



Meeting: BOARD MEETING

Date & Time: Tuesday 31 January 2023 at 5:30pm

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

Present: Ronnie Duma (Chair) (RD)
Ian Davidson (Vice Chair) (ID)
Kate Christie (Board Member) (KC)
David Gordon (Board Member) (DG)
Billy Robson (Board member) (BR)
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) (OD)
Alan Brown (Interim Finance Manager) (IFM)
June Wilson (Executive Support Officer) (ESO)

Chair welcomed everyone.

1. Apologies for Absence

Apologies were received from Reuben Basak.

2. Declarations of Interest

Declarations of Interest were received for:

Item 7 – Rent & Service Charge increases from 03 April 2023 from Christine Stewart.

3. Minutes of Previous Board Meeting (29.11.22)

The Minutes of the meeting held on Tuesday 29 November 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. Development Session File Note (29.11.22)

The File Note of the Development Session held on 29 November 2022 was agreed as an accurate note of the discussions and approval given at the meeting which was minuted in the Minutes as above.


5. Board Action Point Tracker

The Board Members reviewed and noted the Action Point Tracker.

6. Upper Langlee – Progress

	Report to: Waverley Housing Board 31 January 2023	Item No: 6
Title:	Upper Langlee Progress Report	
Date:	24 January 2023	
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	


7. Rent and Service Charge Increases from 3rd April 2023

		Report to: Waverley Housing Board 31 January 2023	Item No: 7
Title:		Rent and Service Charge Increases from 3 April 2023	
Date:		24 January 2023	
Responsible Person:		Operations Director	
This report is for:		APPROVAL	
PURPOSE & SUMMARY			
To update Board Members on the recent rent and service charge increase consultation and to seek agreement on the level of rent and service charge increases to apply for the 2023/24 financial year.			
RECOMMENDATION			
The Board is requested to approve the rent and service charge increases from 3 April 2023 as detailed in 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 included in Paragraph 4.1. 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 impact upon staffing arrangements.			
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	All tenants have been consulted about the rent and service charge increase proposals and the results of this exercise are attached at Appendix One.		
Equality Impact Assessment	Yes	No	✓
OUTCOME			
Approved	The Board members approved a rent increase of 5.0% to apply to all properties and garages and a service charge alignment to £3.55 per week for tenants living in Beech Avenue, Larch Grove, Laurel Grove and Hawthorn Road, Galashiels.		
Noted	N/A		
Subject to	N/A		
APPENDICES			
Appendix One	Rent and Service Charge Increase Consultation Summary		

8. Planned Maintenance Programme 2023-24

		Report to: Waverley Housing Board 31 January 2023	Item No: 8
Title:	Planned Maintenance Programme 2023-24		
Date:	24 January 2023		
Responsible Person:	Property Services Manager		
This report is for:	APPROVAL		
PURPOSE & SUMMARY			
To advise Board Members on the proposed planned maintenance programme for the 2023-24 financial year.			
RECOMMENDATION			
Board Members are asked to approve the draft planned maintenance programme for the 2023-24 financial year.			
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 part 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: The programme will be completed by current staff and sub-contractors as required			
Risk Assessment: This recommendation relates to existing risks within the Waverley Housing Risk Management Plan: 30 year planned maintenance programme unaffordable; EESSH – Affordability to bring properties up to standard; and Failure to maintain Customer Satisfaction levels in all areas of our business			
Consultation	Relevant staff have been consulted		
Equality Impact Assessment	Yes	No	✓
OUTCOME			
Approved	The Board Members approved the draft planned Maintenance Programme for 2023-24.		
Noted	N/A		
Subject to	N/A		
APPENDICES			
Appendix 1	Draft Planned Maintenance Programme 2023-24		
Appendix 2	Options Appraisals for contract awards		


9. Cyclical Maintenance Programme 2023-24

		Report to: Waverley Housing Board 31 January 2023	Item No: 9
Title:			
		Cyclical Maintenance Programme 2023/24	
Date:			
		24 January 2023	
Responsible Person:			
		Property Services Manager	
This report is for:			
		APPROVAL	
PURPOSE & SUMMARY			
To advise Board Members of proposals for the delivery of the Cyclical Maintenance Programme during the 2023/24 financial year.			
RECOMMENDATION			
Board Members are asked to approve the draft Cyclical Maintenance Programme for the 2023/24 financial year.			
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 part 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:			
The programme will be completed by current staff and sub-contractors as required			
Risk Assessment:			
This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan: Inadequate Health & Safety measures in place (Not just statutory but other risk, e.g. house fires) and 30 year planned maintenance programme unaffordable			
Consultation		Relevant staff have been consulted	
Equality Impact Assessment		Yes	No ✓
OUTCOME			
Approved	The Board Members approved the draft Cyclical Maintenance Programme for 2023-24.		
Noted	N/A		
Subject to	N/A		
APPENDICES			
Appendix 1	Draft Cyclical Maintenance Programme 2023/24		

10.	Review of Information Technology Strategy
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The Board Members approved the updated Information Technology (IT) Strategy.

11.	Dampness, Mould and Condensation Report
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	Report to: Waverley Housing Board 31 January 2023	Item No: 11
PURPOSE & SUMMARY		
The purpose of this report is to update Board Members on the current status with mould growth and condensation issues within Waverley Housing stock and action being taken to control and monitor this.		
OUTCOME		
Approved	N/A	
Noted	The Board Members noted the report and are content with actions being carried out by the Staff and Management Team.	
Subject to	N/A	
APPENDICES		
Appendix 1	Scottish Housing Regulator – Letter to Landlords 1 December 2022	
Appendix 2	Tenant Condensation Information Leaflet	
Appendix 3	Example of a professional survey	

12.	Performance Reports – November and December 2022 Monthly Reports & October-December Quarterly Report
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The Board Members noted the Monthly Performance Reports for November and December and the Quarterly Report for October - December 2022.

OD highlighted that in the December 2022 monthly report:

- the one fail of gas servicing and explained that this case was completed within 2 weeks of it being noted. The Property Services Manager has implemented additional processes to refresh the systems to prevent this happening in the future.
- The Rent Arrears have increased by £10k – this is a historical problem. The Housing Services Manager and Senior Housing Officer are reviewing this.
- Sickness has increased – this is a real challenge for WH, it is noted that the short term non attendance is not an issue, there are no duvet days. Longterm sickness is

the issue which is a mixture of serious and critical illnesses and the main challenge is supporting staff who are facing some really challenging issues.

CEO met with OD and HR officer earlier today regarding this situation and are looking to review how to take this forward with the lack of staff due to longterm sickness and looking at the recruitment of additional staff.

CEO noted that hybrid working is working well for staff.

13. Chair's Items

None

14. Chief Executive's Items

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

- Cost of Living (Tenant Protection) (Scotland) Act 2022 including Scottish Housing Regulator - Request for information on planned rent increases – reinforces comments from Carole re rent freeze being lifted and increases can be applied from April. SHR to be notified of increase following this meeting.
- Scottish Housing Regulator - Advice for landlords on surveying tenants and service users. For WH the recruitment of the new Tenant and Community Engagement Officer (TCEO) has been unsuccessful to date. Communication/consultation with tenants and service users has proved to be quite good overall with the introduction of using the QR code.
- Scottish Government Budget 2023/24. This sets out the Scottish Governments proposed spending and tax plans for 2023 to 2024 and is attached as an appendix for Board Members perusal.
- Scottish Borders Council – Council Plan – Consulting on key priorities across a whole suite of headlines. WH has a strong contribution to the section on Empowered Vibrant Communities section and fit in with the plan. CEO hoping to send a response from WH in due course.

15. Minutes of Committee Meetings

None.

16. Conferences, External Meetings and Training

None to report.

17. Equality Impact Assessment

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

18. Risk Assessment

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

19. Communication to Stakeholders

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

- Rent increase notification to tenants
- Rent increase notification to Scottish Housing Regulator
- Maintenance programme notification to tenants

19. Notifiable Events

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

20. For Information

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

- SHR letter to Landlords sent out via email on 8.12.22.
- Board Members - Introduction to Housing Association Finance Training Sessions sent out via email on 12.1.23.
- Reminder re Scotland's Housing Festival 2023 via email on 23.01.23 – only Kate going

21. Date of Next Meeting / Development Session

Tuesday 28th February 2023 – Board Meeting @ 5:30pm
Tuesday 14th March – Development Session @ 3:00-5:00pm