



Meeting: BOARD MEETING
Date & Time: Tuesday 26 September 2023 at 6:15pm
Venue: Hawick Hotel, 17 North Bridge Street / Virtual via Microsoft Teams Conference Call

Present: Ronnie Dumma (Chair) (RD)
Ian Davidson (Vice Chair) (ID)
Alan Brown (Board Member) (AB)
Kate Christie (Board Member) (KC) - virtual by Microsoft Teams
David Gordon (Board Member) (DG)
Billy Robson (Board Member) (BR) – virtual by Microsoft Teams
Christine Stewart (Board Member) (CS)
Garyth Thomas (Board Member) (GT)
Julie Watson (Board Member) (JW) – virtual by Microsoft Teams
George Young (Board Member) (GY)

In Attendance: Fraser Kelly (Chief Executive) (CEO/Company Secretary)
Carole Yallop (Operations Director) (OD)
June Wilson (Executive Support Officer) (ESO)

Due to the discovery of RAAC in the office of 51 North Bridge Street unfortunately issues were experienced with the Wi-Fi set up in the alternative venue whereby throughout the meeting the 3 Board members who joined virtually lost connection at times. JW & KC left the meeting before Item 6. The meeting remained quorate at all times.

1. Apologies for Absence

Apologies were received from Lorna Notman, CSD.

2. Declarations of Interest

A declaration of interest was noted from

- Alan Brown in regard to Item 9 – Use of Consultancy Services.

3.	Appointment of Governing Body Office Bearers - Chair, Vice Chair and Company Secretary Appointment of Sub Committee (AICC) Members
-----------	---

	Report to: Waverley Housing Board 26 September 2023	Item No: 3
Title:	Appointment of Governing Body Office Bearers (Chair, Vice Chair and Company Secretary); Appointment of Sub Committee (AICC) Members	
Date:	19 September 2022	
Responsible Person:	Chief Executive	
This report is for:	APPROVAL	

PURPOSE & SUMMARY

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.

RECOMMENDATION

Board Members are asked to:

- Approve the continued appointment of Ronnie Dumma as Chair of Waverley Housing Board, and with effect from 26th September 2023;
- Approve the continued appointment of Ian Davidson as Vice Chair of Waverley Housing Board, and with effect from 26th September 2023;
- Approve continuation of membership of the Audit and Internal Control Committee by reappointment of George Young, Billy Robson, Julie Watson, Ian Davidson, Garyth Thomas and Ronnie Dumma;
- Approve the removal of Fraser Kelly as Company Secretary of Waverley Housing and with effect from 26th September 2023;
- Approve the appointment of Lorna Notman as Company Secretary of Waverley Housing and with effect from 26th September 2023.

Board Members are asked to instruct the Chief Executive to update all appropriate records and agencies to reflect the recommended change in Paragraph 3.1.

IMPLICATIONS

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: There are no direct staffing implications arising from the recommendations included in the report.

Risk Assessment: This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan and specifically The Failure to Maintain a Full Board Complement.

Consultation	Relevant staff have been consulted.	
Equality Impact Assessment	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
OUTCOME		
Approved	Garyth Thomas approved the appointments and George Young seconded them	
Noted	N/A	
Subject to	N/A	

4.	Minutes of Previous Board Meeting (27.06.23) Development Session File Note (29.08.23)
-----------	--

Minutes of Board meeting on 27th June 2023

GT highlighted that under Item 5 – Upper Langlee – Progress, page 3, 2nd paragraph he did not say ‘Also bearing in mind the Board have always asked that £1M be always kept in reserves’. It was agreed to remove this sentence from the Minute.

Following this amendment the Minutes were approved and will be signed by the Chair and Company Secretary as being an accurate record of the meeting.

Development Session File Note on 29th August 2023

The File Note of the Development Session held on Tuesday 29 August 2023 was agreed as an accurate note of the discussions and the following action to be put in place.

- Following the review of the Tender Report it was agreed that Clarks Contracts be sent a letter of intent as the preferred bidder but not securing the contract until a VE Exercise, final figures for the New Build and accurate finance figures have been presented to WH Board.

There were no other matters arising from the Board Minutes of 27th June 2023 or File Note of 29th August 2023, items not on the Agenda or not on the APT.

5.	Board Action Point Tracker
-----------	-----------------------------------


The Board Members reviewed and noted the Action Point Tracker.

CEO updated under action point 1, a draft letter of offer was received earlier this afternoon and has been passed to TC Young for clarification.

GT asked for clarification of action point 8 - letter of intent to be submitted to Clark Contracts as preferred contractor by WH.

Chair explained that the letter of intent to the preferred bidder allows WH to commence negotiations with the contractor but does not bind WH to the contractor. This is further covered under item 6.

6. Upper Langlee – Progress


		Report to: Waverley Housing Board 26 September 2023	Item No: 6
Title:	Upper Langlee Progress Report		
Date:	19 September 2023		
Responsible Person:	Chief Executive/Operations Director		
This report is for:	APPROVAL		
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.			
RECOMMENDATION			
Board Members are requested to note the content of this report and to approve for officers to proceed with dialogue with MHS to seek technical appraisal to consider an above benchmark funding application as outlined in point 3.8 of this 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 arising from the recommendations included in the report are included under 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: No significant impact.			
Risk Assessment: This recommendation relates to the following risk(s) within Waverley Housing's Risk Management Plan: Upper Langlee Demolition and New Build Programme Project 2.			
Consultation	Relevant staff have been consulted.		
Equality Impact Assessment	Yes	No	✓
OUTCOME			
Approved	The Board Members approved Officers to proceed with dialogue with MHS to seek technical appraisal to consider an above benchmark funding application as outlined in point 3.8 of this report.		
Noted	N/A		
Subject to	N/A		

APPENDICES	
Appendix 1	Value Engineering Options
Appendix 2	Funding Options for Phase 1A - Benchmark Expectations
Appendix 3	Financial Summary
Appendix 4	Upper Langlee Risk Management Map


7. SHR Audited Financial Statements Return (2023)

		Report to: Waverley Housing Board 26 September 2023	Item No: 7
Title:	Scottish Housing Regulator Audited Financial Statements Return (2023)		
Date:	4 August 2023		
Responsible Person:	Corporate Services Director		
This report is for:	APPROVAL		
PURPOSE & SUMMARY			
<p>Registered Social Landlords are required to submit an Audited Financial Statements 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>			
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: Non compliance with Financial Regulations.			
Consultation	N/A		
Equality Impact Assessment	Yes	No	✓
OUTCOME			
Approved	The Board Members approved the submission of the Audited Financial Statements Return for 2023.		
Noted	N/A		
Subject to	N/A		
APPENDICES			
Appendix 1	SHR Audited Financial Statements Return		


8. Register of Authorised Signatories
--

	Report to: Waverley Housing Board 26 September 2023	Item No: 8
Title:	Register of Authorised Signatories	
Date:	14 September 2023	
Responsible Person:	Corporate Services Director	
This report is for:	APPROVAL	
PURPOSE & SUMMARY		
The purpose of the report is to update the Waverley Housing Register of Authorised Signatories.		
<ul style="list-style-type: none"> i. Removal of Reuben Basak ii. Addition of Lorna Notman 		
RECOMMENDATION		
Members of the Board are requested to note the content of the report, and to ratify the removal of Reuben Basak, and the addition of Lorna Notman as an authorised signatory.		
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 set out in Section 4.1 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: 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: <ul style="list-style-type: none"> • Non-compliance with financial regulations 		
Consultation	N/A	
Equality Impact Assessment	Yes - applies equally to all	
OUTCOME		
Approved	The Board Members ratified the change of signatories from Reuben Basak to Lorna Notman.	
Noted	N/A	
Subject to	N/A	

9. Use of Consultancy Services


		Report to: Waverley Housing Board 29 September 2023	Item No: 9
PURPOSE & SUMMARY			
Title:		Use of Consultancy Services	
Date:		14 September 2023	
Responsible Person:		Corporate Services Director	
This report is for:		APPROVAL	
PURPOSE & SUMMARY			
The purpose of the report is to update the Waverley Housing Board on the use of financial consultancy services during 2022 and 2023.			
RECOMMENDATION			
The Board of Waverley Housing is asked to note the content of the report and to ratify the expenditure incurred in the provision of financial consultancy services and in achieving the outcomes set out in paragraphs 2.2 and activities set out in paragraph 3.1.			
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 set out in Section 4.1 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 situation has been resolved through the recruitment of a full time/permanent member of staff.			
Risk Assessment: This recommendation relates to the following risk(s) within Waverley Housing's Risk Management Plan: <ul style="list-style-type: none"> • Non-compliance with financial regulations 			
Consultation		N/A	
Equality Impact Assessment		Yes - applies equally to all	
OUTCOME			
Approved	The Board Members ratified the expenditure incurred in the provision of financial consultancy services and in achieving the outcomes as set out in paragraph 2.2 and activities set out in paragraph 3.1 of the report.		
Noted	N/A		
Subject to	N/A		

10. Tenants Charter Report

	Report to: Waverley Housing Board 26 September 2023	Item No: 10
Title:	Tenants Charter Report	
Date:	19 September 2023	
Responsible Person:	Operations Director	
This report is for:	APPROVAL	
PURPOSE & SUMMARY		
<ol style="list-style-type: none"> To update Board Members on progress with preparing and consulting on the Tenants Charter Report to be issued this year. To provide some headline items to compare Waverley's performance to the Scottish Average and local RSLs. 		
RECOMMENDATION		
Board Members are requested to approve the draft Tenants Charter Report and to instruct Officers to issue the report to all tenants by 31 October 2023.		
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 draft Charter Report and instructed Officers to issue the report to all tenants by 31st October 2023.	
Noted	N/A	
Subject to	N/A	

APPENDICES	
Appendix 1	Draft Tenants Charter Report
Appendix 2	ARC Return 2022-23 – Comparison Analysis Summary
Appendix 3	ARC Return 2022-23 – Comparison Analysis Detail

11. Reinforced Autoclaved Aerated Concrete (RAAC) - Update on recent publicity


		Report to: Waverley Housing Board 26 September 2023	Item No: 11
Title:	Reinforced Autoclaved Aerated Concrete (RAAC) - Update on recent publicity		
Date:	19 September 2023		
Responsible Person:	Operations Director		
This report is for:	APPROVAL		
PURPOSE & SUMMARY			
The purpose of this report is to update Board Members in relation to recent publicity on the dangers of using Reinforced Autoclaved Aerated Concrete (RAAC) in construction			
RECOMMENDATION			
The Board of Waverley Housing is asked to note the content of the report and to approve the amendment of the risk register in relation to risk; Unplanned &/or uninsured works of high value to specifically state all Waverley stock including the office building and to make reference to RAAC as a consideration. If approved this will then be added to the risk register for approval by the AICC on 17 October 2023.			
IMPLICATIONS			
Legal Requirements: All necessary legal requirements have been complied with in reaching the recommendations included in the report.			
Financial Implications: The financial implications arising from the recommendations included in the report are included under 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: No significant impact.			
Risk Assessment: This recommendation relates to the following risk(s) within Waverley Housing's Risk Management Plan: Unplanned and/or uninsured works of high value.			
Consultation	Relevant staff have been consulted.		
Equality Impact Assessment	Yes	No	✓
OUTCOME			
Approved	The Board Members approved the amendment of the Risk Register in relation to the risk – Unplanned and/or uninsured works of high value to specifically state all Waverley stock including the office building and to make reference to RAAC as a consideration.		
Noted	N/A		

Subject to	N/A
APPENDICES	
Appendix 1	06/09/2023 – SBC Information Note for Elected members


12. Review of Handbooks, Strategies, Plans & Policies
--

The Board Members approved the changes to the Health & Safety Policies, Arrangements and Responsibilities Handbook.


13. Tenant and Community Engagement Staffing Role Update

	Report to: Waverley Housing Board 26 September 2023	Item No: 13
Title:	Tenant and Community Engagement Staffing Role Update	
Date:	19 September 2023	
Responsible Person:	Operations Director	
This report is for:	NOTING	
PURPOSE & SUMMARY		
<p>The purpose of this report is to update Board Members in relation to the staffing role to cover Tenant and Community Engagement.</p>		
OUTCOME		
Approved	N/A	
Noted	The Board Members noted the report.	
Subject to	N/A	

14. Open Market Purchases Report

	Report to: Waverley Housing Board 26 September 2023	Item No: 14
Title:	Open Market Purchases Report	
Date:	19 September 2023	
Responsible Person:	Operations Director	
This report is for:	NOTING	
PURPOSE & SUMMARY		
The purpose of this report is to update Board Members in relation to open market purchases partially funded by the More Homes Scotland division of the Scottish Government.		
OUTCOME		
Approved	N/A	
Noted	The Board Members noted the report.	
Subject to	N/A	

15. The Linn, Kelso Landscape Works

		Report to: Waverley Housing Board 26 September 2023	Item No: 15
PURPOSE & SUMMARY			
<p>The purpose of this report is to update Board Members in relation to essential landscape maintenance work in The Linn, Kelso as noted in the Planned Maintenance report approved by Board Members on 31 January 2023.</p>			
OUTCOME			
Approved	N/A		
Noted	The Board Members noted the report.		
Subject to	N/A		
APPENDICES			
Appendix 1	TC Young Repayment Agreement		

16. Performance Reports – Monthly - June, July & August 2023; Quarterly – April-June 2023

The Board Members noted the Monthly Performance Reports for June, July and August 2023 and the Quarterly Report for April-June 2023.

June, July and August 2023 Monthly reports

CEO noted that sickness levels are still high and there has since been another member of staff now added to this after a fall. Long term sickness is due to long term, critical conditions and sickness.

April – June 2023 Quarterly report

There were no queries regarding the quarterly reports.

17. Chair's Items

The Chair noted that since the last Board meeting:

- He has attended the newly resurrected RSL's Chair meetings. He attended a meeting at the end of August and rent affordability, staff recruitment/retention, cost of development of which Eildon is scaling back and SBHA are looking to take on further projects were all topics discussed. These meetings will take place quarterly.
- He has attended Eildon's AGM, slides on Eildon's history were viewed, they now have 3,000 properties of which majority are newbuild.
- He has attended Eildon Housing Board site visits. He found this to be interesting as some of the projects were ones he had worked on prior to retiring and it was nice to see some of them now complete and others now on site.
- Carried out the Board Annual Reviews with ID and GY, have all been completed and reports will be presented at the October Board meeting. Chair thanked all Board members for their input.
- CEO recruitment is in progress, RD, ID & JW will meet on Monday 2nd October with Aspen Recruitment Agency to create a long list of interview candidates of no more than 8, these candidates will be interviewed on the 12th October and from these candidates there will be a short list created of 4 candidates who will be interviewed on 20th October. At the interviews on 20th October the candidates will meet the senior staff.

Post Meeting Note – due to Aspen personnel holidays interview dates have slipped slightly. Long list interview date now 20th October and short list interview date now 2nd November.

18. Chief Executive's Items

All items referred to in the 'For Information' section – item 22.

19. Minutes of Committee Meetings

None.

20. Conferences, External Meetings and Training

None

21. Equality Impact Assessment

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

22. Risk Assessment

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

23. Communication to Stakeholders

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

- Notify tenants re RAAC, why the surveyors have been present at some estates, also be reported on the WH website.
- Charter report to be sent out to all Tenants.
- Barclays re new signatories.

21. Notifiable Events

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

- Once full survey carried out, outcome of discovery of RAAC at 51 North Bridge Street.

22. For Information

The following items were distributed to Board members for information only:

- i. SHARE'S October – December 2023 brochure re Personal and Professional Development Brochure via email on 31.07.23.
- ii. SHARE's August email update on training via email on 28.8.23.
- iii. SHARE's September email update on training via email on 04.09.23.
- iv. Programme for Government 2023-24 – <https://www.sfha.co.uk/news/news-category/sfha-news/news-article/programme-for-government-2023-24>.
- v. Autumn Tenants Newsletter – uploaded to Onedrive and Board Member's advised via email on 13.09.23.
- vi. SHR ARC Letter – received 31.8.23.

23. Date of Next Meetings

Tuesday 17th October 2023 – AICC Meeting

Tuesday 31st October 2023 – Board Meeting

Chair thanked everyone for their patience with the technical difficulties.