everyone a happy new year and welcomed Carole Yallop along to the meeting, as Acting Operations Director.

Margaret Spalding passed away, Carole will check out where the funeral is, and if possible a representative from the Company will attend the funeral in recognition of her time spent on Waverley Housing Board as Chair.

Recognition of Burns Night – David gave a few lines from one of Rabbin Burns’s poems.

1. Apologies for Absence

Apologies were received from Billy Robson.

2. Declarations of Interest

Declarations of interest were noted for:

- David Gordon – Item 11 – Sale of Land Kelso.
- Kate Christie - Item 8 – Planned Maintenance Programme for 22/23 and Item 13 – IT Strategy (annual review).
- Christine Stewart – Item 7 – Rent and Service Charge Increases from 4 April 2022.
- Carole Yallop - Item 10 – Recruitment to The Property Services Managers position.

3. Minutes of Previous Board Meeting (30.11.21)

The Minutes of the Meeting held on Tuesday 30 November 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.

4. Board Action Point Tracker

The Board Members were requested to note the Action Point Tracker.

OD updated on Item 6 – Options Appraisal – 2, 4, 6 East Port, Melrose

No.2 East Port - OD liaising with solicitor for it to be sold and the Home Report is close to completion There is some damp in the property so a further report will be carried out which will be made available to potential purchasers. It has a valuation of £50,000.


Nos 4 & 6 East Port - accommodation in process of being let out.

The Board Members noted the APT.

5. Upper Langlee - Progress Report

The Board Members noted the report and authorised Officers to accept the quote from SGN once the outstanding queries have been dealt with and provided any revised quote is no greater than £146,328 inclusive of VAT.

6. Upper Langlee Funding Update

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|  | | Report to: Waverley Housing Board 25 January 2022 | Item No: 5 |
| Title: | | | |
| | | Upper Langlee – Progress | |
| Date: | | | |
| | | 17 January 2022 | |
| 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 | | |
| APPENDICES | | | |
| Appendix One | Consultation Questionnaire and results | | |

7. Rent and Service Charge Increase

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|  | | Report to: Waverley Housing Board 25 January 2022 | Item No: 7 |
| Title: | | | |
| | | Rent and Service Charge Increases from 4 April 2022 | |
| Date: | | | |
| | | 12 January 2022 | |
| Responsible Person: | | | |
| | | 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 2022/23 financial year. | | | |
| RECOMMENDATION | | | |
| The Board is requested to approve the various rent and service charge increases from 4 April 2022 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. | | |
| Equality Impact Assessment | Yes | No | X |
| OUTCOME | | | |
| Approved | The Board Members approved the rent and service charge increases from 4 April 2022 as detailed in the report. | | |
| Noted | N/A | | |
| Subject to | N/A | | |
| APPENDICES | | | |
| Appendix One | Rent and Service Charge Increase Consultation Summary | | |

8. Planned Maintenance Programme 2022/23

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|  | | Report to: Waverley Housing Board 25 January 2022 | Item No: 8 |
| Title: | | Planned Maintenance Programme 2022/23 | |
| Date: | | 11 January 2022 | |
| Responsible Person: | | Property Services Manager | |
| This report is for: | | APPROVAL | |
| PURPOSE & SUMMARY | | | |
| To advise Board Members on the proposed planned maintenance programme for the 2022/23 financial year. | | | |
| RECOMMENDATION | | | |
| Board Members are asked to approve the draft planned maintenance programme for the 2022/23 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 | |
| Equality Impact Assessment | | Yes | No <input checked="" type="checkbox"/> |
| OUTCOME | | | |
| Approved | The Board Members approved the draft planned maintenance programme for 2022/23. | | |
| Noted | N/A | | |
| Subject to | N/A | | |
| APPENDICES | | | |
| Appendix 1 | Draft Planned Maintenance Programme 2022-23 | | |
| Appendix 2 | Options Appraisals for contract awards | | |

9. Cyclical Maintenance Programme 2022/23

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|  | | Report to: Waverley Housing Board 25 January 2022 | Item No: 9 |
| Title: | | Cyclical Maintenance Programme 2022/23 | |
| Date: | | 12 January 2022 | |
| 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 2022/23 financial year. | | | |
| RECOMMENDATION | | | |
| Board Members are asked to approve the draft cyclical maintenance programme for the 2022/23 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 | | |
| Equality Impact Assessment | Yes | No | X |
| OUTCOME | | | |
| Approved | The Board Members approved the draft cyclical maintenance programme for 2022/23. | | |
| Noted | N/A | | |
| Subject to | N/A | | |
| APPENDICES | | | |
| Appendix 1 | Draft Cyclical Maintenance Programme 2022-23 | | |

10. The Replacement of Property Services Manager Role

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|  | | Report to: Waverley Housing Board 25 January 2022 | Item No: 10 |
| PURPOSE & SUMMARY | | | |
| The purpose of the report is to seek Board approval for the replacement of the Property Services Manager's role. | | | |
| RECOMMENDATION | | | |
| The Board of Waverley Housing is asked to approve the recruitment of a Property Services Manager and in line with the attached job profile. | | | |
| 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 dependent upon the route adopted in replacing the post of Operations Director. | | | |
| Legislative/Regulatory or Companies Act Requirements: Where necessary, relevant employment law legislation, will be taken into consideration when developing the approach. | | | |
| Staffing: Relevant staff have been consulted on the content of the report. | | | |
| Risk Assessment: This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan. | | | |
| Consultation | Relevant staff have been consulted. | | |
| Equality Impact Assessment | Yes | No | X |
| OUTCOME | | | |
| Approved | The Board Members approved the recruitment of a Property Services Manager. | | |
| Noted | N/A | | |
| Subject to | N/A | | |
| APPENDICES | | | |
| Appendix 1 | Waverley Housing Property Services Manager's – Job Profile | | |

11. Sale of Land - Kelso



Report to:
Waverley Housing Board
25 January 2022

Item No:
11

Title: Sale of Land - Kelso

Date: 11 January 2022

Responsible Person: Operations Director

This report is for: **APPROVAL**

PURPOSE & SUMMARY

To provide Board Members with details of a request to purchase an area of common amenity ground in Oakfield Court, Kelso.

RECOMMENDATION

Board Members are requested to approve the sale of an area of common amenity ground to The Owner at 6 Paddock Court, Kelso on the conditions listed at paragraph 7.1.

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

Risk Assessment:

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

Consultation Residents in the Oakfield Court feu area have been consulted about this request to purchase an area of common amenity ground.

Equality Impact Assessment Yes No X

OUTCOME

Approved **The Board Members approved the sale of the area of common amenity ground to the owner on the conditions listed in 7.1 of the report.**

Noted N/A

Subject to N/A

APPENDICES


Appendix 1 Map

Appendix 2 Photographs


12. Eildon Housing Association - Repairs and Maintenance Contract

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|  | | Report to: Waverley Housing Board 25 January 2022 | Item No: 12 |
| PURPOSE & SUMMARY | | | |
| Title: | | Eildon Housing Association - Repairs and Maintenance Contract | |
| Date: | | 12 January 2022 | |
| Responsible Person: | | Operations Director | |
| This report is for: | | APPROVAL | |
| PURPOSE & SUMMARY | | | |
| 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. | | | |
| RECOMMENDATION | | | |
| 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. | | | |
| 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: Some staff would be able to focus on other tasks once the contractual obligation to undertake repairs and maintenance work for EHA is removed. | | | |
| Risk Assessment: This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan. | | | |
| Consultation | Relevant staff have been consulted. | | |
| Equality Impact Assessment | Yes | No <input checked="" type="checkbox"/> | |
| OUTCOME | | | |
| Approved | The Board Members approved the termination of the contract and authorised officers to terminate the current repairs and maintenance contract with EHA. | | |
| Noted | N/A | | |
| Subject to | N/A | | |

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| 13. | Review of Handbooks, Policies, Plans & Strategies |
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|  | Report to: Waverley Housing Board 25 January 2022 | Item No: 13 |
| TITLE | | |
| Title: | Review of Handbooks, Policies, Plans & Strategies | |
| Date: | 13 January 2022 | |
| Responsible Person: | Corporate Services Manager | |
| This report is for: | APPROVAL | |
| REVIEW OF DOCUMENT | | |
| IT Strategy | The IT Strategy is substantially unchanged. It has been updated to reflect the current position. The summary and action plan have also been updated. | |
| OUTCOME | | |
| Approved | The Board Members approved the IT Strategy. | |
| Noted | N/A | |
| Subject to | N/A | |
| APPENDICES | | |
| Appendix 1 | IT Strategy | |

14. Health & Safety Executive – Improvement Notice

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|  | | Report to: Waverley Housing Board 25 January 2022 | Item No: 14 |
| Title: Health and Safety Executive – Improvement Notice | | | |
| Date: 6 January 2022 | | | |
| Responsible Person: Operations Director | | | |
| This report is for: NOTING | | | |
| PURPOSE & SUMMARY | | | |
| To provide an update on the outcome of the personal injury claim submitted by a member of staff against Waverley Housing. | | | |
| OUTCOME | | | |
| Approved | N/A | | |
| Noted | The Board Members noted the report. | | |
| Subject to | N/A | | |
| APPENDICES | | | |
| Appendix One | Health and Safety Executive – Improvement Notice Board Report – August 2018. | | |

15. Performance Reports Monthly - November and December 2021 and Quarterly Oct-December 2021

The Board Members noted the Monthly Performance Reports for November and December 2021 and the Quarterly Report for October – December 2021.

16. Chair's Items

None.

17. Chief Executive's Items

The Chief Executive spoke to the report covering:

- **Coronavirus Update;**
Following the announcement earlier today (25.1.22) the working from home guidance will be been lifted from 31.1.22. WH will look at the business need, the logistics of bringing staff back into the office and employees' personal preferences. Public access to the office will be reviewed and initially by appointment only and then possibly opening for 3 mornings a week.

- SHR Health and Safety Survey
As per Q3 of this survey evidence has been reviewed through various avenues ie annual review of H&S statement; information in performance reports ie KPI 09 – Gas servicing; Updated Risk Management Report which is scrutinised by AICC.
- Social Housing Fuel Support Fund Bid – 2022
Rent increase and fuel poverty – bid put in from Eildon (confirmation received Thursday 27th January 2022 that the bid has been successful)
- Borders Employability and Mentoring Programme (BEAM)
- Zero Carbon Social Housing in South Scotland

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 and Service Charge Increases – Tenants to be notified.
- Repairs and Maintenance Contract – Eildon Housing Association to be notified.
- Sale of Land - owner applying to purchase the land to be notified.

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.

- Delegated Authority and Reporting Guidelines via email notification that it was placed on onedrive on 06.01.22
- Scotland's Housing Festival 2022 information via email on 25.01.22 – change of dates.

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| 24. | Date of Next Meeting |
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Board meeting Tuesday 22nd February 2022 at 5pm