



**Meeting: BOARD MEETING**  
**Date & Time: Tuesday 23 May 2023 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)  
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)

The Chair welcomed all of the Board Members to the May Board meeting and spoke about the sad news of Reuben Basak, Corporate Services Director passing at the weekend following a brave fight with cancer. Everyone took a minute to reflect on their relationship with Reuben.

**1. Apologies for Absence**

Apologies were received from Julie Watson – Board Member.  
Billy Robson did not attend.

**2. Declarations of Interest**

There were no declarations of interest noted.

**3. Minutes of Previous Board Meeting (25.04.23)**


The Minutes of the meeting held on Tuesday 25 April 2023 were approved and will be signed by the Chair and Company Secretary as being an accurate record of the meeting.

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


**4. Board Action Point Tracker**

The Board Members reviewed and noted the Action Point Tracker.


**5. Upper Langlee – Progress**

		<b>Report to:</b> <b>Waverley Housing Board</b> <b>23 May 2023</b>	<b>Item No:</b> <b>5</b>
<b>Title:</b>		Upper Langlee Progress Report	
<b>Date:</b>		16 May 2023	
<b>Responsible Person:</b>		Chief Executive/Operations Director	
<b>This report is for:</b>		<b>NOTING</b>	
<b>PURPOSE &amp; SUMMARY</b>			
<p>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.</p>			
<b>OUTCOME</b>			
<b>Approved</b>	N/A		
<b>Noted</b>	The Board Members noted the report and agreed the new format of the Financial Summary.		
<b>Subject to</b>	N/A		
<b>APPENDICES</b>			
Appendix 1	Site Investigation Contamination Location Map		
Appendix 2	Phase 1A Property Views Omitting Juliet Balconies		
Appendix 3	Financial Summary		
Appendix 4	Risk Road Map		


6. The Annual Return on the Charter (ARC)

		<b>Report to:</b> <b>Waverley Housing Board</b> <b>23 May 2023</b>	<b>Item No:</b> <b>6</b>
<b>PURPOSE &amp; SUMMARY</b>			
To provide Board Members with the ARC Return to the Scottish Housing Regulator (SHR) for 2022/23 financial year.			
<b>RECOMMENDATION</b>			
Board Members are asked to consider the ARC Returns and approve the ARC submission to the SHR by the deadline date of 31 May 2023.			
<b>IMPLICATIONS</b>			
<b>Legal Requirements:</b> In completion and submission of the ARC to the SHR within the deadline date, we are meeting our statutory and legal obligations.			
<b>Financial Implications:</b> There are no direct financial implications arising from the recommendations included in the report.			
<b>Legislative/Regulatory or Companies Act Requirements:</b> Regulatory requirements to the SHR are met in production and submission of this report.			
<b>Staffing:</b> No impact on existing staffing.			
<b>Risk Assessment:</b> This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan. The return is connected to most risks on the risk register.			
<b>Consultation</b>		Relevant staff have been consulted.	
Equality Impact Assessment		Yes	No ✓
<b>OUTCOME</b>			
<b>Approved</b>	<b>The Board Members considered the performance outcomes within the ARC and approved submission of the ARC by the deadline date of 31 May 2023.</b>		
<b>Noted</b>	N/A		
<b>Subject to</b>	N/A		
<b>APPENDICES</b>			
Appendix 1	Charter Annual Return 2022-2023		
Appendix 2	Stock Annual Return 2022-2023		

**7. Scottish Housing Regulator – Five Year Financial Projection Return (2023)**

		<b>Report to:</b> <b>Waverley Housing Board</b> <b>23 May 2023</b>	<b>Item No:</b> <b>7</b>
<b>Title:</b>	Scottish Housing Regulator Five Year Financial Projection Return (2023)		
<b>Date:</b>	16 May 2023		
<b>Responsible Person:</b>	Interim Finance Manager		
<b>This report is for:</b>	<b>APPROVAL</b>		
<b>PURPOSE &amp; SUMMARY</b>			
<p>Registered Social Landlords are required to submit a Five-Year Financial Projections return to the Scottish Housing Regulator on an annual basis.</p> <p>Submission of this information is by way of an on-line return using the Regulator’s online portal.</p>			
<b>RECOMMENDATION</b>			
Members of the Board are asked to consider the return and approve its submission to the Regulator.			
<b>IMPLICATIONS</b>			
<b>Legal Requirements:</b>			
There are no legal compliance requirements in reaching the recommendations included in the report.			
<b>Financial Implications:</b>			
There are no direct financial implications arising from the recommendations included in the report.			
<b>Legislative/Regulatory or Companies Act Requirements:</b>			
Where necessary, relevant legislation, regulatory provisions or companies act requirements are referenced in the report.			
<b>Staffing:</b>			
There are no direct staffing requirements in reaching the recommendations included in the report			
<b>Risk Assessment:</b>			
This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan.			
<b>Consultation</b>	N/A		
<b>Equality Impact Assessment</b>	Yes	No	✓
<b>OUTCOME</b>			
<b>Approved</b>	<b>The Board Members approved the contents of the return and its submission to the Scottish Housing Regulator.</b>		
<b>Noted</b>	N/A		
<b>Subject to</b>	N/A		
<b>APPENDICES</b>			
Appendix 1+1a	SHR: Five Year Financial Projection Return		

**8. Recruitment to the post of Chief Executive**


		<b>Report to:</b> <b>Waverley Housing Board</b> <b>23 May 2023</b>	<b>Item No:</b> <b>8</b>
<b>Title:</b>	Recruitment to the post of Chief Executive of Waverley Housing		
<b>Date:</b>	5 May 2023		
<b>Responsible Person:</b>	Chief Executive		
<b>This report is for:</b>	<b>APPROVAL</b>		
<b>PURPOSE &amp; SUMMARY</b>			
The purpose of this report is to set out the process for recruitment to the post of Chief Executive of Waverley Housing.			
<b>RECOMMENDATION</b>			
<p>The Board of Waverley Housing is asked to:</p> <ul style="list-style-type: none"> <li>Note the contents of the report and specifically the delegated authority afforded to the Chair and Vice Chair to agree the parameters of the recruitment process prior to advertising of the post;</li> <li>Confirm the desire of the Board in respect of the use of recruitment consultants to support the recruitment process, or otherwise and begin the process to select a preferred consultant;</li> <li>Approve a budget of circa £15,000 to complete the recruitment process.</li> </ul>			
<b>IMPLICATIONS</b>			
<b>Legal Requirements:</b> All necessary legal requirements have been complied with in completing this report.			
<b>Financial Implications:</b> There are no direct financial implications arising from the content in the report.			
<b>Legislative/Regulatory or Companies Act Requirements:</b> Where necessary, relevant legislation, regulatory provisions or companies act requirements are referenced in the report.			
<b>Staffing:</b> The report relates to the recruitment of the post of Chief Executive of Waverley Housing.			
<b>Risk Assessment:</b> This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan: Succession Planning			
<b>Consultation</b>	N/A		
<b>Equality Impact Assessment</b>	Yes ✓	No	
<b>OUTCOME</b>			
<b>Approved</b>	<b>The Board Members approved a budget of circa £15,000 to complete the recruitment process.</b>		

<b>Noted</b>	Noted the contents of the report and specifically the delegated authority afforded to the Chair and Vice Chair to agree the parameters of the recruitment process prior to advertising of the post; Confirmed the desire in respect of the use of recruitment consultants to support the recruitment process and begin the process to select a preferred consultant.
<b>Subject to</b>	N/A
<b>APPENDICES</b>	
Appendix 1	Chief Executive - Job Profile
Appendix 2	Chief Executive – Person Specification

**9. Scottish Borders Council Maintenance Contract Renewal**


		<b>Report to:</b> <b>Waverley Housing Board</b> <b>23 May 2023</b>	<b>Item No:</b> <b>9</b>
<b>Title:</b>		Scottish Borders Council Maintenance Contract Renewal	
<b>Date:</b>		16 May 2023	
<b>Responsible Person:</b>		Operations Director	
<b>This report is for:</b>		<b>NOTING</b>	
<b>PURPOSE &amp; SUMMARY</b>			
<p>To advise Board Members that the current repairs contract with Scottish Borders Council ends on 30 September 2023 and to advise that the intention is to re-tender for the contract by the closing date on 29 June 2023.</p>			
<b>OUTCOME</b>			
<b>Approved</b>	N/A		
<b>Noted</b>	The Board Members noted the report.		
<b>Subject to</b>	N/A		
<b>APPENDICES</b>			
Appendix 1	SBC Maintenance Contract Financial Summary 2022-23		

<b>10. Board Members Training Plan Review for 2022/23 &amp; Training Schedule for 2023/24</b>
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		<b>Report to:</b> <b>Waverley Housing Board</b> <b>23 May 2023</b>	<b>Item No:</b> <b>10</b>
<b>Title:</b>		Board Members Training Plan Review for 2022/2023 & Training Schedule for 2023/2024	
<b>Date:</b>		3 May 2023	
<b>Responsible Person:</b>		Chief Executive	
<b>This Report is for:</b>		<b>NOTING</b>	
<b>PURPOSE OF REPORT</b>			
<p>During 2022/23 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 &amp; Development Plan for 2023/24 is attached for information (appendix 2).</p>			
<b>RECOMMENDATION</b>			
<p>The Board is asked to note the learning and development undertaken by Board Members during 2022/23 and the Training Schedule for 2023/24.</p>			
<b>APPENDICES</b>			
Appendix 1	Board Member's Training Review 2022/23		
Appendix 2	Board Member's Training Schedule 2023/24		
<b>OUTCOME</b>			
<b>Approved</b>	N/A		
<b>Noted</b>	The Board Members noted the report.		
<b>Subject to</b>	N/A		



**11. Annual Training Review 2022/2023 - Staff**

	<b>Report to:</b> <b>Waverley Housing Board</b> <b>4 May 2023</b>	<b>Item No:</b> <b>11</b>
<b>Title:</b>	Annual Training Review 2022/2023 - Staff	
<b>Date:</b>	4 May 2023	
<b>Responsible Person:</b>	Chief Executive	
<b>This report is for:</b>	<b>NOTING</b>	
<b>PURPOSE &amp; SUMMARY</b>		
To update the Board on staff training activity. Board members are requested to note the content of this report.		
<b>OUTCOME</b>		
<b>Approved</b>	N/A	
<b>Noted</b>	The Board Members noted the report.	
<b>Subject to</b>	N/A	
<b>APPENDICES</b>		
Appendix 1	Training Report 2022/23	

**12. Performance Reports – April 2023**

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

**13. Chair's Items**

None

**14. Chief Executive's Items**

None

**15. Minutes of Committee Meetings**

None

## **16. Conferences, External Meetings and Training**

None

## **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.

- Submission of the Arc return to SHR
- Submission of the 5 year Financial Projections to SHR
- Notification to the SHR of CEO forthcoming retiral and appointment of CSD

## **20. Notifiable Events**

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

## **21. For Information**

The following items were distributed to Board members:

- Email on 1.5.23 advising of updated documents placed on OneDrive Folder – Board – Governance Handbook & Regulatory Documents:
  - Governance Handbook
  - Complaints Handling Procedure (including customer facing)
  - SFHA Model of Delegated Authority Guide
- Email on 2.5.23 – SHARE training opportunities
- Email on 2.5.23 – Notification of Tenant Newsletter on OneDrive & Newsletter also attached to the email.

## **22. Date of Next Meeting**

**Tuesday 27<sup>th</sup> June - Board Meeting @ 5:30pm.**