



**Meeting: BOARD MEETING**  
**Date & Time: Tuesday 30<sup>th</sup> January 2024 at 5:30pm**  
**Venue: 51 North Bridge Street, Hawick / Virtual via Microsoft Teams Conference Call**

**Present:** Ronnie Dumma (Chair) (RD)  
Alan Brown (Board Member) (AB)  
David Gordon (Board Member) (DG)  
Kate Christie (Board member) (KC)  
Billy Robson (Board Member) (BR)  
Christine Stewart (Board Member) (CS)  
Garyth Thomas (Board Member) (GT)  
Julie Watson (Board Member) (JW) - by Microsoft Teams  
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  
Paul Scott – Observer - by Microsoft Teams (PS)  
June Wilson (Executive Support Officer) (ESO)

The Chair welcomed everyone to the January Board meeting with a special welcome to Paul Scott who will be joining WH on 18<sup>th</sup> March as new CEO. Paul will be sitting in on the meetings until he joins WH.

**1. Apologies for Absence**

Apologies were received from:

- Ian Davidson (Vice Chair) (ID)

**2. Declarations of Interest**

Declarations of Interest were noted from:

- Christine Stewart in regard to Item 6 – Rent & service Charge Increase from 1 April 2024.
- Kate Christie in regard to Item 7 - Planned Maintenance Programme 2024-25.

**3. File Note of Previous Development Session (28.11.23)  
Minutes of Previous Board Meeting (28.11.23)**

The File Note of Development Session held on 28<sup>th</sup> November 2023 was agreed as an accurate record of the meeting.

The Minutes of the meeting held on Tuesday 8<sup>th</sup> November 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. All actions resolved.

The Chair commended everyone who were involved in getting all the actions finalised.

**5. Upper Langlee – Progress**

		<b>Report to:</b> <b>Waverley Housing Board</b> <b>30 January 2024</b>	<b>Item No:</b> <b>5</b>
<b>Title:</b>		Upper Langlee Progress Report	
<b>Date:</b>		23 January 2024	
<b>Responsible Person:</b>		Chief Executive/Operations Director	
<b>This report is for:</b>		<b>NOTING</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>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	Confirmation of SBC Funding		
Appendix 2	Acceptance of MHS Offer of Grant – Signed Version		
Appendix 3	Langmuir & Hay Updated Tender Report		
Appendix 4	Contract Award to Clark Contracts Ltd.		
Appendix 5	Clark Contracts Programme of Works - DRAFT		
Appendix 6	Upper Langlee Financial Summary		
Appendix 7	Risk Road Map		

6. Rent & Service Charge Increases from 1 April 2024

		<b>Report to:</b> <b>Waverley Housing Board</b> <b>30 January 2024</b>	<b>Item No:</b> <b>6</b>
<b>Title:</b>	Rent and Service Charge Increases from 1 April 2024		
<b>Date:</b>	23 January 2024		
<b>Responsible Person:</b>	Operations Director		
<b>This report is for:</b>	<b>APPROVAL</b>		
<b>PURPOSE &amp; SUMMARY</b>			
To update Board Members on the recent rent and service charge increase consultation and to seek agreement on the level of rent and service charge increases to apply for the 2024/25 financial year.			
<b>RECOMMENDATION</b>			
The Board is requested to approve the rent and service charge increases from 1 April 2024 as detailed in the report.			
<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 are included in Paragraph 4.1. of 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> No significant impact upon staffing arrangements.			
<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>	All tenants have been consulted about the rent and service charge increase proposals and the results of this exercise are attached at Appendix One.		
<b>Equality Impact Assessment</b>	Yes	No	✓
<b>OUTCOME</b>			
<b>Approved</b>	<b>The Board Members approved the 7% increase to apply to all properties including service charges and garages from 1 April 2024.</b>		
<b>Noted</b>	N/A		
<b>Subject to</b>	N/A		
<b>APPENDICES</b>			
Appendix 1	Rent and Service Charge Increase Consultation Summary		

**7. Planned Maintenance Programme – 2024/25**

		<b>Report to:</b> <b>Waverley Housing Board</b> <b>30 January 2024</b>	<b>Item No:</b> <b>7</b>
<b>Title:</b>	Planned Maintenance Programme 2024/25		
<b>Date:</b>	23 January 2024		
<b>Responsible Person:</b>	Property Services Manager		
<b>This report is for:</b>	<b>APPROVAL</b>		
<b>PURPOSE &amp; SUMMARY</b>			
To advise Board Members on the proposed planned maintenance programme for the 2024/25 financial year.			
<b>RECOMMENDATION</b>			
Board Members are asked to approve the draft planned maintenance programme for the 2024/25 financial year.			
<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 are included in part 4 of 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 programme will be completed by current staff and sub-contractors as required			
<b>Risk Assessment:</b> This recommendation relates to existing risks within the Waverley Housing Risk Management Plan. <ul style="list-style-type: none"> <li>• 30 year planned maintenance programme unaffordable;</li> <li>• EESSH – Affordability to bring properties up to standard;</li> <li>• Failure to maintain Customer Satisfaction levels in all areas of our business.</li> </ul>			
<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 draft planned maintenance programme for 2024/25.</b>		
<b>Noted</b>	N/A		
<b>Subject to</b>	N/A		
<b>APPENDICES</b>			
Appendix 1	Draft Planned Maintenance Programme 2024-2025		
Appendix 2	Options Appraisals for contract awards		

**8. Cyclical Maintenance Programme – 2024/25**


		<b>Report to:</b> <b>Waverley Housing Board</b> <b>30 January 2024</b>	<b>Item No:</b> <b>8</b>
<b>Title:</b>		Cyclical Maintenance Programme 2024/25	
<b>Date:</b>		23 January 2024	
<b>Responsible Person:</b>		Property Services Manager	
<b>This report is for:</b>		<b>APPROVAL</b>	
<b>PURPOSE &amp; SUMMARY</b>			
To advise Board Members of proposals for the delivery of the cyclical maintenance programme during the 2024/25 financial year.			
<b>RECOMMENDATION</b>			
Board Members are asked to approve the draft cyclical maintenance programme for the 2024/25 financial year.			
<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 are included in part 4 of 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 programme will be completed by current staff and sub-contractors as required			
<b>Risk Assessment:</b> This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan. Inadequate Health & Safety measures in place e.g. working at heights. 30 year planned maintenance programme unaffordable			
<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 draft cyclical maintenance programme for 2024-25 with the costs being incorporated within the annual budget.</b>		
<b>Noted</b>	N/A		
<b>Subject to</b>	N/A		
<b>APPENDICES</b>			
Appendix 1	Draft Cyclical Maintenance Programme 2024/25		

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

The Board Members approved the following documents:

- IT Strategy.
- Following the inclusion of the Board Members within the IT Policy, the Board Members approved the IT Policy.
- The Board Members approved the Use of Mobile Phones, Electronic Communications & Social Media Policy.

**10. Board Succession Planning/APT**

		<b>Report to:</b> <b>Waverley Housing Board</b> <b>30 January 2024</b>	<b>Item No:</b> <b>10</b>
<b>Title:</b>			
		Board Succession Planning	
<b>Date:</b>			
		23 January 2024	
<b>Responsible Person:</b>			
		Chief Executive	
<b>This report is for:</b>			
		<b>NOTING</b>	
<b>PURPOSE OF REPORT</b>			
The Board of Waverley Housing is asked to note progress being made against the Board Member Succession Planning - Action Plan.			
<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	Board Succession Planning – Action point Tracker		

**11. Performance Reports**

The Board Members were asked to note the Performance Reports for November & December 2023, Quarterly Reports for Oct-Dec 2023 and the draft analysis of Management Accounts being reported quarterly going forward.

November 2023

It was noted that within the KPI's all areas are performing well, though noted KPI 13 – Sickness Absence is still in the red.

December 2023

KPI 13 – Sickness Absence has improved from previous month due to 2 members of staff retired due to ill health and 2 members of staff have returned from longterm sickness on a phased return. All other areas continue to perform well.

Oct-Dec 2023 Quarterly Report

Noted in the report on letting the increase in bids, this is due to there being less properties within the Scottish Borders being available for rent. OD noted that Stonefield used to be an area that was hard to let but there has been an increase in bids for properties within this area too.

CEO noted that the priority status of Gold passes, which covers various aspects for a family to be awarded this, of which there are 5 groups who are automatically awarded this pass. This can be challenging when there are more than one eligible gold pass holder applying for the same property.

DG commented on the FOI reports that it was interesting how much information the Scottish Government ask for when they already in receipt of the have the reports.

CEO explained that RSL's are considered Public Bodies for the purposes of FOI, and the Scottish Information Commissioner, whilst recognising that the sector is good at publishing information, regularly suggests more needs to be done. WH responds to all FOI requests and as fully as possible. Few of the FOI requests received are unique to WH, and those posed by the likes of BBC and Scottish Gov't Researchers will, in general terms, be aggregated into a sector wide analysis. It is expected that this will be the same with eviction data.

OD highlighted to the Board the work that has been carried out by the Tenant Community Engagement Assistant in the Community Engagement report since he started in October 2023. He is very enthusiastic and keen and has been involved in the face to face meetings for the rent consultation and various other meetings/sessions he has set up.

Draft Quarter 3 Management Accounts

The CSD talked through the Draft Quarter 3 Management Accounts that will be presented to the Board going forward from the new financial year – 1<sup>st</sup> April 2024.

CSD explained that it is a work in progress and will develop. Summary of income and expenditure with a forecast on the front sheets and behind these sheets will be further analysis and variances on individual budgets ie salaries. Barclays and UTB covenants will be reported in this.

AB and GY both support this way of reporting as it gives a more accurate figure with the budgets being reported on a quarterly basis.

The Board Members noted the reports and agreed on the reporting being presented on a quarterly basis instead of monthly.

<b>12.</b>	<b>Chair's Items</b>
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The Chair reported that the Borders RSL Chair meetings have been resurrected and they met on Tuesday 23<sup>rd</sup> January for an informal discussion which covered:

- Cutbacks on affordable housing budget
- Board recruitment
- Staff recruitment

It has been agreed that they will meet again in 6 months.

**13. Chief Executive's Items**

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

**14. Minutes of Committee Meetings**

None

**15. Conferences, External Meetings and Training**

None.

**16. Equality Impact Assessment**

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

**17. Risk Assessment**

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

**18. Communication to Stakeholders**

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

- Tenants - Rent and Service Charge increase

**19. Notifiable Events**

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

**20. Entitlements, Payments & Benefits Policy**

During discussion of the foregoing agenda items there were no items to be recorded in relation to the Entitlements, Payments and Benefits Policy.

**21. Lending Facility with Barclays Bank/UTB**

During discussion of the foregoing agenda items there were no items to be reported to Barclays or UTB Bank.

**22. For Information**

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



- Share's latest training courses sent via email on 27.11.23.
- Share's annual conference – March 2024 via email on 27.11.23
- Share – January 2024 training – via email on 21.12.23
- CIH events on 2024's critical issues – via email on 4.1.24
- Scotland's Housing Festival 2024 (5-6 March 2024) via email on 16.1.24
- Proving Your Identify Leaflet via email on 18.1.24 from LN
- Share's April to June Learning Brochures via email on 22.02.24
- Cost of Living (Tenant Protection)(Scotland) Act 2022, covering the period 1.10.23-31.12.23. Report can be reviewed by this link - [The Cost of Living \(Tenant Protection\) \(Scotland\) Act 2022: Report to the Scottish Parliament covering the period 1 October to 31 December 2023 - gov.scot \(www.gov.scot\)](#)
- Estate Walkabouts for March via email on 23.1.24.

<b>23.</b>	<b>Date of Next Meeting(s)</b>
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**Development Session – Tuesday 27<sup>th</sup> February 2024 at 3-5pm**  
**Board Meeting - Tuesday 27<sup>th</sup> February 2024 – 5:30pm**

The Chair thanked everyone for their attendance and asked Paul Scott (PS) if he had found being in attendance at the meeting had been useful

PS thanked the Board for allowing him to attend and found the meeting to be very useful.