



Meeting: BOARD MEETING
Date & Time: Tuesday 26 April 2022 at 5.30pm
Venue: 51 North Bridge Street / 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)
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 received from

Carole Yallop – Item 7 - Register of Authorised Signatories.

Billy Robson – Item 8 - Annual Review of Approved Contractors' Performance for the year 2021/22 – Waverley Jobs.

3. Minutes of Previous Board Meeting (29.3.22)

The Minutes of the Meeting held on Tuesday 29 March 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.

The Development Session File Notes of 31.8.21 and 29.3.22 were approved as an accurate record of the sessions. There were no matters arising from the File notes.

4. Board Action Point Tracker


The Board Members noted the Action Point Tracker.

5. Upper Langlee - Progress Report


		Report to: Waverley Housing Board 26 April 2022	Item No: 5
Title:	Upper Langlee Progress Report		
Date:	19 April 2022		
Responsible Person:	Chief Executive		
This report is for:	APPROVAL		
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.			
RECOMMENDATION			
<p>The Board of Waverley Housing is asked to note the content of the report;</p> <p>The Board of Waverley Housing is asked to approve the nomination of a Board member to participate in the procurement process to appoint a demolition contractor;</p> <p>The Board of Waverley Housing is asked to ratify the acceptance of additional costs, relating to the C7 Variation to Contract Order, and in the sum of £20,116;</p>			
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	No		
Equality Impact Assessment	Yes	No	X
OUTCOME			
Approved	The Board Members agreed the nomination of an elected Board Member to take part in the Demolition Contractor tendering process, ratified the acceptance of additional costs, relating to the C7 Variation to Contract Order and in addition approved the costs of £16,470 for the undertaking of the sampling and testing works required for the water diversion congestion problems.		
Noted	N/A		
Subject to	N/A		

APPENDICES	
Appendix 1	SGN Variation Proposal
Appendix 2	Detailed Phasing Layout
Appendix 3	Meter Removal and Block Disconnection Schedule
Appendix 4	Planning Condition Tracker

6. Private Finance – Barclays Discussion Document

	Report to: Waverley Housing Board 26 April 2022	Item No: 6
Title:	Private Finance – Barclays Discussion Document	
Date:	14 April 2022	
Responsible Person:	Corporate Services Manager	
This report is for:	NOTING	
PURPOSE & SUMMARY		
To provide an update on the private finance required for the Upper Langlee demolition and new build project.		
OUTCOME		
Approved	N/A	
Noted	The Board Members noted the report.	
Subject to	N/A	
APPENDICES		
Appendix 1	Barclays Discussion Document	
Appendix 2	ARK Consultancy – Initial review of proposal	


7. Register of Authorised Signatories

		Report to: Waverley Housing Board 26 April 2022	Item No: 7
Title:	Register of Authorised Signatories		
Date:	13 April 2022		
Responsible Person:	Corporate Services Manager		
This report is for:	APPROVAL		
PURPOSE & SUMMARY			
<p>To update the Register of Authorised Signatories following the retirement of the Operations Director.</p> <ul style="list-style-type: none"> i. Removal of Gregor Both ii. Addition of Carole Yallop 			
RECOMMENDATION			
Members of the Board are requested to consider and approve the amendments to the Register of Authorised Signatories.			
IMPLICATIONS			
Legal Requirements: There are no legal compliance requirements in reaching the recommendations included in the report.			
Financial Implications: There are no direct financial implications arising from the recommendations set out in Section 4.1 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 - applies equally to all staff.		
OUTCOME			
Approved	The Board Members approved the changes of Gregor Booth to Carole Yallop and George Young to Ronnie Dumma.		
Noted	N/A		
Subject to	N/A		


8. Annual Review of Approved Contractors' Performance for the year 2021/22 – Waverley Jobs

		Report to: Waverley Housing Board 26 April 2022	Item No: 8
Title:	Annual Review of Approved Contractors' Performance for the year 2021/22 – Waverley Jobs		
Date:	4 April 2022		
Responsible Person:	Property Services Manager		
This report is for:	APPROVAL		
PURPOSE & SUMMARY			
To advise members of the current approved contractors list and their performance during 2021/22.			
RECOMMENDATION			
Board Members are asked to approve the removal of contractors as highlighted within this report from our list of Approved Contractors.			
IMPLICATIONS			
Legal Requirements: All necessary legal requirements have been complied with in completing this report.			
Financial Implications: There are no direct financial implications arising from the content 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 impact on staffing			
Risk Assessment: This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan.			
Consultation	N/A – information only		
Equality Impact Assessment	Yes	No	X
OUTCOME			
Approved	The Board Members approved the removal of the contractors detailed on Appendix 1.		
Noted	N/A		
Subject to	N/A		
APPENDICES			
Appendix 1	Current Approved Contractors List		
Appendix 2	Allocation and Financial Breakdown		
Appendix 3	Quality Data – Post Inspections		


9. Annual Review of Gas Servicing Contract Performance

	Report to: Waverley Housing Board 26 April 2022	Item No: 9
Title:	Annual Review of Gas Servicing Contract Performance for year 2021/22	
Date:	4 April 2022	
Responsible Person:	Property Services Manager	
This report is for:	NOTING	
PURPOSE & SUMMARY		
<p>To advise Board Members of the performance of the current gas servicing contract 2021/22. Original contract concluded in March 2021, clause to extend for 2 financial years triggered after Board approval in October 2020.</p>		
OUTCOME		
Approved	N/A	
Noted	The Board Members noted this report.	
Subject to	N/A	
APPENDICES		
Appendix 1	Quality Data – Post Inspections	
Appendix 2	Complaints Analysis	

10. Scottish Housing Quality Standard – Abeyances and Exemptions Report
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		Report to: Waverley Housing Board 26 April 2021	Item No: 10
PURPOSE & SUMMARY			
<p>To provide Board Members with an update on the current status of properties that are exempt or in abeyance as defined by the Scottish Housing Quality Standard.</p>			
OUTCOME			
Approved	N/A		
Noted	The Board Members noted the report.		
Subject to	N/A		
APPENDICES			
Appendix 1	Abeyances as at 31 March 2022		
Appendix 2	Exemptions as at 31 March 2022		

11. Welfare Benefits Service – Annual Report

	Report to: Waverley Housing Board 26 April 2022	Item No: 11
Title:	Welfare Benefits Service – Annual Report	
Date:	6 April 2021	
Responsible Person:	Chief Executive	
This report is for:	NOTING	
PURPOSE & SUMMARY		
To provide Board Members with an update on the work carried out by the Welfare Benefits Service during the 2021/22 financial year.		
OUTCOME		
Approved	N/A	
Noted	The Board Members noted the report.	
Subject to	N/A	

12. Review of Handbooks, Policies, Strategies & Plans

The Board Members approved the annual legislative updates to the Employee Handbook and the updated Health & Safety Policy Statement.

13. Performance Reports – Monthly - March 2022 and Annual Report April 2021-March 2022

The Board Members noted the Monthly Performance Reports for March 2022 and Annual Reports from April 2021 – March 2022.

14. Chair's Items

None.

15. Chief Executive's Items

The Chief Executive spoke to the report covering:

Coronavirus Update

With the most recent information the WH Risk Assessment and Guidance note has been updated and issued to staff. The office is more fully occupied than previously and monitoring is in place.

Borders Employability Advice and Mentoring Project

The report gave an update on the activities with the Wyse Group. Levels are less than expected but this is not due to the lack of trying from all RSL's. CEO does not think that RSL's should be delivering employability prospects, this should be carried out by the relevant agencies.

Housing for Ukrainian Refugees

The Housing Services Manager attended a multi-agency group meeting on 25.4.22 regarding the situation with Ukrainian refugees. To date there are 60 Ukrainian people in Scotland, though there is the prospect of there being 900+ in the next short while.

Ukrainian refugees will be given section 5 status, unsure if there will be the capacity to cover this. At the moment SBC have a property from WH that will be used for a Ukrainian family. WH stands ready to do their bit alongside the other 3 RSLs, with housing and wrap-around-care.

Tenants have been made aware of their situation of requesting permission prior to them helping and assisting Ukrainian refugees. The information is on the WH website at <https://www.waverley-housing.co.uk/news-events/ukraine/>

The Board Members noted the report.

16. Minutes of Committee Meetings

None

17. 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.

20. Communication to Stakeholders

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

- AOD will advise staff re contractors to be removed from the Approved Contractors List at Item 8.
- CSM working on the SHR Engagement Letter re Financial Management re private finance during 2022/23 to be submitted by 31.4.22.

21. Notifiable Events

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

22.	For Information
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The following items were circulated for information during the period of time from this meeting to the meeting prior:

- Email on 13.4.22 informing of change of date for May Board Meeting to 24.5.22 and update on future Development Session dates.
- Email on 13.4.22 with new mobile phone Laws – April 2022.
- Email on 14.4.22 notifying Board Members of Spring Tenants Newsletter uploaded to Onedrive.

23.	Date of Next Meeting
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Tuesday 24th May 2022.