



Meeting: BOARD MEETING
Date & Time: Tuesday 22 February 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)
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)
Carole Yallop (Acting Operations Director) (AOD)
Reuben Basak (Corporate Services Manager) (CSM)
June Wilson (Executive Support Officer) (ESO)

Chair welcomed everyone to what is hoped to be the last full virtual teams meeting with the Scottish Government relaxing the work from home guidance. It is proposed that the March Board meeting will take place in the office.

As there has not been the opportunity for up to date photographs to be taken for id badges and website usage a photograph session will be scheduled prior to the meeting for those attending physically.

1. Apologies for Absence

There were no apologies for absence.

2. Declarations of Interest

Declarations of interest were noted for:

- Item 9 – Workforce Budget and Pay Award by Fraser Kelly, Gregor Booth, Reuben Basak, Carole Yallop and June Wilson.

3. Minutes of Previous Board Meeting (25.01.22)

The Minutes of the Meeting held on Tuesday 25 January 2022 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:

Eildon Housing Contract

OD updated that an email was received from Eildon accepting the termination of contract. OD meeting with Eildon on Friday 25.2.22 to discuss. Whether WH have to complete the 6 month termination period or not will be discussed at this meeting.

Recruitment of Property Services Manager

Closing date of Friday 25.2.22. Interviews will take place the week beginning 7.3.22.

2, 4, 6 East Port, Melrose

There has been an offer of £50k for 2 East Port, Melrose placed. As the planning permission documentation for replacement of windows in 2011 was unavailable, WH paid a £150 fee to have an indemnity policy put in place. Awaiting formal lending approval from Barclays and then a date of entry will be agreed. Use of property – looks like it will be let out by the buyer. This is not a notifiable event to the SHR. No.4 & 6 have been relet to tenants and to date there have been no reports of any anti-social behaviour or any other issues


Financing of Upper Langlee - Demolition and New Build Project

Noted member request to discuss the UL resource requirement under Agenda Item 5.


4. Board Action Point Tracker

The Board Members noted the Action Point Tracker.

5. Upper Langlee - Progress Report

	Report to: Waverley Housing Board 22 February 2022	Item No: 5
Title:	Upper Langlee – Progress	
Date:	15 February 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. In addition Board Members are requested to approve the acceptance of quotes received from SGN and SP Energy Networks.		
OUTCOME		
Approved	The Board Members approved authorisation for the officers to accept the quote from SGN for £121,940 and the quote from SP Energy Networks for £153,734.70 once the query on the VAT element of this cost is resolved.	
Noted	N/A	
Subject to	N/A	


6. Appointment of Demolition Contractor

		Report to: Waverley Housing Board 22 February 2022	Item No: 6
Title:	Appointment of Demolition Contractor		
Date:	11 February 2022		
Responsible Person:	Operations Director		
This report is for:	APPROVAL		
PURPOSE & SUMMARY			
To provide Board Members with information relating to the demolition phasing plan and details of a proposed approach towards the appointment of a demolition contractor for phase 1 of the demolition phasing plan.			
RECOMMENDATION			
Board Members are requested to note the contents of the report and to approve the commencement of the procurement of a demolition contractor in April 2022.			
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: Staff members will be involved in the assessment of tender submissions from demolition contractors.			
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	
OUTCOME			
Approved	The Board Members approved the commencement of the procurement of a demolition contractor in April 2022.		
Noted	N/A		
Subject to	N/A		
APPENDICES			
Appendix One	Demolition Phasing Plan		


7. Sale of Land - Kelso

		Report to: Waverley Housing Board 22 February 2022	Item No: 7
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 on the conditions listed at paragraph 7.1 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 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 this area of common amenity ground on the conditions stated in the report at section 7.1.		
Noted	N/A		
Subject to	N/A		
APPENDICES			
Appendix 1	Original Map		
Appendix 2	Revised Map		
Appendix 3	Photographs		


8. Proposed Key Performance Indications (KPIs) 2022/2023

		Report to: Waverley Housing Board 22 February 2022	Item No: 8
Title:		Proposed Key Performance Indicators (KPIs) 2022/23	
Date:		9 February 2022	
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 2022/23 financial year.			
RECOMMENDATION			
Board Members are requested to consider and approve the KPI's to apply in 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: 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.	
Equality Impact Assessment		Yes	No <input checked="" type="checkbox"/>
OUTCOME			
Approved	Board Members approved the changes proposed to no.s 1-5 of the KPI's for 2022/23 and to retain 3.50% as the target for KPI 13.		
Noted	N/A		
Subject to	N/A		
APPENDICES			
Appendix 1	Key Performance Indicators 2022/23		


9. Workforce Budget & Pay Award 2022/2023

		Report to: Waverley Housing Board 22 February 2022	Item No: 9
Title:		Workforce Budget & Pay Award 2022/2023	
Date:		8 February 2022	
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 2022/2023 (Appendix 2) has assumed an increase of 4.0% (October 2021 Retail Price Index Inflation less 2%).</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 2022/2023.			
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 Approved a 5% cost of living pay award for 2022/2023.		
Noted	N/A		
Subject to	N/A		
APPENDICES			
Appendix 1	Salary Award Options 2022/2023		
Appendix 2	Draft Revenue Budget & Cashflow 2022/2023		

10.	Review of Handbooks, Policies, Plans & Strategies
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	Report to: Waverley Housing Board 22 February 2022	Item No: 10
TITLE		
Title:	Review of Handbooks, Policies, Plans & Strategies	
Date:	8 February 2022	
Responsible Person:	Operations Director	
This report is for:	APPROVAL	
TITLE		
REVIEW OF DOCUMENT		
Project Management Policy (NEW)	Policy recommended by Internal Auditors when Review of Upper Langlee Refurbishment Programmed Audit was carried out in December 2021.	
OUTCOME		
Approved	The Board Members approved the Project Management Policy.	
Noted	N/A	
Subject to	the agreed change at section 6.1.	
APPENDICES		
Appendix 1	Project Management Policy	

11. EESSH2 Programme of Works 2022-23

		Report to: Waverley Housing Board 22 February 2022	Item No: 11
Title:		EESSH2 Programme of Works -2022/23	
Date:		9 February 2022	
Responsible Person:		Operations Director	
This report is for:		APPROVAL	
PURPOSE & SUMMARY			
To provide Board Members with details of options to install various energy efficiency measures which can constitute the basis of a funding application to the Scottish Government Net Zero Heat Fund.			
RECOMMENDATION			
Board Members are requested to note the contents of the report and to approve the submission of a grant funding application to the Net Zero Heat Fund as outlined 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 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 impact upon staff.			
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
OUTCOME			
Approved	Board Members approved the submission of a grant funding application to the Net Zero Heat Fund and if successful Warmworks be employed to carry out the work.		
Noted	N/A		
Subject to	N/A		

12. Performance Reports (January 2022)

The Board Members noted the Monthly Performance Reports for January 2022.

AOD informed the Board that the Planned Maintenance annual forecast budget for Bathrooms should read £160,000 and actual spend to date is £77,134.

13. Chair's Items

The Chair informed the Board that himself and the AOD attended the funeral of Margaret Spalding in Hawick.

The Chair suggested that a presentation on Welfare Benefits to the Board Members on how it affects tenants and staff be put in place to bring them up to date on this topic. This will be implemented.

14. Chief Executive's Items

The Chief Executive spoke to the report covering:

- Coronavirus Update – further update today, face coverings will no longer be a legal requirement and will be converted to guidance from 21st March. Therefore masks will not be required to be worn at the March Board Meeting. Going forward it has been established that majority of staff would like to work a hybrid working arrangement.
- Fuel Bank Foundation - Fuel Crisis Report 2022
CEO confirmed that further award of funding under the SFHA Social Housing Fuel Poverty Fund had been advised. WH share will be £36,000. Challenges remain in engaging tenants to take part in the fund and this was becoming more resource intensive. Going forward, a number of options will be considered:
 - The offer of a fuel bank voucher to new tenants
 - Contact made to tenants to offer help by WH staff – Housing Officers, Welfare Benefits Officer, Tenant Support Worker;
 - Geographical targeting
 - This topic will be discussed at the next BHN CEO meeting
 - Information will be shared on social media and the next WH Newsletter due to be issued within the next short while

KC explained that initial contact/engagement is the hardest as WH is seen as authority and trying to gain the trust is another big issue. KC will feedback with any other ideas she feels will be of any assistance in this area to WH.

The Board have requested regular updates in the Chief Executive Report on this item.

- Local Housing Strategy 2023-28

The Board Members noted the CEO report.

15. Minutes of Committee Meetings

None.

16. Equality Impact Assessment

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

17. Risk Assessment

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

18. Communication to Stakeholders

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

- Cost of Living Rise Pay Award - Staff

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.

- Change of date of CIH Conference to 19-20 May via email on 12.1.22.
- Estate Walkabouts information via email on 8.2.22 & 22.2.22 – information now available on onedrive – Estate Walkabouts.

24. Date of Next Meeting

Tuesday 29th March 2022
Development Session 3:00 – 5:00pm
Light Refreshments 5:00pm
Board meeting at 5.30pm.

If not already done the Two Factor Authentication will be implemented on to your Samsung tablet/device you use for accessing Board papers during the first part of the Development Session.