



Meeting: BOARD MEETING

Date & Time: Tuesday 26th March 2024 at 5:30pm

Venue: 51 North Bridge Street, Hawick

Present: Ronnie Duma (Chair) (RD)
Ian Davidson (V Chair) (ID)
Alan Brown (Board Member) (AB)
David Gordon (Board Member) (DG)
Christine Stewart (Board Member) (CS)
Garyth Thomas (Board Member) (GT)
Julie Watson (Board Member) (JW)
George Young (Board Member) (GY)

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

Fraser Kelly joined the Board Members to say farewell prior to the Board meeting taking place. The Chair thanked Fraser for his positive contribution in many ways to Waverley Housing in the 6 years he had been in post and wished him a happy and well deserved retirement.

Chair thanked everyone for coming along to the March Board meeting and welcomed Paul to his first Board meeting as Chief Executive.

1. Apologies for Absence

Apologies were received from Kate Christie.
Billy Robson did not attend.

2. Declarations of Interest

There were no Declarations of Interest noted.

3. File Note of previous Development Session (27.02.24) Minutes of previous Board Meeting (27.02.24)

The File Note of the Development Session held on Tuesday 27th February 2024 was agreed as an accurate record of the meeting.


The Minutes of the meeting held on Tuesday 27th February 2024 were approved and will be signed by the Chair and Company Secretary as being an accurate record of the meeting.

4. Board Action Point Tracker


The Board Members reviewed and noted the Action Point Tracker.

The CEO reported that the COL rise was well received by staff but also noted there was no expectation that this level of COL pay rise would be expected on a yearly basis.


5. Upper Langlee – Progress

	Report to: Waverley Housing Board 26 March 2024	Item No: 5
Title:	Upper Langlee Progress Report	
Date:	19 March 2024	
Responsible Person:	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 content of the report.	
Subject to	N/A	


6.	Annual Budget 2024/25
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		Report to: Waverley Housing Board 26 March 2024	Item No: 6
Title:		Annual Budget 2024/2025	
Date:		5 March 2024	
Responsible Person:		Corporate Services Director	
This report is for:		APPROVAL	
PURPOSE & SUMMARY			
To consider the Annual Budget for the forthcoming financial year.			
RECOMMENDATION			
The Board Members are asked to consider and recommend approval of the proposed annual budget for 2024/2025.			
IMPLICATIONS			
Legal Requirements: There are no legal compliance requirements in reaching the recommendations included within this report.			
Financial Implications: Detailed financial implications are included in Appendix 1.			
Legislative/Regulatory or Companies Act Requirements: Where necessary, relevant legislation, regulatory provisions or companies act requirements are referenced in the report.			
Staffing: Finance staff to input budget.			
Risk Assessment: This recommendation relates to all existing risks within the Waverley Housing Risk Management Plan.			
Consultation: None			
Equality Impact Assessment:		Yes - applies equally to all staff.	No
OUTCOME			
Approved	The Board Members approved option 3 as detailed in the report as recommended by the AICC and after consideration the Board approved the Budget for 2024/2025.		
Noted	N/A		
Subject to	N/A		
APPENDICES			
Appendix 1	2024/2025 Draft Revenue Budget and Cash Flow		
Appendix 2	TC Young Report		

7.	Financial Plan 2024-25
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		Report to: Waverley Housing Board 26 March 2024	Item No: 7
Title:		Financial Plan 2024/2025	
Date:		5 March 2024	
Responsible Person:		Corporate Services Director	
This report is for:		APPROVAL	
PURPOSE & SUMMARY			
<p>The company's long term financial plans and forecasts are set out in the Financial Plan. The Financial Plan has been reviewed and takes into consideration the current Business Plan and the Draft Budget for 2024/25.</p>			
RECOMMENDATION			
Members of the Board are asked to consider and approve the Financial Plan 2024.			
IMPLICATIONS			
Legal Requirements: There are no legal compliance requirements in reaching the recommendations included within this report.			
Financial Implications: Detailed financial implications are included in Appendix 1.			
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: As this recommendation relates to a report in which the figures relate to all parts of the Company's business then all the strategic risks are relevant.			
Consultation: None			
Equality Impact Assessment:	Yes - applies equally to all staff.		
OUTCOME			
Approved	The Board Members approved the Financial Plan for 2024-2025.		
Noted	N/A		
Subject to	N/A		
APPENDICES			
Appendix 1	Financial Plan 2024		

8.	Review of Former Tenant Debt – Bad Debt Write Off
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		Report to: Waverley Housing Board 26 March 2024	Item No: 8
Title:	Review of Former Tenant Debt – Bad Debt Write-off		
Date:	19 March 2024		
Responsible Person:	Corporate Services Director		
This report is for:	APPROVAL		
PURPOSE & SUMMARY			
<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>			
RECOMMENDATION			
<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>			
IMPLICATIONS			
<p>Legal Requirements: There are no legal compliance requirements in reaching the recommendations included in the report.</p>			
<p>Financial Implications: There direct financial implications arising from the recommendations are set out in Section 4.3 of this 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 Risk Management Plan - Adverse changes in inflation and interest rates; Lack of financial awareness</p>			
Consultation	N/A		
Equality Impact Assessment	Yes	No	✓
OUTCOME			
Approved	<p>The Board Members approved the write off of £14,419, including rent arrears of £2,747 and recharges of £11,672 in the financial accounts.</p>		
Noted	N/A		
Subject to	N/A		
APPENDICES			
Appendix 1	Former Tenant - Proposed Bad Debt Write-off		

9. Review of Handbooks, Strategies, Plans & Policies

The Board Members noted the updates to the following documents:

Governance Handbook – annual review, did not require any legislative updates and there were no suggested changes from any guidance documents from SFHA relevant to the Handbook.

Community Engagement Action Plan Outcomes for 2023-24: details of activities undertaken and completed in 2023-24 - remains pretty much the same every year, but hopefully will change now that the TCEA is in place. With the limited resources for 2023-2024 as the TCEA did not come into post until October 2023 the outcomes are really good. Estate Walkabouts are poorly attended and it is hoped this can be improved in future months.

Community Engagement Action Plan for 2024-25: Updated Action Plan for 2024-25.

There was a query regarding the appetite of the Regulator on tenants being on the Board, are they pressing for the amount of tenants on boards to be increased. SHR are not pushing for it, they have an understanding of the difficulty of getting tenant Board Members, the SHR are quite low key on this at the moment.

Review of Business Plan, Asset Management Strategy and Financial Plan: an update to the Board Members on the process and potential timetable for the review of the Business Plan, Asset Management Strategy and Financial Plan in the following months.

CEO noted that he is keen to have a Strategy Day either in August or before to address the Business Plan, to look at the annual operation plan for the senior management team and how WH are meeting the strategic objectives.

10. Performance Reports

The Board Members noted the Performance Reports for February 2024.

CEO noted that the 12/14 areas being in the green presents a positive situation with the KPI's.

CEO reported:

KPI 13 – Sickness Absence, although in the red is reducing.

KPI 9 – Repairs (gas) – in the red - This is due to 5 properties that have had ASHP installations where the contractor hasn't supplied a safety check prior to capping the supply and the tenant has not arranged removal of the gas meter. OD confirmed all have been checked by Dalex as extra precaution and work underway with all tenants to assist them to get the meters removed.

OD Reported:

KPI 7 – Arrears – arrears have decreased considerably since January 2024. The Housing team have been working hard to support tenants and ensure all entitled benefits are claimed and in place.

Planned and Cyclical Maintenance – kitchen installations will fall short by approx. 20 properties this year due to a reduction in joiner availability due to sickness and tenants not engaging. The housing team assists the property service team to gain access and the Tenant Community Engagement Assistant may be assisting with the engagement of tenants going forward. All other areas in this report have been fully completed.

It was noted that if tenants are not engaging this could have an impact on future works. OD reported that this could be an issue, WH do have the right to force access for compliance in terms of tenant's safety aspects including gas inspections but not for general upgrades unless there is a health and safety issue.

11. Chair's Items

The Chair noted that himself, CEO and JW attended the CIH Conference. The Chair felt with the present funding restrictions it cast a bit of a downbeat atmosphere on the conference. In some respects, it was comforting to hear others are experiencing the same issues with funding etc. Other than that, it was an informative conference.

The CEO noted that with this in mind WH can reach out to other organisations to benchmark against them.

12. Chief Executive's Items

CEO reported that he has settled in well in the 7 days he has been in post, has met with all Senior Managers and Managers experiencing positive attitudes and will meet with all remaining staff over the course of his first 100 days in post. This invitation will be forwarded to each Board Member too so that an informal catch up with each other can be carried out.

So far finding it to be a healthy and positive place to work and looking forward to taking his post forward.

He is looking to progress Board Member recruitment, which will be covered through discussions at future Board meetings.

13. Minutes of Committee Meetings

AICC meeting took place on 12th March 2024, the minutes of the meeting were included with the papers alongside a few relevant reports discussed at the AICC meeting.

The Internal Auditors, W+B were present at the meeting and presented the Absence Management Internal Audit Report, there were 4 recommendations - 1 medium and 3 low. The medium recommendation is currently being addressed.

They also presented a strong report on competitive tendering which concentrated on the funding for Upper Langlee.

The 2024/25 Audit Plan will cover Payroll, Cyber Security, Arrears Management and Risk Management. The Internal auditors have been requested to carry out a minimum of 1 of the audits onsite.

The external audit carried out by CT is due to start in due course and some of this audit will be carried out onsite.

14. Conferences, External Meetings and Training

Scotland's Housing Festival, 5-6 March 2024. Chair, CEO & 1 Board Member attended.

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

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

17.	Communication to Stakeholders
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During discussion of the foregoing agenda there was there was no items identified to be reported to the Stakeholders.

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

19.	Entitlements, Payments & Benefits Policy
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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
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During discussion of the foregoing agenda items there were no items to be reported to Barclays or UTB Bank.

21.	For Information
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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 Meetings
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Development Session — 3:00-5:00pm – GDPR training from 3-4pm via physical and remote access.

Board Meeting - Tuesday 30th April 2024 – 5:30pm

With effect from the closure of this meeting George Young retired from the Board. The Chair thanked George for his invaluable contribution to the WH Board and Audit and Internal Control Committee (AICC). George has been part of the WH Board for 11 years including 4 years as Vice Chair and has been the AICC Chair for 10 years.

George has enjoyed his time with WH being in a position to review the auditing of WH rather as

being the auditor and also the development of Upper Langlee. George has always felt WH has been in a position to carry out development.

The Chair presented George with a gift in appreciation of his time with WH Board.