



Meeting: BOARD MEETING

Date & Time: Tuesday 27 September 2022 at 6:15pm

Venue: 51 North Bridge Street / Virtual via Microsoft Teams Conference Call

Present: David Gordon (Chair) (DG)
Ronnie Dumma (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 (Operations Director) (AOD)
Reuben Basak (Corporate Services Manager) (CSM)
Alan Brown (Interim Finance Manager) (IFM)
June Wilson (Executive Support Officer) (ESO)

1. Apologies for Absence

Apologies were received from Kate Christie and Billy Robson

2. Declarations of Interest

A Declaration of Interest was received for:

Item 10 – Staffing Review from Reuben Basak, Corporate Services Manager.

**3. Appointment of Governing Body Office Bearers – Chair & Vice Chair
Appointment of Sub Committee (AICC) Members**

The purpose of the report is to approve the election of office bearers and as provided for in Article 69 of the Waverley Housing Articles of Association.

Board Members are asked to:

- Approve the appointment of Ronnie Dumma as Chair of Waverley Housing Board, and with effect from 27th September 2022;
- Approve the appointment of Ian Davidson as Vice Chair of Waverley Housing Board, and with effect from 27th September 2022;
- Note the resignation of David Gordon as Chair of Waverley Housing Board and with effect from 27th September 2022;
- Note the resignation of Ronnie Dumma as Vice Chair of Waverley Housing Board, and with effect from 27th September 2022;
- Approve the continuation of George Young as Chair of the Audit and Internal Control Committee of Waverley Housing, and with effect from 27th September 2022.

- To approve continued membership of the Audit and Internal Control Committee by reappointment of Billy Robson, Julie Watson, Ian Davidson, Garyth Thomas and Ronnie Dumma.

David Gordon nominated Ronnie Dumma for Chair of the Board, Ian Davidson seconded the nomination.

George Young nominated Ian Davidson for Vice Chair of the Board, Ronnie Dumma seconded the nomination.

Garyth Thomas nominated George Young be re-elected as AICC Chair, Ian Davidson seconded the nomination.

The Board Members approved all of the above nominations.

It was agreed that David Gordon would chair this meeting and Ronnie Dumma would take over as Chair at the next meeting on 25th October 2022.

4.	Minutes of Previous Board Meeting (28.06.22) File Note from previous Development Session (30.08.22)
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The Minutes of the Meeting held on Tuesday 28 June 2022 were approved and will be signed by the Chair and Company Secretary as being an accurate record of the meeting.

There were no matters arising from Minutes not on the Agenda or APT.

The File Note of the Development Session held on Tuesday 30 August 2022 was agreed as a correct record of the meeting.

There were no matters arising from the File Note.

5.	Board Action Point Tracker
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The Board Members reviewed and noted the Action Point Tracker.

6.	Upper Langlee (i) Progress (ii) Procurement Route Report (iii) Private Finance and Funding
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	Report to: Waverley Housing Board 27 September 2022	Item No: 6(i)
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Title:	Upper Langlee Progress Report
Date:	20 September 2022
Responsible Person:	Chief Executive/Operations Director
This report is for:	NOTING

PURPOSE & SUMMARY

The purpose of this report is to update Board Members on various workstreams 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 1	Planning Conditions Tracker
Appendix 2	Phasing Plan
Appendix 3	Cost Plan
Appendix 4	Financial Summary



Report to:
Waverley Housing
Board:
27 September 2022

Item No:
6(ii)

Title:		Upper Langlee - Procurement Route Report
Date:		14 September 2022
Responsible Person:		Operations Director
This report is for:		NOTING
PURPOSE & SUMMARY		
The purpose of this report is to update Board Members on the procurement route to tender for a new build contractor.		
RECOMMENDATION		
The Board of Waverley Housing is asked to note the content of 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 in line with the Upper Langlee cost plan		
Legislative/Regulatory or Companies Act Requirements: Where necessary, relevant legislation, regulatory provisions or companies act requirements are referenced in the report.		
Staffing: Waverley Housing staff are spending significant time on these estate regeneration plans.		
Risk Assessment: This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan: Upper Langlee Demolition and New Build Programme Project 2: 3 Phases		
Consultation	Relevant staff have been consulted.	
Equality Impact Assessment	Yes	No ✓
OUTCOME		
Approved	N/A	
Noted	The Board Members noted the Report.	
Subject to	N/A	
APPENDICES		
Appendix 1	SPA Framework	
Appendix 2	Langmuir Hay Procurement Refresh Report	



Report to:
Waverley Housing Board
27 September 2022

Item No:
6(iii)

Title:	Upper Langlee Progress Report – Private Finance and Funding
Date:	20 September 2022
Responsible Person:	Chief Executive
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 funding arrangements required to deliver the estate regeneration plans for Upper Langlee.

OUTCOME

Approved	N/A
Noted	The Board members noted the Report.
Subject to	N/A

APPENDICES

Appendix 1	Funding Prospectus
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7.	Mid Year Review of KPI's
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	Report to: Waverley Housing Board 27 September 2022	Item No: 7
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Title:	Mid-year Review of KPI targets 2022/23
Date:	5 September 2022
Responsible Person:	Operations Director
This report is for:	APPROVAL

PURPOSE & SUMMARY

To present the proposed KPI targets following a mid-year review of performance 2022/23

RECOMMENDATION

Members are asked to approve the reviewed KPI targets for the remainder of 2022/23 year.

IMPLICATIONS

Legal Requirements:
All necessary legal requirements have been complied with in reaching the recommendations included in the report.

Financial Implications:
No direct financial implications.

Legislative/Regulatory or Companies Act Requirements:
Where necessary, relevant legislation, regulatory provisions or companies act requirements are referenced in the report.

Staffing:
Relevant staff have been consulted

Risk Assessment:
This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan: Failure to engage with tenants/owner-occupiers

Consultation	Relevant staff have been consulted
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Equality Impact Assessment	Yes	No <input checked="" type="checkbox"/>
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OUTCOME

Approved	The Board Members approved the changes to KPI 06 Void Management (Relet Timescales) from 27 days to 24 days and 13 Sickness Absence - percentage of days lost through staff sickness absence from 3.5% to 4.5% .
Noted	N/A
Subject to	N/A

APPENDICES

Appendix 1	Summary of KPI targets following mid-year review 2022/23
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8.	Scottish Housing Regulator Audited Financial Statements Return (2022)
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	Report to: Waverley Housing Board 27 September 2022	Item No: 8
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Title:	Scottish Housing Regulator Audited Financial Statements Return (2022)
Date:	4 August 2022
Responsible Person:	Corporate Services Manager
This report is for:	APPROVAL

PURPOSE & SUMMARY

Registered Social Landlords are required to submit an Audited Financial Statements 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
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Equality Impact Assessment	Yes	No <input checked="" type="checkbox"/>
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OUTCOME

Approved	The Board Members approved the submission of the Audited Financial Statement Return to the Scottish Housing Regulator.
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Noted	N/A
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Subject to	N/A
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APPENDICES

Appendix 1	SHR Audited Financial Statements Return
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9. Tenants Charter Report

		Report to: Waverley Housing Board 27 September 2022	Item No: 9
Title:	Tenants Charter Report		
Date:	15 September 2022		
Responsible Person:	Operations Director		
This report is for:	APPROVAL		
PURPOSE & SUMMARY			
To update Board Members on progress with preparing and consulting on the Tenants Charter Report to be issued this year.			
RECOMMENDATION			
Board Members are requested to approve the draft Tenants Charter 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 staffing implications.			
Risk Assessment: This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan: Failure to maintain Customer Satisfaction levels in all areas of our business			
Consultation	Relevant staff have been consulted. Consultation with Customer Review Panel and Tenant Opinion Panel		
Equality Impact Assessment	Yes	No	✓
OUTCOME			
Approved	The Board Members approved the Charter Report.		
Noted	N/A		
Subject to	N/A		
APPENDICES			
Appendix 1	Draft Tenants Charter Report		

10. Staffing Review


		Report to: Waverley Housing Board 27 September 2022	Item No: 10
Title:		Staffing Review	
Date:		20 September 2022	
Responsible Person:		Chief Executive/Operations Director	
This report is for:		APPROVAL	
PURPOSE & SUMMARY			
This report provides information about the requirement for additional staffing to fulfil current business needs.			
RECOMMENDATION			
The Board of Waverley Housing is asked to note the content of the report; and to approve the recommendations as noted in section 5.			
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 detailed in section 3.1 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: The recommendations are in line with the Waverley Housing Recruitment and Selection Policy. Staff will be informed of the review and resulting changes after the recommendations are approved.			
Risk Assessment: This recommendation relates to existing risks in the risk register: <ul style="list-style-type: none"> • Low Staff Morale • Succession Planning 			
Consultation	Management Team has been consulted in terms of individual teams. Staff will be advised but the proposals do not have a detrimental effect on any existing staff.		
Equality Impact Assessment	Yes	No	✓
OUTCOME			
Approved	The Board Members approved the recommendations of: <ul style="list-style-type: none"> • Regrading of the post of Corporate Services Manager to Corporate Services Director • Internal advert to recruit to the post of Senior Housing Officer • Internal and external advert to recruit the post of Tenant and Community Engagement Officer • Internal advert to recruit to Housing Services Assistant • Internal advert to recruit to Property Services Assistant • Handyperson salary amendment 		

	<ul style="list-style-type: none">• The budgeted cost increase set out in Section 3 of the report.
Noted	N/A
Subject to	N/A

11.	Handbooks, Policies & Strategies Updates
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Board Members approved the Unified Supporting and Responding to Domestic Abuse in the Workplace Policy.

12.	Use of Ark Consultancy
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	Report to: Waverley Housing Board 27 September 2022	Item No: <h1 style="margin: 0;">12</h1>
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Title:	Use of ARK Consultancy
Date:	19 September 2022
Responsible Person:	Chief Executive/Operations Director
This report is for:	APPROVAL

PURPOSE & SUMMARY

The purpose of the report is to seek the approval of Board Members to the continued use ARK Consultancy to support Waverley Housing staff in the delivery of the estate regeneration plans for Upper Langlee.

RECOMMENDATION

Board Members are requested to note the contents of the report and to approve the retention of ARK Consultancy on the terms outlined in the Project Service Scope attached at Appendix 1.

Board Members are asked to approve an additional budget allocation of £25,000 in financial year 2022/23 for the use of ARK Consultancy.

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 Section 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:
 Relevant staff have been consulted

Risk Assessment:
 This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan, specifically the delivery of the Upper Langlee Regeneration Programme.

Consultation	Relevant Staff have been consulted
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Equality Impact Assessment	Yes	No ✓
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OUTCOME

Approved	The Board Members approved the retention of ARK Consultancy on the terms outlined in the Project Service Scope with an additional budget allocation of £25,000 in the financial year of 2022/23.
Noted	N/A
Subject to	N/A

APPENDICES

Appendix 1	ARK Project Support Services – Scope of Service
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13.	Entitlements, Payments and Benefits Approval – Granting of Tenancy
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	Report to: Waverley Housing Board 27 September 2022	Item No: 13
PURPOSE & SUMMARY		
<p>The purpose of the report is to seek ratification of the granting of a tenancy to a relevant person and in compliance with the Waverley Housing Allocations Policy and Entitlements, Payments & Benefits Policy.</p>		
RECOMMENDATION		
<p>Members of the Board are asked to ratify the granting of a tenancy to a relevant person and in compliance with the Waverley Housing Allocations Policy and Entitlements, Payments & Benefits Policy.</p> <p>Members of the Board are asked to grant approval to the Chair to sign the Entitlements, Payments and Benefits Request Form dated 6th July 2022 and in respect of the property identified in the report.</p> <p>Members of the Board are asked to note the recording, in the Entitlements, Payments and Benefits Register of the granting of a tenancy in the above subject.</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: There are no direct financial implications arising from the recommendations included in 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: None</p>		
<p>Risk Assessment: This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan: Non-compliance with Financial regulations</p>		
Consultation	N/A	
Equality Impact Assessment	Yes	No ✓
OUTCOME		
Approved	The Board Members approved the use of the EPB Policy in the granting of a tenancy.	
Noted	N/A	
Subject to	N/A	
APPENDICES		
Appendix 1	EPB Guidance Notes – Granting of Tenancy	

14.	Performance Reports <ul style="list-style-type: none">• Monthly – June, July & August 2022• Quarterly April-June 2022
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The Board Members noted the Monthly Performance Reports for June, July & August 2022. The quarterly report April-June 2022 was also approved.

15.	Chair's Items
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The Chair thanked the Board Members for filling in their appraisal paperwork and attending their appraisals. Final signing off is to be completed.

16.	Chief Executive's Items
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The Board members were asked to note the contents of the CEO report covering updates on:

1. SFHA Members Briefing – Rent Controls;
Rent freeze until 31.3.23. Some financial modelling done on rent caps for future years of 2/3/5%. SHR view is still to carry out rent consultations for 2023/24. CEO asked to report on this at the October meeting. CSM and FM carrying out modelling on the 2/3/5% rent increase caps and the impact it has on future funding. omes for Ukraine Response – Update;
WH have rehoused 2/3 Ukranian families.
2. Social Housing Fuel Support Fund – Round 3;
It was declined.
3. Scottish Social Housing Charter – National Headline Analysis;
Available on the website to compare WH with other RSLs.
4. Equally Safe – Short Life Delivery Plan
Supports the Domestic Abuse Policy.

The Board Members noted the report.

17.	Minutes of Committee Meetings
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None

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

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

20.	Communication to Stakeholders
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During discussion of the foregoing agenda items it was agreed that the following items to be reported to the Stakeholders

- Staffing changes

21.	Notifiable Events
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During discussion of the foregoing agenda items the following notifiable events to be reported to the SHR.

- Change of Office Bearers

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

- i. Estate Walkabouts – please note updates on onedrive folder
- ii. CIH Scotland – Housing Festival, 7-8 March 2023

23.	Date of Next Meeting
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**Tuesday 25th October 2022 @ 5:30pm – Apologies from David
Including a Development Session 3:00-5:00pm**

David thanked Fraser, Carole and June and best wishes to Ronnie taking on the position of Chair.

David Gordon passed over the Chair position to Ronnie Dumma going forward.

Ronnie thanked everyone for placing their faith in him and hopes to keep the high standard as David and Rita have done in their roles as Chair. Ronnie thanked David for his 5 years as Chair which he has carried out in a professional and thorough manner and thanked him for continuing as a board member.