



**Meeting: BOARD MEETING**  
**Date & Time: Tuesday 28<sup>th</sup> November 2023 at 5:30pm**  
**Venue: 51 North Bridge Street, Hawick / Virtual via Microsoft Teams Conference Call**

**Present:** Ronnie Dumba (Chair) (RD)  
Ian Davidson (Vice Chair) (ID) – by Microsoft Teams  
Alan Brown (Board Member) (AB)  
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) (CSD)/Company Secretary  
June Wilson (Executive Support Officer) (ESO)

The Chair welcomed everyone to the November Board meeting.

**1. Apologies for Absence**

Apologies were received from:

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

**2. Declarations of Interest**

Declarations of Interest were noted for:

Item 9 – Annual Bonus from Fraser Kelly (CEO), Carole Yallop (OD), Lorna Notman (CSD) and June Wilson (ESO).

**3. Minutes of Previous Board Meeting (31.10.23)**

The Minutes of the meeting held on Tuesday 31 October 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>28 November 2023</b>	<b>Item No:</b> <b>5</b>
<b>Title:</b>	Upper Langlee Progress Report		
<b>Date:</b>	21 November 2023		
<b>Responsible Person:</b>	Chief Executive/Operations Director		
<b>This report is for:</b>	<b>APPROVAL</b>		
<b>PURPOSE &amp; SUMMARY</b>			
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.			
<b>RECOMMENDATION</b>			
<ol style="list-style-type: none"> <li>1. The Board of Waverley Housing is asked to note the content of the report.</li> <li>2. Board Members are requested to approve for officers to engage with UTB to open a current account as per section 3.9 in the report.</li> </ol>			
<b>IMPLICATIONS</b>			
<b>Legal Requirements:</b> All necessary legal requirements have been complied with in reaching the recommendations included in the report.			
<b>Financial Implications:</b> The financial implications arising from the recommendations included in the report are included under the Upper Langlee cost plan.			
<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> No significant impact.			
<b>Risk Assessment:</b> This recommendation relates to the following risk(s) within Waverley Housing's Risk Management Plan: Upper Langlee Demolition and New Build Programme Project 2.			
<b>Consultation</b>	Relevant staff have been consulted.		
<b>Equality Impact Assessment</b>	Yes	No	✓
<b>OUTCOME</b>			
<b>Approved</b>	<b>The Board Members approved the opening of a bank account with UTB by the CSD.</b>		
<b>Noted</b>	N/A		
<b>Subject to</b>	N/A		
<b>APPENDICES</b>			
Appendix 1	SBC Executive Team Report - Second Homes Council Tax Affordable Housing Investment Budget Proposals		
Appendix 2	MHS Conditional Offer of Grant		
Appendix 3	Financial Summary		
Appendix 4	Risk Road Map		

6.	<b>Delegated Authority - Phase 1 Contract Award and Acceptance of MHS Grant Offer and SBC Funding Offer</b>
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	<b>Report to:</b> <b>Waverley Housing Board</b> <b>28 November 2023</b>	<b>Item No:</b> <b>6</b>
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<b>Title:</b>	Delegated Authority - Phase 1 Contract Award and Acceptance of MHS Grant Offer and SBC Funding Offer
<b>Date:</b>	21 November 2023
<b>Responsible Person:</b>	Operations Director
<b>This report is for:</b>	<b>APPROVAL</b>

**PURPOSE & SUMMARY**

The purpose of the report is to seek the approval of the Board of Waverley Housing to the recommendations in respect of awarding the contract for phase 1 to Clark Contracts Limited and accepting grant/funding offers from More Homes Scotland and Scottish Borders Council.

**RECOMMENDATION**

That subject to approval by the SBC Executive Committee on 5 December 2023 that funding of £961k will be made available from the 2nd homes council tax fund toward phase 1, which will then be the catalyst for MHS to issue a formal offer of grant letter. Board Members are requested to approve delegated authority to the Chair and/or Vice Chair and Chief Executive to accept and/or sign the following documentation:


1. To accept and sign the MHS offer of grant agreement when available.
2. To accept SBC's offer of funding.
3. Upon completion of points 1 and 2 above, to accept the tender submission received from Clark Contracts Limited on 9 August 2023 for the new build phase 1 of the Upper Langlee Regeneration project.

**IMPLICATIONS**

<b>Legal Requirements:</b> All necessary legal requirements have been complied with in reaching the recommendations included in the report.	
<b>Financial Implications:</b> Provision of the phase 1A expenditure is included in the cost plan for Upper Langlee.	
<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> No significant impact.	
<b>Risk Assessment:</b> This recommendation relates to the following risk within the Waverley Housing Risk Management Plan: Upper Langlee Demolition and New Build Programme Project	
<b>Consultation</b>	Relevant staff have been consulted.
<b>Equality Impact Assessment</b>	Yes                      No     ✓

<b>OUTCOME</b>	
<b>Approved</b>	<p>The Board approved that the Chair and/or Chair of AICC and/or Chief Executive is authorised to comply with all necessary requirements:</p> <ol style="list-style-type: none"> <li>1. To accept and sign the MHS Award of Grant acceptance when available.</li> <li>2. To accept SBC's offer of funding.</li> </ol>
<b>Noted</b>	N/A
<b>Subject to</b>	N/A
<b>APPENDICES</b>	
Appendix 1	MHS Conditional Offer of Grant

**7. Review of Former Tenant Debt – Bad Debt Write-off**

		<b>Report to:</b> <b>Waverley Housing Board</b> <b>28 November 2023</b>	<b>Item No:</b> <b>7</b>
<b>Title:</b>	Review of Former Tenant Debt – Bad Debt Write-off		
<b>Date:</b>	8 November 2023		
<b>Responsible Person:</b>	Corporate Services Director		
<b>This report is for:</b>	<b>APPROVAL</b>		
<b>PURPOSE &amp; SUMMARY</b>			
<p>A review of former tenant debt has taken place with a number of those debts, with a value of over £1,000, being highlighted as unable to be recovered. We have been using a firm who specialises in the collection of former tenant debt. However, in these instances we have been advised that recovery will not be possible.</p>			
<b>RECOMMENDATION</b>			
<p>The Board is requested to consider the attached list (see Appendix 1) and approve their write off in the financial accounts. A record of the debt remains in our Housing Management System should the debtor be located at a future date.</p>			
<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 direct financial implications arising from the recommendations are set out in Section 4.3 of this 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 the following risk(s) within Waverley Housing Risk Management Plan:			
<ul style="list-style-type: none"> <li>• Adverse changes in inflation and interest rates; Lack of financial awareness</li> </ul>			
<b>Consultation</b>	N/A		
<b>Equality Impact Assessment</b>	Yes	No	✓
<b>OUTCOME</b>			
<b>Approved</b>	<p><b>The Board Members approved the write-off in the financial accounts of £22,773 and the continuation of the record of debt remaining in the Housing Management System should the debtor be located at a future date.</b></p>		
<b>Noted</b>	N/A		
<b>Subject to</b>	N/A		
<b>APPENDICES</b>			
<b>Appendix 1</b>	Former Tenant - Proposed Bad Debt Write-off		

**8. Rent and Service Charge Increase Consultation**

		<b>Report to:</b> <b>Waverley Housing Board</b> <b>28 November 2023</b>	<b>Item No:</b> <b>8</b>
<b>Title:</b>	Rent and Service Charge Increase Consultation		
<b>Date:</b>	21 November 2023		
<b>Responsible Person:</b>	Operations Director		
<b>This report is for:</b>	<b>APPROVAL</b>		
<b>PURPOSE OF REPORT</b>			
To outline an approach to considering rent and service charge increases for the 2024/25 financial year.			
<b>RECOMMENDATION</b>			
<ol style="list-style-type: none"> <li>Members of the Board are requested to consider increasing the rent for financial year 2024-25 and if agreed, to agree on the level of percentage increase to apply.</li> <li>Members of the Board are requested to approve for officers to proceed with the consultation exercise with tenants on the proposed rent to apply in 2024/25 and to consider the feedback obtained before reaching a final decision in this connection. If there is significant opposition to this proposal from tenants then an alternative proposal may need to be considered.</li> </ol>			
<b>IMPLICATIONS</b>			
<b>Legal Requirements:</b> All necessary legal requirements have been complied with in reaching the recommendations included in the report.			
<b>Financial Implications:</b> The level of proposed rent increases and service charge increases will recoup sufficient levels of income to meet our forecast level of expenditure in the 2024/25 financial year.			
<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> All relevant staff have been consulted			
<b>Risk Assessment</b> 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			
<b>Consultation</b>	Relevant staff have been consulted about this proposal.		
<b>Equality Impact Assessment</b>	Yes	No	✓
<b>OUTCOME</b>			
<b>Approved</b>	<b>The Board Members approved a 7% rent increase and for Officers to proceed with the consultation exercise with tenants on the proposed rent to apply in 2024/25 and to consider the feedback obtained before reaching a final decision in this connection.</b>		
<b>Noted</b>	N/A		
<b>Subject to</b>	N/A		

<b>APPENDICES</b>	
Appendix 1	Draft Consultation Questionnaire
Appendix 2	Rent Increase Analysis

**9. Annual Bonus**

		<b>Report to:</b> <b>Waverley Housing Board</b> <b>28 November 2023</b>	<b>Item No:</b> <b>9</b>
<b>Title:</b>	Annual Bonus		
<b>Date:</b>	8 November 2023		
<b>Responsible Person:</b>	Corporate Services Director		
<b>This report is for:</b>	<b>APPROVAL</b>		
<b>PURPOSE &amp; SUMMARY</b>			
<p>To consider the payment of a bonus to employees, in accordance with the Policy on Annual Bonus.</p> <p>When considering whether to award an annual bonus, the Board will have due regard to the performance of the budget and will determine the level of payment to employees.</p>			
<b>RECOMMENDATION</b>			
<p>Members of the Board are requested to consider the possible payment of an annual bonus, with the distribution of payments being made in accordance with the Annual Bonus Policy.</p>			
<b>IMPLICATIONS</b>			
<p><b>Legal Requirements:</b>                  There are no legal compliance requirements in reaching the recommendations included in the report.</p>			
<p><b>Financial Implications:</b>                  There direct financial implications arising from the recommendations are set out in Section 4.3 of this report.</p>			
<p><b>Legislative/Regulatory or Companies Act Requirements:</b>                  Where necessary, relevant legislation, regulatory provisions or companies act requirements are referenced in the report.</p>			
<p><b>Staffing:</b>                  There are no direct staffing requirements in reaching the recommendations included in the report</p>			
<p><b>Risk Assessment:</b>                  This recommendation relates to the following risk(s) within Waverley Housing’s Risk Management Plan:</p> <ul style="list-style-type: none"> <li>• Low Staff Morale</li> </ul>			
<b>Consultation</b>	N/A		
<b>Equality Impact Assessment</b>	Yes	No	✓
<b>OUTCOME</b>			
<b>Approved</b>	The Board Members approved the award of an annual bonus being distributed in accordance with the Annual Bonus Policy.		
<b>Noted</b>	N/A		
<b>Subject to</b>	N/A		



**10. Review of Handbooks, Strategies, Plans & Policies**

The Board Members approved the changes to the Housing Services Handbook and the Delegated Authority & Reporting Guideline for 2024.

**11. Employee Satisfaction Outcomes – Flexible Working Trial Period**

		<b>Report to:</b> <b>Waverley Housing Board</b> <b>28 November 2023</b>	<b>Item No:</b> <b>11</b>
<b>Title:</b>			
		Flexible Working Trial Period	
<b>Date:</b>			
		20 November 2023	
<b>Responsible Person:</b>			
		Chief Executive	
<b>This report is for:</b>			
		<b>NOTING</b>	
<b>PURPOSE OF REPORT</b>			
The purpose of the report is to provide feedback to Board Members on the latest Employee Satisfaction Survey.			
<b>RECOMMENDATION</b>			
The Board of Waverley Housing is asked to note the outcome and recommendations arising from of the work undertaken in response to the feedback contained in the Employee Satisfaction Survey.			
The Board is asked to note that tenants will be advised in advance of the intention to introduce a trial period of working and the options available arising from changes in working practices.			
The Board is asked to note that, before the introduction of a formal change in contractual terms arising from the results of the trial a further report will be made to the Board.			
<b>OUTCOME</b>			
<b>Approved</b>	N/A		
<b>Noted</b>	The Board Members are comfortable with trial period as long as there is no reduction in service delivery.		
<b>Subject to</b>	N/A		

**12. Performance Reports – October 2023**

The Board Members noted the Performance Reports for October 2023.

KPI 13 – Sickness Absence - likely to continue due to Long Term Sickness.

Financial Reports – noted the increase in printing costs – these are due to a new Company Handbook being printed and using docuSign for sending our documents ie the Charter Report.

It was noted that the staffing costs are low.

Chair asked about the planned maintenance report noting there still appeared to be a lot of kitchen and window installations to be completed. OD assured the Board Members that these installations are on target, the invoices are awaited for completed works and some tenants refuse new radiators when a new boiler is installed as it can cause a bit of upheaval in the home. GT noted that the air source heat pumps installations are going really well. The OD reported that the tenants are enjoying the reduced costs.

CSD commented on the Health & Safety report - Near Misses regarding phishing emails and asked the Board Members if they get any emails outwith WH or do not recognise the email address not to open it as there have been a lot of phishing emails been identified in the last short while.

### **13. Chair's Items**

The Chair reported on the recruitment of the new CEO. On the 3<sup>rd</sup> November, 2<sup>nd</sup> interviews took place for 4 candidates. Paul Scott at Orkney Housing Association has been offered and accepted the post of CEO for Waverley Housing. CEO reported that he has spoken to him and he is excited to have accepted the post.

A press release will go out on 30<sup>th</sup> November 2023.

### **14. Chief Executive's Items**

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

### **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 there was the following item identified to be reported to the Stakeholders.

- Upper Langlee Comms – joint notification from SBC & WH
- Rent Consultation
- Working Times change Consultation
- Annual Bonus notification to Staff
- CEO Press Release

## **20. Notifiable Events**

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

## **21. For Information**

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

- SHARE's latest training courses sent via email on 24.10.23.
- SHARE's Autumn Newsletter via email on 31.10.23.

## **22. Date of Next Meetings**

**Board Meeting - Tuesday 30<sup>th</sup> January 2024 – 5:30pm**