



Meeting: BOARD MEETING

Date & Time: Tuesday 29 March 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 (Bord Member) (BR)
Rita Stenhouse (Board Member) (RS)
Christine Stewart (Board Member) (CS)
Garyth Thomas (Board Member) (GT)
George Young (Board Member) (GY)

In Attendance: Fraser Kelly (Chief Executive/Company Secretary) (CEO)
Carole Yallop (Acting Operations Director) (AOD)
Reuben Basak (Corporate Services Manager) (CSM)
June Wilson (Executive Support Officer) (ESO)

1. Apologies for Absence

Apologies were received from Julie Watson.

2. Declarations of Interest

Declarations of interest were noted for:

Item 5 – Upper Langlee – Progress, garages element – June Wilson.

Item 11 – Employee Benefit Review – Simply Health Scheme – Fraser Kelly, Carole Yallop, Reuben Basak and June Wilson.

Item 12 – Queen’s Platinum Jubilee – Public Holiday – Fraser Kelly, Carole Yallop, Reuben Basak and June Wilson.

3. Minutes of Previous Board Meeting (22.02.22)

The Minutes of the Meeting held on Tuesday 22 February 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:

None.

4. Board Action Point Tracker

The Board Members noted the Action Point Tracker.


5. Upper Langlee - Progress Report

	Report to: Waverley Housing Board 29 March 2022	Item No: 5
Title:	Upper Langlee – Progress	
Date:	16 March 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	Planning Conditions Tracker	


6.	Annual Budget 2022/2023
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	Report to: Waverley Housing Board 29 March 2022	Item No: 6
Title:	Annual Budget 2022/2023	
Date:	16 March 2022	
Responsible Person:	Corporate Services Manager	
This report is for:	APPROVAL	
PURPOSE & SUMMARY		
To consider the Annual Budget for the forthcoming financial year.		
RECOMMENDATION		
The Board is asked to consider and approve the Annual Budget for 2022/2023 which was presented to the AICC at their meeting on 15 March 2022 and recommended for approval.		
IMPLICATIONS		
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: Finance staff to input budget.		
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 the 2022/2023 annual budget.	
Noted	N/A	
Subject to	N/A	
APPENDICES		
Appendix One	2022/2023 Draft Revenue Budget and Cash Flow	

7. Financial Plan 2022

		Report to: Waverley Housing Board 29 March 2022	Item No: 7
Title:		Financial Plan 2022	
Date:		16 March 2022	
Responsible Person:		Corporate Services Manager	
This report is for:		APPROVAL	
PURPOSE & SUMMARY			
<p>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 2022/2023.</p>			
RECOMMENDATION			
<p>Members of the Board are asked to consider and approve the Financial Plan 2022 which was presented to the AICC at their meeting on 15 March 2022 and recommended for approval.</p>			
IMPLICATIONS			
<p>Legal Requirements: There are no legal compliance requirements in reaching the recommendations included within this report.</p>			
<p>Financial Implications: Detailed financial implications are included in Appendix 1.</p>			
<p>Legislative/Regulatory or Companies Act Requirements: Where necessary, relevant legislation, regulatory provisions or companies act requirements are referenced in the report.</p>			
<p>Staffing: None.</p>			
<p>Risk Assessment: This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan.</p>			
<p>Consultation: None</p>			
Equality Impact Assessment:		Yes - applies equally to all staff.	
OUTCOME			
Approved	The Board Members approved the 2022 Financial Plan.		
Noted	N/A		
Subject to	N/A		
APPENDICES			
Appendix 1	Financial Plan 2022		


8. Review of Former Tenant Debt – Bad Debt Write Off

		Report to: Waverley Housing Board 29 March 2022	Item No: 8
Title:	Review of Former Tenant Debt – Bad Debt Write-off		
Date:	10 March 2022		
Responsible Person:	Corporate Services Manager		
This report is for:	APPROVAL		
PURPOSE & SUMMARY			
<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>			
RECOMMENDATION			
<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>			
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.			
Consultation	N/A		
Equality Impact Assessment	Yes	No	X
OUTCOME			
Approved	The Board Members approved the write off of bad debts in the financial accounts.		
Noted	N/A		
Subject to	N/A		
APPENDICES			
Appendix 1	Former Tenant - Proposed Bad Debt Write-off		


9. SHR – Annual Engagement Plan

		Report to: Waverley Housing Board 29 March 2022	Item No: 9
Title:	Scottish Housing Regulator – Annual Engagement Plan		
Date:	18 March 2022		
Responsible Person:	Chief Executive		
This report is for:	APPROVAL		
PURPOSE & SUMMARY			
The purpose of the report is to provide Board Members with details of the content of the Scottish Housing Regulator – Annual Engagement Plan for Waverley Housing.			
RECOMMENDATION			
The Board of Waverley Housing is asked to note the content of the Engagement Plan issued by the Scottish Housing Regulator for 2022/23, and to approve the submission of the additional information required in respect of private finance. The Board is also asked to approve submission of the regulatory information, set out in Paragraphs 2.3 and 2.4 of the report.			
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 contained in 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 implications arising from the recommendations contained in this report.			
Risk Assessment: This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan.			
Consultation	The Engagement Plan will be posted to the Waverley Housing website.		
Equality Impact Assessment	Yes	No	X
OUTCOME			
Approved	The Board members approved submission of the regulatory information required in relation to the Annual Engagement Plan in respect of private finance and information set out in paragraphs 2.3 and 2.4 of the report.		
Noted	N/A		
Subject to	N/A		
APPENDICES			
Appendix 1	Waverley Housing Engagement Plan 2022-23		

10.	Gaining Annual Assurance – Equalities Monitoring & Human Rights
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	Report to: Waverley Housing Board Meeting 29 March 2022	Item No: 10
Title:	Gaining Annual Assurance: <ul style="list-style-type: none"> • Equalities Monitoring • Human rights 	
Date:	21 March 2022	
Responsible Person:	Chief Executive	
This report is for:	APPROVAL	
PURPOSE & SUMMARY		
The purpose of the report is to provide evidence to the Board of Waverley Housing which has been reviewed by the Audit and Internal Control Committee and which is specific to the process of gaining Annual Assurance in 2022 in the areas of Equalities Monitoring and Human Rights.		
RECOMMENDATION		
The Board of Waverley Housing is asked to approve the recommendations set out in paragraphs 7.1 through 7.8 of the report.		
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 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:		
Consultation on-going with WH Employee Focus Group		
Risk Assessment:		
This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan.		
Consultation	Consultation with staff and partners will be an ongoing requirement of the Improvement Action Planning process.	
Equality Impact Assessment	Yes	No X
OUTCOME		
Approved	The Board members approved the recommendations set out in paragraphs 7.1 through to 7.8 in the report.	
Noted	N/A	
Subject to	N/A	
APPENDICES		
Appendix 1	Collecting Equality Information – National Guidelines	
Appendix 2	Collecting Equality Information - Model Form	
Appendix 3	Waverley Housing Employee Handbook	

11. Employee Benefit Review – Simply Health Scheme

		Report to: Waverley Housing Board 29 March 2022	Item No: 11
PURPOSE & SUMMARY			
<p>The purpose of the report is to provide Board Members with details of the consultation responses received and in respect of the possible discontinuance of the Simply Health Scheme.</p>			
RECOMMENDATION			
<p>The Board of Waverley Housing is asked to note the outcome of the consultation, and that the qualifying threshold for discontinuing the Simply Health Scheme, as a contractual benefit, has not been met. As such the Board of Waverley Housing is asked to approve the retention of the Simply Health Scheme as contractual benefit for eligible and qualifying employees who wish to join the scheme.</p>			
IMPLICATIONS			
<p>Legal Requirements: All necessary legal requirements have been complied with in reaching the recommendations included in the report.</p>			
<p>Financial Implications: The financial implications are included in Section 5 of the report.</p>			
<p>Legislative/Regulatory or Companies Act Requirements: Where necessary, relevant legislation, regulatory provisions or companies act requirements are referenced in the report.</p>			
<p>Staffing: There is a potential that removal of the scheme could result in low staff morale</p>			
<p>Risk Assessment: This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan.</p>			
Consultation	Consultation was agreed with the WH Employee Focus Group and undertaken with all qualifying staff.		
Equality Impact Assessment	Yes	No	X
OUTCOME			
Approved	<p>The Board Members approved the retention of the Simply Health Scheme, as a contractual benefit for eligible and qualifying employees who wish to join the scheme.</p>		
Noted	N/A		
Subject to	N/A		

12.	Queen's Platinum Jubilee - Public Holiday
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Report to:
Waverley Housing Board
29 March 2022

Item No:
12

Title:	Queen's Platinum Jubilee – Public Holiday
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Date:	21 March 2022
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Responsible Person:	Chief Executive
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This report is for:	APPROVAL
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PURPOSE & SUMMARY

The purpose of this report is to seek the approval of the Waverley Housing Board to the granting of an additional public holiday, to mark the anniversary of the Queen's Platinum Jubilee.

RECOMMENDATION

The Board is asked to consider granting an additional Public Holiday, on Friday 3rd June 2022, to mark the anniversary of the Queen's Platinum Jubilee.

IMPLICATIONS

Legal Requirements:

There are no legal compliance requirements in reaching the recommendations included in the report.

Legislative/Regulatory or Companies Act Requirements:

There are no legislative/regulatory or Companies Act requirements in reaching the recommendations included in the report.

Staffing:

Staff would be entitled to an additional Public Holiday in 2022.

Risk Assessment:

This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan (Low Staff Morale).

Consultation:

Staff suggestion raised via the Employee Focus Group.

Equality Impact Assessment:	Yes - applies equally to all staff.	No
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OUTCOME

Approved	The Board Members approved the addition of a public holiday on Friday 3rd June 2022 to mark the anniversary of the Queen's Platinum Jubilee.
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Noted	N/A
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Subject to	N/A
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13. Review of Handbooks, Policies, Strategies & Plans

		Report to: Waverley Housing Board 29 March 2022	Item No: 13
Title:		Review of Handbooks, Policies, Plans & Strategies	
Date:		9 March 2022	
Responsible Person:		Operations Director	
This report is for:		APPROVAL	
TITLE		REVIEW OF DOCUMENT	
Governance Handbook – annual review		Annual review of Governance Handbook, update to meetings schedule p29. All other changes are noted by track changes for ease of viewing throughout the handbook.	
Community Engagement Action Plan – outcome of 2021-22		Details of Community Engagement activities undertaken in 2021/22 provided.	
Community Engagement Action Plan 2022-23		Plans for Community Engagement activities in 2022/23 provided.	
OUTCOME			
Approved	The Board Members approved the documents detailed above.		
Noted	N/A		
Subject to	N/A		
APPENDICES			
Appendix 1	Governance Handbook		
Appendix 2	Community Engagement Action Plan – outcome of 2021-22		
Appendix 3	Community Engagement Action Plan 2022-23		

14. Performance Reports (February 2022)

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

It was noted that the Commercial Maintenance Contract (WH01) will terminate from Monday 4th April 2022 and the conclusion of works will take place by mid April. WH trades team will now be able to resume works previously subcontracted out now that this contract has come to an end.

WH had a Service Level Agreement (SLA) with Bridge Homes which has been terminated with immediate effect.

15. Chair's Items

The Chair noted that the Vice Chair and himself have carried out the CEO's annual appraisal and are in the process of finalising the report.

The Chair asked Board Members to let himself or the CEO know if anyone has any intentions of standing down this year at the AGM. Knowing in advance allows time for recruitment of Board Members to be put in place.

16. Chief Executive's Items

The Chief Executive spoke to the report covering:

Coronavirus Update

Unfortunately, the data is going in the wrong direction, with an increasing trend in new infections. Covid amongst the staff is greater now than the early phases of the pandemic. However strong infection control procedures are being maintained and it is felt that the risk of contracting infection whilst in North Bridge Street was low. The CEO thanked the Board Members for exercising the restrictions in place whilst attending the meeting at 51 North Bridge Street.

A Plan to Decarbonise Homes in the South of Scotland

The Board noted the intention for work to be undertaken by SOSE under the heading A plan to decarbonise homes in the South of Scotland. The work is again being undertaken by the Centre for Local Economic Strategies (CLES). A copy of the study brief was attached.

Noting an interest in the topic the Board are anxious to ensure the Trades Team are keeping pace with new systems.

The AOD confirmed that the installation of Air Source Heat Pumps in WH properties does require to be subcontracted out as WH trades team members are not certificated to carry out these installations. Trouble shooting training for WH trades team is being put in place.

The Board Members noted the Chief Executive's Report.

17. Minutes of Committee Meetings

AICC Minutes.

The AICC Chair (GY) reported that the minute of the meeting is a comprehensive set of minutes and items recommended to the Board were discussed at tonight's meeting. The Internal Audit reports were reassuring and complimentary. It was a good and useful meeting.

1. Operation of Delegated Authority (Item 10) – Report was ratified by the Board Members.
2. AICC SA Report (Item 14) – Report was noted by the Board Members.

18. Equality Impact Assessment

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

19. Risk Assessment

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

- Heightened risk on UL re utilities.
- Welfare Reform – It was agreed to keep this risk on but recorded as a low level risk.

20. Communication to Stakeholders

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

- The retention of the Employee Simply Health Scheme to all eligible and qualifying members of staff.
- The approval of an additional Public Holiday on Fri 3rd June 2022 to mark the anniversary of the Queen's Platinum Jubilee to all staff.

21. Notifiable Events

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

22. For Information

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

- Estate Walkabouts information via email on 9.3.22.
Board members have attended and enjoyed the Estate Walkabouts that have taken place to date. It was great to catch up with the staff and tenants. It was noted the scattered nature of the properties ie 1 flat in a block of 4. AOD explained that WH have done some swaps with SBHA in the past and are presently liaising regarding a possible further 2 swaps with SBHA.

23. Date of Next Meeting

Tuesday 26th April 2022