



Meeting: BOARD MEETING

Date & Time: Tuesday 28 February 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)
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 all of the Board.

1. Apologies for Absence

Apologies were received from Kate Christie (KC) and Reuben Basak (CSD).

2. Declarations of Interest

Declarations of Interest were received from Fraser Kelly, Carole Yallop and June Wilson for:

Item 6 – Workforce Budget & Pay Award 2023/2024 &
Item 8 – Coronation of Kings Charles III – Public Holiday

3. Minutes of Previous Board Meeting (31.01.23)

The Minutes of the meeting held on Tuesday 31 January 2023 were approved and will be signed by the Chair and Company Secretary as being an accurate record of the meeting.

A matter arising from the Minute was discussed:

Item 11 - Dampness, Mould and Condensation Report GT queried the recent Hawick Newspaper report and its content.

OD updated the Board with the process carried out regarding this report of mould. The property does meet ESSHH1, SHQS and Energy Efficiency Standards however it would benefit from wall and underfloor cavity insulation.

OD reported that there have been 23 cases reported regarding damp, mould and condensation between September 2022 and January 2023. These are expected at this time of the year and due to the COL crisis this year has seen an increase in numbers. As detailed in the report to the

Board on 31 January 2023 these reports are dealt with swiftly. Staff and sub contractors attending properties are on alert to identify any signs of damp, mould and condensation and report back to the property services section. WH, through face-to-face, newsletters and on social media platforms share information regarding this topic, in an attempt to educate tenants on how to prevent damp, mould and condensation in their homes.

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

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| 4. | Board Action Point Tracker |
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The Board Members reviewed and noted the Action Point Tracker.

Item 5. Review of gutters to properties outwith the cyclical maintenance programme. A programme has been set up and will start from April 2023. The drone can also be used to do visual checks.

Item 6. Fitting of mechanical extraction systems when a new kitchen or bathroom is installed – SHQS guidelines do not require a fan to be fitted if there are no signs of condensation and there is adequate ventilation from a window.

The Board agreed and approved that mechanical extraction systems to be installed with all new bathroom and kitchen installations.

5. Upper Langlee – Progress



Report to:
Waverley Housing Board
28 February 2023

Item No:
5

Title: Upper Langlee Progress Report

Date: 21 February 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 UL - Tender Overview (Interim)

Appendix 2 Upper Langlee VE List - Post Tender

Appendix 3 Planning Conditions Tracker

Appendix 4 Financial Summary

6. Workforce Budget & Pay Award 2023/2024

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|  | | Report to: Waverley Housing Board 28 February 2023 | Item No: 6 |
| Title: | | Workforce Budget & Pay Award 2023/2024 | |
| Date: | | 21 February 2023 | |
| Responsible Person: | | Interim Finance Manager | |
| This report is for: | | APPROVAL | |
| PURPOSE & SUMMARY | | | |
| The purpose of this report is to provide information to members of the Board to enable them to consider awarding a “cost of living” increase to employees’ salary levels in terms of viability and comparability. | | | |
| RECOMMENDATION | | | |
| The Board is asked to consider and discuss the contents of the report and to consider making a cost-of-living award for 2023/2024. | | | |
| IMPLICATIONS | | | |
| Legal Requirements: There are no legal compliance requirements 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: Payroll staff to process any pay award. | | | |
| Risk Assessment: This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan: Low Staff Morale. | | | |
| Consultation: | | None | |
| Equality Impact Assessment: | | Yes - applies equally to all staff. | No |
| OUTCOME | | | |
| Approved | | The Board Members approved a pay rise of 6% or £1,500, whichever is the greater. | |
| Noted | | N/A | |
| Subject to | | N/A | |

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| 7. | Key Performance Indicators 2023-24 |
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|  | Report to: Waverley Housing Board 28 February 2023 | Item No: 7 |
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| Title: | Proposed Key Performance Indicators (KPIs) 2023/24 |
| Date: | 21 February 2023 |
| Responsible Person: | Operations Director |
| This report is for: | APPROVAL |

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| PURPOSE & SUMMARY |
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To provide Board Members with information on the current KPI's and proposals for the KPI's and targets to apply in the 2023/24 financial year.

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| RECOMMENDATION |
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Board Members are requested to consider and approve the KPI's to apply in the 2023/24 financial year.

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| IMPLICATIONS |
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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 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:
 No significant impact.

Risk Assessment:
 This recommendation relates to most risks within the Waverley Housing Risk Management Plan.

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| Consultation | Relevant staff have been consulted. |
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| Equality Impact Assessment | Yes | No <input checked="" type="checkbox"/> |
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| OUTCOME |
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| Approved | The Board Members approved the proposed changes to the KPIs and all others to remain as is for 2023/2024. |
| Noted | N/A |
| Subject to | N/A |

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| APPENDICES |
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| Appendix 1 | Key Performance Indicators 2023/24 |
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| 8. | Coronation of Kings Charles III – Public Holiday |
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|  | Report to: Waverley Housing Board 28 February 2023 | Item No: 8 |
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| Title: | Coronation of King Charles III – Public Holiday |
| Date: | 6 February 2023 |
| Responsible Person: | Chief Executive |
| This report is for: | APPROVAL |

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| PURPOSE & SUMMARY |
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The purpose of this report is to seek the approval of the Waverley Housing Board to the granting of an additional public holiday, to mark the coronation of the King on Monday 8th May 2023.

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| RECOMMENDATION |
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The Board of Waverley Housing is asked to grant an additional Public Holiday, in favour of Waverley Housing staff, on Monday 8th May 2023 to mark the celebration of the coronation of King Charles III.

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| IMPLICATIONS |
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Legal Requirements:
 There are no legal compliance requirements in reaching the recommendations included in the report.

Legislative/Regulatory or Companies Act Requirements:
 There are no legislative/regulatory or Companies Act requirements in reaching the recommendations included in the report.

Staffing:
 Staff would be entitled to an additional Public Holiday in 2023.

Risk Assessment:
 This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan: Low Staff Morale.

Consultation:
 Staff suggestion raised via the Employee Focus Group.

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| Equality Impact Assessment: | Yes - applies equally to all staff | No |
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| OUTCOME |
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| Approved | The Board Members approved the additional public holiday on Monday 8th May 2023 to mark the celebration of the coronation of King Charles III. |
| Noted | N/A |
| Subject to | N/A |

9. Performance Reports – January 2023

The Board Members noted the Monthly Performance Reports for January 2023.

The gas servicing miss was noted, this was explained last month and this will impact the KPI until the end of this financial year.

The EESSH works are taking longer to complete as Scottish Power needs to be chased continually for them to carry out the assessment on all battery and PV installations. 6 approvals have been received since the report went to the Board. Scottish Government have lengthened the completion date. OD will continue to report on this monthly.

10. Chair's Items

The Chair attended the launch of A Roadmap to Decarbonisation in South of Scotland at Eildon Offices on 21 February 2023. The OD was also in attendance.

The launch discussed energy saving measures ie Air Source Heat Pumps, solar panels etc. It was talked about but not how or when it is going to be delivered. There is no specific training available for the fitting on ASHPs, solar panels etc.

It appears to be a good idea, if it went ahead it would be beneficial to WH tenants, it would meet the 2045 target for Net Zero Emissions but will it be able to get off the ground. There is the need to get people to buy in to ASHPs when costs are much higher than replacing a boiler.

SOSE led at the moment with the possibility of it generating 4-6,000 jobs.

11. Chief Executive's Items

The Board Members noted the content of the CEO report covering:

Dampness, Mould and Condensation

Scottish Borders Council have requested that the 4 Borders based RSLs attend a session with SBC elected members to further discuss the issue. There have been no direct approaches made to Waverley Housing, by any elected member, on the issue of dampness, mould and condensation. Provisional dates for the meeting have been given in March, April and May 2023. An update on the outcome will be provided.

Homelessness services in Scotland: A thematic review – February 23

Some challenges around resettlement of Ukrainian Refugees – this is untidy and not running smoothly. WH were on alert as required and nothing has come from this. There are now challenges with key workers – homes needed immediately for staff for BGH workers coming in from abroad. This then puts pressure on the overall homelessness provision which creates a wider challenge on RSLs covering homelessness.

AOB

It was noted that there had been a report in the news regarding Housing Associations having adequately qualified staff in England and Wales, had WH received anything regarding this.

CEO replied there had been nothing received regarding this and he is confident that staff are adequately qualified, with 4 members of staff in the Housing section qualified, 2 at CIH Level 4, one below this level and the other above this level.

12. Minutes of Committee Meetings

None.

13. Conferences, External Meetings and Training

AWICS – 5 Board Members attended the training - Introduction to Housing Association Finance Training – 25th January & 8th February 2023.

Feedback varied between it being a refresher having attended the course in 2017, basic, interesting and relevant, delivered well, in plain English.

IFM suggested a book that would help Board members understand Housing Association's Finances - National Housing Federation – Finance Demystified.

14. Equality Impact Assessment

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

15. Risk Assessment

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

16. Communication to Stakeholders

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

- Pay Award for 2023/2024– Item 6.
- Additional Bank Holiday on 8th May to celebrate King Charles III coronation – Item 8.

17. Notifiable Events

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

18. For Information

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

- Email re Estate Walkabouts and info put up on Onedrive on 07.02.23.
- Email re Minister to help launch A Roadmap to Decarbonisation in South of Scotland, invite to attend sent on 08.02.23.
- Email with SHARE training course sent on 16.02.23.re Scotland's Housing Festival 2023 via email on 23.01.23 – only Kate going

19. Date of Next Meeting / Development Session

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