



Meeting: BOARD MEETING
Date & Time: Tuesday 29 November 2022 at 5:30pm
Venue: 51 North Bridge Street / Virtual via Microsoft Teams Conference Call

Present: Ronnie Dumma (Chair) (RD)
Ian Davidson (Vice Chair) (ID)
Kate Christie (Board Member) (KC)
David Gordon (Board Member) (DG)
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 Director) (CSD)
June Wilson (Executive Support Officer) (ESO)

Chair welcomed everyone.

1. Apologies for Absence

Apologies were received from Billy Robson and Alan Brown.

2. Declarations of Interest

Declarations of Interest were received for:

Item 8 – Annual Bonus - from Fraser Kelly, Carole Yallop, Reuben Basak and June Wilson.

3. Minutes of Previous Board Meeting (25.10.22)


The Minutes of the Meeting held on Tuesday 25 October 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.


4. Board Action Point Tracker

The Board Members reviewed and noted the Action Point Tracker.

5. Upper Langlee – Progress


		Report to: Waverley Housing Board 29 November 2022	Item No: 5
Title:		Upper Langlee Progress Report	
Date:		22 November 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	Financial Summary		

6. Rent and Service Charge Increase Consultation

		Report to: Waverley Housing Board 29 November 2022	Item No: 6
Title:		Rent and Service Charges Increase Consultation	
Date:		22 November 2022	
Responsible Person:		Operations Director	
This report is for:		APPROVAL	
PURPOSE OF REPORT			
To outline an approach to considering rent and service charge increases for the 2023/24 financial year.			
RECOMMENDATION			
To seek approval to apply a rent charge increase of 5% in the 2023/24 financial year. To seek approval to align the service charge in Upper Langlee to £3.55 per week from April 2023.			
IMPLICATIONS			
Legal Requirements: All necessary legal requirements have been complied with in reaching the recommendations included in the report.			
Financial Implications: As the level of proposed rent increases and service charge increases are less than current inflation levels and therefore reducing our rent income for 2023/24 it may be necessary to postpone some planned works in the 2023/24 financial year.			
Legislative/Regulatory or Companies Act Requirements: Where necessary, relevant legislation, regulatory provisions or companies act requirements are referenced in the report.			
Staffing: All relevant staff have been consulted			
Risk Assessment This recommendation relates to existing risks within the Waverley Housing Risk Management Plan: 30 year planned maintenance programme unaffordable; Adverse changes in inflation and interest rates; Lack of financial awareness			
Consultation		Relevant staff have been consulted about this proposal.	
Equality Impact Assessment		Yes	No ✓
OUTCOME			
Approved	The Board Members approved a 5% rent increase, the alignment of service charge for tenants residing in Beech Avenue, Larch Grove, Laurel Grove and Hawthorn Road, Galashiels to £3.55 per week and for Officers to proceed with the consultation exercise with tenants on the proposed rent to apply in 2023/24 and to consider the feedback obtained before reaching a final decision in this connection. If there is significant opposition to this proposal from tenants then an alternative proposal may need to be considered.		

Noted	N/A
Subject to	N/A
APPENDICES	
Appendix 1	Rent Increase Analysis
Appendix 2	Draft Consultation Questionnaire
Appendix 3	Draft Consultation Questionnaire – 2&4 Sommerville Way
Appendix 4	Draft Consultation Questionnaire - 6&8 Sommerville Way
Appendix 5	Draft Consultation Questionnaire – Beech Avenue, Galashiels
Appendix 6	Draft Consultation Questionnaire – Hawthorn Road, Larch Grove & Laurel Grove, Galashiels


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

		Report to: Waverley Housing Board 29 November 2022	Item No: 7
Title:			
		Review of Former Tenant Debt – Bad Debt Write-off	
Date:			
		9 November 2022	
Responsible Person:			
		Corporate Services Director	
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 the following risk(s) within Waverley Housing’s Risk Management Plan: Adverse changes in inflation and interest rates; Lack of financial awareness & Impact of welfare reforms			
Consultation		N/A	
Equality Impact Assessment		Yes	No ✓
OUTCOME			
Approved	<p>The Board Members approved the write-off in the financial accounts of £50,599 and the continuation of the record of debt remaining in the Housing Management System should a debtor be located at a future date.</p>		
Noted	N/A		
Subject to	N/A		
APPENDICES			
Appendix 1	Former Tenant - Proposed Bad Debt Write-off		

8.	Annual Bonus
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	Report to: Waverley Housing Board 29 November 2022	Item No: 8
PURPOSE & SUMMARY		
<p>To consider the payment of a bonus to employees, in accordance with the Policy on Annual Bonus.</p> <p>When considering whether to award an annual bonus, the Board will have due regard to the performance of the budget and will determine the level of payment to employees.</p>		
RECOMMENDATION		
<p>Members of the Board are requested to consider the possible payment of an annual bonus, with the distribution of payments being made in accordance with the Annual Bonus Policy.</p>		
IMPLICATIONS		
<p>Legal Requirements: There are no legal compliance requirements in reaching the recommendations included in the report.</p>		
<p>Financial Implications: There direct financial implications arising from the recommendations are set out in Section 4.3 of this 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 are no direct staffing requirements in reaching the recommendations included in the report</p>		
<p>Risk Assessment: This recommendation relates to the following risk(s) within Waverley Housing's Risk Management Plan: Low Staff Morale</p>		
Consultation	N/A	
Equality Impact Assessment	Yes	No ✓
OUTCOME		
Approved	The Board Members approved the award of an annual bonus being distributed in accordance with the Annual Bonus Policy.	
Noted	N/A	
Subject to	N/A	

9. Board Succession Planning

		Report to: Waverley Housing Board 29 November 2022	Item No: 9
Title:	Board Succession Planning		
Date:	15 November 2022		
Responsible Person:	Chief Executive		
This report is for:	APPROVAL		
PURPOSE & SUMMARY			
The purpose of the Report is to seek Board approval to the Board Succession Planning Action Plan as attached at Appendix 1 to the report.			
RECOMMENDATION			
The Board of Waverley Housing is asked to approve the Board Member Succession Planning - Action Plan as attached at Appendix 1 to the report.			
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 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: There are no direct staffing implications arising in reaching the recommendations included in the report.			
Risk Assessment: This recommendation relates to the following risk(s) within Waverley Housing's Risk Management Plan: Failure to maintain full Board complement.			
Consultation	N/A		
Equality Impact Assessment	Yes	No	✓
OUTCOME			
Approved	The Board Members approved the Board Member Succession Planning - Action Plan and for the CEO to provide an update to the March 2023 Board meeting updating progress made against the Action Plan.		
Noted	N/A		
Subject to	N/A		
APPENDICES			
Appendix 1	Board Members Succession Action Plan		


10. Delegated Authority & Reporting Guidelines

The Delegated Authority and Reporting Guidelines have been updated to reflect the 2023 calendar year. There are no material changes proposed to the authority and reporting relationship between committees.

The Delegated Authority and Reporting Guidelines have been updated to ensure that they are consistent with the Fiscal Calendar.

The Board Members approved the 2023 Delegated Authority & Reporting Guideline.

11. Public Access to Office

	Report to: Waverley Housing Board 29 November 2022	Item No: 11
Title:	Public Access to Office	
Date:	22 November 2022	
Responsible Person:	Operations Director	
This report is for:	NOTING	
PURPOSE & SUMMARY		
The purpose of this report is to update Board Members on a recent consultation exercise in relation to public access to our office at 51 North Bridge Street, Hawick.		
OUTCOME		
Approved	N/A	
Noted	The Board Members noted the report.	
Subject to	N/A	
APPENDICES		
Appendix 1	Questionnaire Template	
Appendix 2	Tenant Analysis	
Appendix 3	Staff Analysis	

12. Performance Reports – October 2022

The Board Members noted the Monthly Performance Report for October 2022.

13. Chair's Items

None

14. Chief Executive's Items

The Board Members were asked to note the content of the CEO report covering:

Scottish Social Housing Charter

CEO reported that SHR correspondence, a review on the Scottish Housing Charter with no substantial changes. Change to EESSH2. Nothing materially changing in regard to the Charter.

Local Housing Strategy 2017-22 Annual Report 2021/22

Hopefully WH will be represented more fully in the 2023-2028 report.

Chair feels family wheelchair properties is not represented enough.

JW reported for newbuild projects its was originally 5% of properties needed to be wheelchair accessible, it has now increased to 6.5%.

DG enquired as to Homelessness statistics – WH have approx. 100 referrals.

Homelessness tenants will at times come with a care package but if the tenant doesn't engage it falls away.

The Board Members noted the 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 items were identified to be reported to the Stakeholders:

- Staff: Item 8 - Annual Bonus
- Unity Trust Bank: Item 6 – Upper Langlee Progress Report

19.	Notifiable Events
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During discussion of the foregoing agenda items there were no notifiable events to be reported to the SHR.

20.	For Information
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There were no item(s) circulated for information during the period of time from this meeting to the meeting prior.

21.	Date of Next Meeting
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Tuesday 31st January 2023 @ 5:30pm