



**Meeting: BOARD MEETING**  
**Date & Time: Tuesday 27<sup>th</sup> February 2024 at 5:30pm**  
**Venue: 51 North Bridge Street, Hawick / Virtual via Microsoft Teams Conference Call**

**Present:** Ronnie Dumma (Chair) (RD)  
Ian Davidson (V Chair) (ID)  
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)  
Paul Scott – CEO Designate - by Microsoft Teams  
Carole Yallop (Operations Director) (OD)  
Lorna Notman, (Corporate Services Director) (CSD)/Company Secretary  
June Wilson (Executive Support Officer) (ESO)

The Chair commented on Rita Stenhouses’s accolade on SFHA News, WH Website and its reflection on her social housing career and outstanding commitment to WH as Board member and term as Chair. Full article available at [Waverley Housing - Former Waverley Housing Chair Rita Stenhouse on retiring from the Housing Sector - Waverley Housing \(waverley-housing.co.uk\)](https://www.waverley-housing.co.uk/news/rita-stenhouse-on-retiring-from-the-housing-sector)

Also, the Chair congratulated Ian Davidson – Vice Chair on his award of the National Farmers Union (NFU) Scotland and NFU Mutual’s prestigious Ambassador Award. Ian was presented this award following recognition by his peers in his role in the Scottish Land Matching Service, a free ‘matchmaking’ service offering independent advice and facilitation to those considering options for joint ventures in farming and his role within Scottish Government as Director of Policy and Agriculture

**1. Apologies for Absence**

There were no apologies received.

**2. Declarations of Interest**

Declarations of Interest were noted from:

- Fraser Kelly, Paul Scott, Carole Yallop, Lorna Notman and June Wilson in respect of Item 6 – Workforce Budget & Pay Award.

**3. Minutes of Previous Board Meeting (30.01.24)**

The Minutes of the meeting held on Tuesday 30<sup>th</sup> January 2024 were approved and will be

signed by the Chair and Company Secretary as being an accurate record of the meeting.

The Minute has been updated to recognise Paul’s position of CEO designate.

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.

In relation to item 2, the OD informed the Board Members that benefits are paid in arrears, therefore this can have an impact on the arrears figure. Arrears have risen over last couple of months and the HSM is working with her team to address this.


Arrears/Benefit query: for tenants who are due rent of £100 or less, the % of tenants in arrears should be 73%, not 94%. This includes technical arrears so benefit is due to be paid to cover majority of arrears.

The chair noted that the APT had been cleared again this month.

**5. Upper Langlee – Progress**

		<b>Report to:</b> <b>Waverley Housing Board</b> <b>27 February 2024</b>	<b>Item No:</b> <b>5</b>
<b>Title:</b>			
		Upper Langlee Progress Report	
<b>Date:</b>			
		20 February 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 content of the report.		
<b>Subject to</b>	N/A		
<b>APPENDICES</b>			
Appendix 1	Clark Contract Phase 1 Cash Flow		
Appendix 2	Risk Road Map		

**6. Workforce Budget & Pay Award 2024/25**

	<b>Report to:</b> <b>Waverley Housing Board</b> <b>27 February 2023</b>	<b>Item No:</b> <b>6</b>
---	---	-----------------------------

<b>Title:</b>	Workforce Budget & Pay Award 2024/2025
<b>Date:</b>	20 February 2024
<b>Responsible Person:</b>	Corporate Services Director
<b>This report is for:</b>	<b>APPROVAL</b>

**PURPOSE & SUMMARY**

The purpose of this report is to provide information to members of the Board to enable them to consider awarding a “cost of living” increase to employees’ salary levels in terms of viability and comparability.

**RECOMMENDATION**

The Board is asked to consider and discuss the contents of the report and to consider making a cost-of-living award for 2024/2025.

**IMPLICATIONS**

**Legal Requirements:**

There are no legal compliance requirements 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:**

Payroll staff to process any pay award.

**Risk Assessment:**

This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan: Low Staff Morale.


<b>Consultation:</b>	None
----------------------	------

<b>Equality Impact Assessment:</b>	Yes - applies equally to all staff.	No
------------------------------------	-------------------------------------	----

**OUTCOME**

<b>Approved</b>	<b>The Board Members approved a cost-of-living pay award of 6% for 2024/25.</b>
<b>Noted</b>	N/A
<b>Subject to</b>	N/A


**7. Proposed Key Performance Indicators (KPIs) 2024-25**

		<b>Report to:</b> <b>Waverley Housing Board</b> <b>27 February 2024</b>	<b>Item No:</b> <b>7</b>
<b>Title:</b>	Proposed Key Performance Indicators (KPIs) 2024/25		
<b>Date:</b>	20 February 2024		
<b>Responsible Person:</b>	Operations Director		
<b>This report is for:</b>	<b>APPROVAL</b>		
<b>PURPOSE &amp; SUMMARY</b>			
To provide Board Members with information on the current KPI's and proposals for the KPI's and targets to apply in the 2024/25 financial year.			
<b>RECOMMENDATION</b>			
Board Members are requested to consider and approve the KPI's to apply in 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> 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> No significant impact.			
<b>Risk Assessment:</b> This recommendation relates to most risks within the Waverley Housing Risk Management Plan.			
<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 proposed KPI targets for 2024/25.</b>		
<b>Noted</b>	N/A		
<b>Subject to</b>	N/A		
<b>APPENDICES</b>			
Appendix 1	Key Performance Indicators 2024/25		

<b>8.</b>	<b>Review of Handbooks, Strategies, Plans &amp; Policies</b>
-----------	--

There were no documents presented for review at this meeting.

<b>9.</b>	<b>Information Report on Net Zero Heat Fund Project</b>
-----------	---

	<b>Report to:</b> <b>Waverley Housing Board</b> <b>27 February 2024</b>	<b>Item No:</b> <b>9</b>
<b>PURPOSE &amp; SUMMARY</b>		
<b>Title:</b>	Information Report on Net Zero Heat (NZH) Fund Project and Future NZH Standard	
<b>Date:</b>	20 February 2024	
<b>Responsible Person:</b>	Operations Director	
<b>This report is for:</b>	<b>NOTING</b>	
<b>PURPOSE &amp; SUMMARY</b>		
<ol style="list-style-type: none"> <li>The purpose of this report is to provide Board Members on the Net Zero Heat Fund (NZHF) Project completed during financial years 2022-23 and 2023-24.</li> <li>The report also gives an overview on the consultation currently underway in relation to the proposed NZH standard.</li> </ol>		
<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	Waverley Properties Battery Month & Lifetime Data	
Appendix 2	Case Studies	

<b>10.</b>	<b>Performance Reports</b>
------------	----------------------------

The Board Members noted the Performance Reports for January 2024.

OD highlighted KPI 9 – Gas Repairs was in the red – this was due to the certification for the meter being capped had not been received so this is therefore classed as a fail. A re-visit and service has since been completed and certification is in place. However, the system has been reviewed to prevent this happening going forward. GT asked if a service was required if gas heating was no longer in use, OD confirmed that a service is required until the meter has been removed and we have confirmation of this. Although gas heating may have been removed, there may still be a gas fire or cooker and this needs checked annually.

## **11. Chair's Items**

The Chair reported to the Board members that he had attended the RIHAF Forum – discussions covered:

- SHFA – housing budget cut, lobbying for things to move forward.
- Rent Increases – averaging about 6% across the country.
- The Governance Regulatory Framework.
- OFGEM – looking to abolish standing charges but increase the unit prices.
- EESHH – if no grants then funded by rent income, therefore tenants paying for it.

With regard to Board Succession planning – there are presently 2 prospective candidates, PS and himself planning to meet with them in the near future.

Himself, Paul and Julie will be attending the CIH Conference.

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

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

CEO added that he had attended the Borders Housing Alliance Meeting - the CEO is retiring and had the quarterly catch up with the BHN CEO's meeting coming up.

## **13. Minutes of Committee Meetings**

None

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

None.

## **15. Equality Impact Assessment**

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

## **16. Risk Assessment**

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

## **17. Communication to Stakeholders**

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

- Staff – Pay Award

## **18. Notifiable Events**

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

**19. 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.

**20. 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.

**21. For Information**

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

- SFHA – Governing Board Members Forum via email on 7.2.24
- Information re Ipads via email on 7.2.24
- Link to Rita’s Retiral article via email on 12.2.24
- SHARE – upcoming training sessions via email on 20.02.24

**22. Date of Next Meeting**

**Board Meeting - Tuesday 26<sup>th</sup> March 2024 – 5:30pm**

Certified as an accurate record.

\_\_\_\_\_ **Chair**

\_\_\_\_\_ **Company Secretary**

\_\_\_\_\_ **Date**