



Meeting: BOARD MEETING
Date & Time: Tuesday 24 May 2022 at 5.30pm
Venue: 51 North Bridge Street / Virtual via Microsoft Teams Conference Call

Present: David Gordon (Chair) (DG)
Ronnie Duma (Vice Chair) (RD)
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)
Carole Yallop (Acting Operations Director) (AOD)
Reuben Basak (Corporate Services Manager) (CSM)
June Wilson (Executive Support Officer) (ESO)

The IT Assistant held a short training session on how to complete forms on OneDrive following the installation of keyboards to the Samsung Tablets with Board Members in attendance at the meeting at the Office.

1. Apologies for Absence

Apologies were received from Billy Robson and Kate Christie.

2. Declarations of Interest

Item 14 – CEO Items – David Gordon (Chair) declared a note of interest.

3. Minutes of Previous Board Meeting (26.4.22)

The Minutes of the Meeting held on Tuesday 26 April 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 24 May 2022	Item No: 5
Title:		Upper Langlee Progress Report	
Date:		17 May 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			
The Board of Waverley Housing is asked to note the content of the report; and			
<ul style="list-style-type: none"> • to approve it is content with progress made, in relation to the appointment of demolition contractor; • to approve the review of the Demolition and Newbuild Programme, the Cost Plan and Risk Assessment after the demolition contract has been awarded. 			
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 noted the report and approved progress made in relation to the appointment of the demolition contractor. The Board Members also approved the review of the Demolition and New Build Programme, the Cost Plan and Risk Assessment in a timeframe		

	which is consistent with the demolition contract being awarded and dialogue with More Homes Scotland on the award of grant.
Noted	N/A
Subject to	N/A
APPENDICES	
Appendix 1	Construction activity and market outlook Q1-2022
Appendix 2	Planning Condition Tracker
Appendix 3	Colour Coded Phasing Layout
Appendix 4	Upper Langlee Financial Summary


6. The Annual Return on the Charter (ARC)

		Report to: Waverley Housing Board 24 May 2022	Item No: 6
Title:	The Annual Return on the Charter (ARC)		
Date:	4 May 2022		
Responsible Person:	Acting Operations Director		
This report is for:	APPROVAL		
PURPOSE & SUMMARY			
To provide Board Members with the ARC Return to the Scottish Housing Regulator (SHR) for 2021/22 financial year.			
RECOMMENDATION			
Board Members are asked to consider the ARC Return and approve the ARC submission to the SHR by the deadline date of 31 st May 2022.			
IMPLICATIONS			
Legal Requirements: In completion and submission of the ARC to the SHR within the deadline date, we are meeting our statutory and legal obligations.			
Financial Implications: There are no direct financial implications arising from the recommendations included in the report.			
Legislative/Regulatory or Companies Act Requirements: Regulatory requirements to the SHR are met in production and submission of this report.			
Staffing: No impact on existing staffing.			
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 submission of the ARC Return to the Scottish Housing Regulator by the deadline date of 31st May 2022.		
Noted	N/A		
Subject to	N/A		
APPENDICES			
Appendix 1	Annual Return on the Charter 2021-2022		
Appendix 2	Stock Annual Return 2021-22		


7. SHR: Five Year Financial Projection Return (2022)

		Report to: Waverley Housing Board 24 May 2022	Item No: 7
Title:	Scottish Housing Regulator Five Year Financial Projection Return (2022)		
Date:	6 May 2022		
Responsible Person:	Corporate Services Manager		
This report is for:	APPROVAL		
PURPOSE & SUMMARY			
Registered Social Landlords are required to submit a Five Year Financial Projections return to the Scottish Housing Regulator on an annual basis.			
Submission of this information is by way of an on-line return using the Regulator's online portal.			
RECOMMENDATION			
Members of the Board are asked to consider the return and approve its submission to the Regulator.			
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 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: 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 submission of the Five Year Financial Projection Return to the SHR by the deadline of 31st May 22.		
Noted	N/A		
Subject to	N/A		
APPENDICES			
Appendix 1	SHR: Five Year Financial Projection Return		

8. Annual Training Review 2021/2022 - Staff

		Report to: Waverley Housing Board 28 June 2022	Item No: 8
PURPOSE & SUMMARY			
To update the Board on staff training activity. Board members are requested to note the content of this report.			
OUTCOME			
Approved	N/A		
Noted	The Board Members noted the report.		
Subject to	N/A		
APPENDICES			
Appendix 1	Training Report 2021/22		

9. Training Plan Review 2021/2022 + 2022/2023 Training Schedule – Board Members

		Report to: Waverley Housing Board 24 May 2022	Item No: 9
Title:	Training Plan Review 2021/2022 - Board Members + 2022/23 Training Schedule		
Date:	8 May 2022		
Responsible Person:	Chief Executive		
This Report is for:	NOTING		
PURPOSE OF REPORT			
<p>During 2021/22 the Company has invested in learning and development of Board Members. Details of this learning and development is contained within appendix 1 of this report.</p> <p>A forward Learning & Development Plan for 2022/23 is attached for information (appendix 2).</p>			
RECOMMENDATION			
<p>The Board is asked to note the learning and development undertaken by Board Members during 2021/22 and the Training Schedule for 2022/23.</p>			
OUTCOME			
Approved	N/A		
Noted	The Board Members noted the report.		
Subject to	N/A		
APPENDICES			
Appendix 1	Board Member's Training Review 2021/22		
Appendix 2	Board Member's Training Schedule 2022/23		


10. Review of Handbooks, Policies, Strategies and Plans

The Board Members approved the updated Value for Money Strategy.

11. Performance Reports – Monthly - April 2022

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

12. Exception Report – Subcontractors Responsive & Void Repairs Budget

		Report to: Waverley Housing Board 24 May 2022	Item No: 12
Title:		Exception Report: Subcontractors Responsive & Void Repairs Budget	
Date:		22 April 2022	
Responsible Person:		Acting Operations Director	
This report is for:		NOTING	
PURPOSE & SUMMARY			
To explain the reasons for the overspend on the Subcontractors Responsive & Void Repairs budget in 2021/2022.			
OUTCOME			
Approved	N/A		
Noted	The Board Members noted the report.		
Subject to	N/A		

15. Chair's Items

None.

16. Chief Executive's Items

The Chair declared a note of interest in the contents of this report, he remained within the meeting for the discussion of this item.

Rapid Rehousing Transition Planning/Ukrainian Response – Short Term Revision to Allocations Process

The CEO reported that the situation is very, very fluid at this present moment in time, information is sporadic and subject to change.

WH are able to cover the property inspection role that is proposed and it is noted that SBC will make decisions in line with PVG's. Property allocations will be based on decisions reached between COSLA and Scottish Gov't.

The additional 15 properties expected to be made available immediately will be covered by the 4 RSLs.

The CEO does not feel it is the time to be making any changes to the Allocations Policy as yet but if and when this is required it will be brought to the board for consideration.

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.

- Tenant Engagement
- UL Demolition communication

21. Notifiable Events

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

22. For Information

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

- PSM Update via email on 10.5.22.
The new Property Services Manager will take up her post with WH mid June. She previously worked for SBHA as Head of Assets and Investment so brings skills and knowledge to the position within WH.
- External Audit Services – interviews on 17th June, George Young (Chair of AICC) and Reuben Basak (CSM) and Ian Davidson (AICC member) will take part in these interviews.

23. Date of Next Meeting

Tuesday 28th June 2022
Development Session 3-5pm, Board Meeting 5.30pm