



Meeting: BOARD MEETING
Date & Time: Tuesday 31st October 2023 at 5:30pm
Venue: 51 North Bridge Street, Hawick / Virtual via Microsoft Teams Conference Call

Present: Ronnie Duma (Chair) (RD)
Ian Davidson (Vice Chair) (ID)
Alan Brown (Board Member) (AB)
Kate Christie (Board Member) (KC) – by Microsoft Teams
David Gordon (Board Member) (DG)
Christine Stewart (Board Member) (CS)
Garyth Thomas (Board Member) (GT)
George Young (Board Member) (GY)

In Attendance: Fraser Kelly (Chief Executive) (CEO)
Carole Yallop (Operations Director) (OD)
Lorna Notman, (Corporate Services Director/Company Secretary) (CSD)
June Wilson (Executive Support Officer) (ESO)

The Chair welcomed everyone to the October Board meeting.

1. Apologies for Absence

Apologies were received from:

- Julie Watson (Board Member)
- Billy Robson (Board Member)

2. Declarations of Interest

There were no declarations of interest noted.

3. Minutes of Previous Board Meeting (27.09.23)

The Minutes of the meeting held on Tuesday 27 September 2023 were approved and will be signed by the Chair and Company Secretary as being an accurate record of the meeting.


The Chair asked that the Board Members ratify the joining of Alan Brown (AB) to the Audit and Internal Control Committee. AB attended the AICC on 17th October 2023 as an observer. All Board Members were content and approved the joining of AB to the AICC.

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

	Report to: Waverley Housing Board 31 October 2023	Item No: 5
Title:	Upper Langlee Progress Report	
Date:	24 October 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	Clarks Contracts VE Options	
Appendix 2	Funding Scenarios for MHS	
Appendix 3	Financial Summary	
Appendix 4	Risk Road Map	

6. Review of Annual Budget (Forecast) & Cashflow 2023/24

		Report to: Waverley Housing Board 31 October 2023	Item No: 6
PURPOSE & SUMMARY			
<p>As per the annual budget process the Corporate Services Director in conjunction with budget holders has carried out a mid-year review of the annual budget and cashflow for 2023/24.</p> <p>Members of the Board are asked to consider the review.</p>			
RECOMMENDATION			
<p>Members of the Board are asked to consider and approve the changes to the annual budget and cashflow for 2023/24.</p>			
IMPLICATIONS			
<p>Legal Requirements: There are no legal compliance requirements in reaching the recommendations included in the report.</p>			
<p>Financial Implications: The financial implications are included in Paragraph 2 of the 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: Upper Langlee Demolition and New Build Programme; Breach of Barclay's Facility; Adverse changes in inflation and interest rates</p>			
Consultation		N/A	
Equality Impact Assessment		Yes	No ✓
OUTCOME			
Approved	<p>The Board Members approved the changes to the annual budget and cashflow for 2023/24 and the new set up of forecast of the budget and being reported on a quarterly basis rather as a monthly basis.</p>		
Noted	N/A		
Subject to	N/A		
APPENDICES			
Appendix 1	2023/24 Quarter 2 Forecast		

7. Gaining Annual Assurance

Report to:
Waverley Housing Board
31 October 2023

Item No:
7

Title: Gaining Annual Assurance

Date: 19 October 2023

Responsible Person: Chief Executive

This report is for: **APPROVAL**

PURPOSE & SUMMARY

The purpose of the report is to provide the Chair of Waverley Housing with authority to submit an Annual Assurance Statement for 2023, to the Scottish Housing regulator.

RECOMMENDATION

The Chair of Waverley Housing is authorised to submit an Annual Assurance Statement for 2023, to the Scottish Housing regulator and assures that Waverley Housing is meeting all of the duties in relation to tenant and resident safety, and that the AICC has obtained appropriate assurance about the company's compliance with all relevant safety requirements including:

- Gas Safety;
- Electrical Safety;
- Water Safety;
- Fire Safety;
- Asbestos;
- Damp and Mould;
- Lift Safety; and
- Reinforced Autoclaved Aerated Concrete.

The Chair is further authorised to assure that Waverley Housing is compliant with all relevant regulatory requirements set out in Section 3 of the Regulatory Framework; all relevant standards and outcomes in the Scottish Social Housing Charter; all relevant legislative duties; and the Standards of Governance and Financial Management - The standards of Governance and Financial Management for RSLs - Regulatory Standard 3.

The Chair is also authorised to assure that Waverley Housing has appropriate plans to implement an effective approach to the collection of equalities information and that the landlord has started to consider how it can adopt a human rights approach in their work.

The Board of Waverley Housing continues to review the impact of the Cost of Living crisis and the prevailing economic circumstances, on its Business Plan. The Chair is authorised to confirm, to the Scottish Housing Regulator, that the Board of Waverley Housing is assured that the planning assumptions, included in the stress testing of the Business Plan, are robust and that Waverley Housing retains the ability to operate as a going concern and to deliver effectively for its tenants and other service users.

At its most recent meeting on 17th October 2023 the Waverley Housing – Audit and Internal Control Committee reviewed evidence relating to the inspection of individual residential properties and office accommodation owned and operated by Waverley Housing and the subsequent identification of Reinforced Autoclaved Aerated Concrete (RAAC) at Waverley Housing’s office at 51 North Bridge Street, Hawick TD9 9PX. This evidence has been further reviewed by the Board of Waverley Housing on Tuesday 31st October 2023.

As such, the Chair of Waverley Housing is authorised to confirm assurance, that as far as is reasonably practicable, and based on independent qualified surveyor reports that no RAAC exists within individual dwellings owned by Waverley Housing and that tenant and resident safety is assured.

The Chair of Waverley Housing is also authorised to assure that, given the evidence, provided by independent surveyors, that 51 North Bridge Street, Hawick, TD9 9PX is fit for occupation.

Notwithstanding the above, Waverley Housing will, as guided by the independent surveyors and based on future investigation and findings, instruct a more detailed response as regards monitoring leading (potentially) to repair, strengthening or replacement.

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 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:

None.

Risk Assessment:

This recommendation relates to all existing risks within the Waverley Housing Risk Management Plan.

Consultation	Consultation with staff and partners will be an ongoing requirement of the Improvement Action Planning process.	
Equality Impact Assessment	Yes	No ✓


OUTCOME

Approved	The Board Members approved the recommendation, that in the process of gaining Annual Assurance, the Board of Waverley Housing has reviewed a substantive evidence base, and that the Chair of Waverley Housing is authorised to submit an Annual Assurance Statement for 2023, to the Scottish Housing Regulator and in the terms included in the attached letter as Appendix 3.
Noted	N/A
Subject to	N/A

APPENDICES

Appendix 1	AAS – SHR Guidance Letter 3 July 2023
Appendix 2	AAS – SHR Guidance Letter 13 October 2023
Appendix 3	Waverley Housing 2023 - Annual Assurance Letter – Unsigned

8. Mid Year Review of KPI Targets 2023/24

		Report to:/ Waverley Housing Board 31 October 2023	Item No: 8
Title:	Mid-year Review of KPI targets 2023/24		
Date:	24 October 2023		
Responsible Person:	Operations Director		
This report is for:	APPROVAL		
PURPOSE & SUMMARY			
To present the proposed KPI targets following a mid-year review of performance for 2023/24.			
RECOMMENDATION			
Members are asked to approve the reviewed KPI targets for the remainder of 2023/24 year.			
IMPLICATIONS			
Legal Requirements: All necessary legal requirements have been complied with in reaching the recommendations included in the report.			
Financial Implications: No direct financial implications.			
Legislative/Regulatory or Companies Act Requirements: Where necessary, relevant legislation, regulatory provisions or companies act requirements are referenced in the report.			
Staffing: Relevant staff have been consulted			
Risk Assessment: This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan: Connected to most of our risks in relation to financial covenants; void management; arrears; repairs and maintenance; staff morale; tenant satisfaction.			
Consultation	Relevant staff have been consulted		
Equality Impact Assessment	Yes	No	✓
OUTCOME			
Approved	The Board Members approved the reviewed KPI targets for the remainder of 2023/24 and the new way of reporting staff sickness.		
Noted	N/A		
Subject to	N/A		
APPENDICES			
Appendix 1	Summary of KPI targets following mid-year review 2023/24		


9. Review of Handbooks, Strategies, Plans & Policies

The Board Members approved the changes to the Housing Services Handbook.


The Board Members approved the Allocations Policy.

The Board Members approved the new BHN Domestic Abuse Policy.


10. Board Annual Reviews

	Report to: Waverley Housing Board 31 October 2022	Item No: 10
PURPOSE OF REPORT		
Members of the Board are asked to review the contents of the 2023 Appraisal Reports, Skills Audit Report, Self-Assessment Survey Report and Internal Audit Report.		
OUTCOME		
Approved	N/A	
Noted	The Board Members noted the reports relating to the annual reviews.	
Subject to	N/A	
APPENDICES		
Appendix 1	Chairs Annual Appraisal Report	
Appendix 2	Board Members Annual Appraisal Report	
Appendix 3	Board Members Annual Skills Audit Report	
Appendix 4	Board Members Skills Audit Matrix	
Appendix 5	Board Annual Self-Assessment Survey Report	

11. Board Succession Planning

		Report to: Waverley Housing Board 31 October 2023	Item No: 11
Title:			
		Board Succession Planning	
Date:			
		24 October 2023	
Responsible Person:			
		Chief Executive	
This report is for:			
		NOTING	
PURPOSE OF REPORT			
<p>The Board of Waverley Housing is asked to note progress being made against the Board Member Succession Planning - Action Plan.</p>			
OUTCOME			
Approved		N/A	
Noted		The Board Members noted the progress achieved on succession planning as contained within the Action Plan and the forward plan as described therein.	
Subject to		N/A	
APPENDICES			
Appendix 1		Board Succession Planning – Action point Tracker	

12. SBC Framework Notification

		Report to: Waverley Housing Board 31 October 2023	Item No: 12
Title: Scottish Borders Council Framework Notification			
Date: 24 October 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 the Scottish Borders Council Repairs Framework.			
OUTCOME			
Approved	N/A		
Noted	The Board Members noted the report in relation to securing the Scottish Borders Council Repairs Framework contract for a further 2 years.		
Subject to	N/A		
APPENDICES			
Appendix	SBC Framework Award Letter		

13. Performance Reports – Monthly – September 2023; Quarterly July-September 2023

The Board Members noted the Performance Reports for:

September 2023 (monthly)

It was noted that all of the KPI's were showing a positive return. However, GY did not understand how the opening balances were compiled. The CSD explained that she is using a cumulative figure with the opening balance from April 2023, this is not how it was done before. As discussed earlier under the KPI Performance Reports item that this will give a better picture overall when the budgets are presented quarterly with more information available for the Board to review.

July-September 2023 (Quarterly)

It was noted:

- There is an increase in bids for properties to let.
- There is a decrease in the amount of properties being put up for let weekly by all RSLs.
- Condition of tenancy has gotten worse over the years and is presenting challenging situations for staff to deal with.
- 2PV report is up from 68 to 75, another challenge for staff.

- Mediation is provided to WH tenants only.
- Housing and Finance teams are working together to combat rent arrears.

The Chair noted that this highlights another pressure on the housing staff dealing with an increase in condition of tenancy and increase in 2PV requirements.

14. Chair's Items

The Chair updated the Board Members with the ongoing Chief Executive Recruitment process.

15. Chief Executive's Items

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

CEO did recommend a read of the SHIP document, it is a good read and WH are referenced in the document in relation to Upper Langlee Regeneration Project.

16. Minutes of Committee Meetings

The Chair of the AICC (GY) reported from the AICC Minute of 17.10.23 there were 2 major items discussed. Those being the Business Recovery and Continuity Plan and the Internal Audit Reports.

The Business Recovery and Continuity Plan annual review incorporated the RAAC issue which was identified just before the review was due to take place. This therefore was a real time issue to review, this has been the case over the last few years covering Covid19 and the Cyber Crime attack. The AICC Chair concluded it was a very useful exercise.

The Internal Audits reports reviewed at the meeting covered Void Management which was given a strong endorsement from the internal auditors with only 1 minor recommendation.

The other audit covered GDPR which was given a substantial endorsement with a number of recommendations made of which the Executive team appreciate there is a fair amount of work to be done bringing the procedures up to date and staff training. Unfortunately this will be an additional burden on the team over the next 6 months.

17. Conferences, External Meetings and Training

None.

18. Equality Impact Assessment

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

19. Risk Assessment

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

20. Communication to Stakeholders

During discussion of the foregoing agenda there was the following item identified to be reported to the Stakeholders.

- Annual Assurance Statement letter to be uploaded to SHR portal and WH Website.

21. Notifiable Events

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

22. For Information

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

- SHARE's October – December 2023 brochure re Personal and Professional Development Brochure
- Scotland's Housing Festival, 5-6 March 2024 via email on 4.10.23.
- SHARE's Training Opportunities – Oct 23 – Mar 24 via email on 16.10.23.
- Scottish Borders Council – Strategic Housing Investment Plan [Strategic Housing Investment Plan \(SHIP\) 2024-2029 | Scottish Borders Council \(scotborders.gov.uk\)](#)

23. Date of Next Meetings

Development Session - Tuesday 28th November 2023 – 3:00pm – 5:00pm

Board Meeting - Tuesday 28th November 2023 – 5:30pm