



Meeting: BOARD MEETING

Date & Time: Tuesday 28th May 2024 at 5:30pm

Venue: 51 North Bridge Street, Hawick / Virtual via Microsoft Teams Conference Call

Present: Ronnie Duma (Chair)
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)

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)

The Chair welcomed everyone to the May Board meeting.

1. Apologies for Absence

Apologies were received from Julie Watson (Board Member).

Not in Attendance - Kate Christie (Board Member), Billy Robson (Board Member).

2. Declarations of Interest

There were no declarations of interest noted.

3. Development Session File Note (30.04.24) Minutes of previous Board Meeting (30.04.24)


The Development Session File Note of 30th April 2024 was recorded as an accurate record.

The Minutes of the meeting held on Tuesday 30th April 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 noted that all items on the Action Point Tracker are ongoing.

5.	Development Report
----	--------------------


		Report to: Waverley Housing Board 28 May 2024	Item No: 5
Title:		Development Report	
Date:		21 May 2024	
Responsible Person:		Operations Director	
This report is for:		NOTING	
PURPOSE & SUMMARY			
<p>The purpose of this report is to update Board Members on various workstreams being carried out in relation to Waverley Housing's development programme.</p>			
OUTCOME			
Approved	N/A		
Noted	The Board Members noted the contents of the Development Report.		
Subject to	N/A		

6.	The Annual Return on the Charter (ARC)
----	--


	Report to: Waverley Housing Board 28 May 2024	Item No: 6
Title:	The Annual Return on the Charter (ARC)	
Date:	17 May 2024	
Responsible Person:	Operations Director	
This report is for:	APPROVAL	
PURPOSE & SUMMARY		
To provide Board Members with the Annual Return on the Charter (ARC) Return to the Scottish Housing Regulator (SHR) for 2023/24 financial year.		
RECOMMENDATION		
Board Members are asked to consider the ARC and Stock Returns and approve that the officers submit the returns to the SHR by the deadline date of 31 May 2024.		
IMPLICATIONS		
Legal Requirements: In completion and submission of the ARC to the SHR within the deadline date, we are meeting our statutory and legal obligations.		
Financial Implications: There are no direct financial implications arising from the recommendations included in the report.		
Legislative/Regulatory or Companies Act Requirements: Regulatory requirements to the SHR are met in production and submission of this report.		
Staffing: No impact on existing staffing.		
Risk Assessment: This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan: <ul style="list-style-type: none"> • 30 year planned maintenance programme unaffordable • EESSH - Affordability to bring properties up to standard • Failure to maintain Customer Satisfaction levels in all areas of our business • Low Demand for Housing Stock • Increase in Void Properties • Failure to meet statutory requirements • Impact of Increase in Rent Arrears • Actions of other landlords on mixed tenure estates; Failure to engage with tenants/owner-occupiers • Deterioration of Estates. 		
Consultation	Relevant staff have been consulted.	

Equality Impact Assessment		Yes	No ✓
APPENDICES			
Appendix 1	Charter Annual Return 2023-2024		
Appendix 2	Stock Annual Return 2023-2024		
Appendix 3	ARC Return 2022-23 for Comparison Purposes		
OUTCOME			
Approved	The Board Members approved the ARC and Stock Returns for the CEO to submit the returns to the SHR by deadline date of 31 May 2024.		
Noted	N/A		
Subject to	N/A		


7.	SHR - Five Year Financial Projection Return (2024)
----	--

		Report to: Waverley Housing Board 28 May 2024	Item No: 7
Title:	Scottish Housing Regulator Five Year Financial Projection Return (2024)		
Date:	21 May 2024		
Responsible Person:	Corporate Services Director		
This report is for:	APPROVAL		
PURPOSE & SUMMARY			
Registered Social Landlords are required to submit a Five-Year Financial Projections return to the Scottish Housing Regulator on an annual basis. Submission of this information is by way of an on-line return using the Regulator's online portal.			
RECOMMENDATION			
Members of the Board are asked to consider the return and approve its submission to the Regulator.			
IMPLICATIONS			
Legal Requirements: There are no legal compliance requirements in reaching the recommendations included in the report.			
Financial Implications: There are no direct financial implications arising from 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: There are no direct staffing requirements in reaching the recommendations included in the report			
Risk Assessment: This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan - Financial Planning.			
Consultation	N/A		
Equality Impact Assessment	Yes	No	✓
APPENDICES			
Appendix 1+1a	SHR: Five Year Financial Projection Return		
OUTCOME			
Approved	The Board Members approved the submission of the Five Year Financial Projection Return to the SHR by the 31st May 2024.		
Noted	N/A		
Subject to	N/A		

8.	SHR - Loan Portfolio Return
----	-----------------------------


		Report to: Waverley Housing Board 28 May 2024	Item No: 8
Title:		Scottish Housing Regulator Loan Portfolio Return	
Date:		21 May 2024	
Responsible Person:		Corporate Services Director	
This report is for:		APPROVAL	
PURPOSE & SUMMARY			
<p>Registered Social Landlords are required to submit an annual return to the Scottish Housing Regulator detailing the borrowings and funding arrangements in place.</p> <p>Submission of this information is by way of an on-line return using the Regulator's online portal.</p>			
RECOMMENDATION			
Members of the Board are asked to consider the return and approve its submission to the Regulator.			
IMPLICATIONS			
Legal Requirements: There are no legal compliance requirements in reaching the recommendation in the report.			
Financial Implications: There are no direct financial implications arising from 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: N/A			
Risk Assessment: This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan: Breach of Barclay's Facility; lack of financial awareness; non-compliance with financial regulations			
Consultation			
Equality Impact Assessment	Yes	No	✓
APPENDICES			
Appendix 1	SHR: Loan Portfolio Return		
OUTCOME			
Approved	The Board Members approved the submission of the return to the SHR.		
Noted	N/A		
Subject to	N/A		

9. Waverley Governance Framework


	Report to: Waverley Housing Board 28 May 2024	Item No: 9
Title:	Waverley Governance Framework	
Date:	14 May 2024	
Responsible Person:	Chief Executive	
This report is for:	Approval	
PURPOSE & SUMMARY		
The Purpose of the report is to seek approval from the Board of Waverley Housing on a revised approach to the Company's Governance Framework.		
RECOMMENDATION		
Members are asked to. A. Note the contents of the paper. B. Discuss the options to meet the requirements of the board in section 2. C. Approve Option 3 – 10 formal meetings which meets the balance of strategic leadership, governance, stakeholder engagement, risk assessment and team building. D. Discuss the creation of the Continuous Assurance – Governance Paper. E. Approve the changes to the Standing Order Policy.		
IMPLICATIONS		
Legal Requirements The recommendations of the report are designed to enhance compliance with the Scottish Housing Regulators Regulatory Framework		
Financial Implications There are no financial implications from the recommendations contained in the report.		
Legislative/Regulatory or Companies Act Requirements The recommendations of the report are designed to enhance compliance with the Scottish Housing Regulators Regulatory Framework.		
Staffing Benefits to staff are outlined in Appendix 1		
Risk Assessment The recommendations in the paper relate to the following risks. <ul style="list-style-type: none"> • Modernise Services • Tenant Safety • Financial Planning • Cyber Attack • Net Zero/EESSH 		
Consultation	Relevant staff and members have been consulted.	
Equality Impact Assessment	Yes	No ✓

APPENDICES	
Appendix 1	Board Meeting Schedule Options
Appendix 2	Draft Governance Paper
Appendix 3	Updated Standing Order Policy
OUTCOME	
Approved	The Board Members approved Option 3 of 9 formal meetings which meets the balance of strategic leadership, governance, stakeholder engagement, risk assessment and team building; Agreed to the creation of the Continuous Assurance – Governance Paper and approved the changes to the Standing Orders Policy.
Noted	N/A
Subject to	N/A

10.	Training Plan Review – Board Members
-----	--------------------------------------

		Report to: Waverley Housing Board 28 May 2024	Item No: 10
Title:		Board Members Training Plan Review for 2023/2024 & Training Schedule for 2024/2025	
Date:		14 May 2024	
Responsible Person:		Chief Executive	
This Report is for:		NOTING	
PURPOSE OF REPORT			
<p>During 2023/24 the Company has invested in learning and development of Board Members. Details of this learning and development is contained within appendix 1 of this report.</p> <p>A forward Learning & Development Plan for 2024/25 is attached for information (appendix 2).</p>			
RECOMMENDATION			
<p>The Board is asked to note the learning and development undertaken by Board Members during 2022/23 and the Training Schedule for 2023/24.</p>			
APPENDICES			
Appendix 1	Board Member's Training Review 2023/24		
Appendix 2	Board Member's Training Schedule 2024/25		
OUTCOME			
Approved	N/A		
Noted	The Board Members noted the report.		
Subject to	N/A		

11. Training Plan – Staff

	Report to: Waverley Housing Board 28 May 2024	Item No: 11
Title:	Annual Training Review 2023/2024 - Staff	
Date:	17 May 2024	
Responsible Person:	Chief Executive	
This report is for:	NOTING	
PURPOSE & SUMMARY		
To update the Board on staff training activity. Board members are requested to note the content of this report.		
APPENDICES		
Appendix 1	Training Report 2023/24	
OUTCOME		
Approved	N/A	
Noted	The Board Members noted the report.	
Subject to	N/A	

12. Chair's Items

The Chair report that he and the CEO had attended the CIH Roadshow at Eildon offices. He felt it was more for housing staff re mandatory training and qualifications, housing management and how it should be done across the sector consistently.

He will be attending an Open Day in Earlston on Friday 7th June for Eildon's latest development project.

13. Chief Executive's Items

The CEO reported that he has now had a 1-1 session with all Staff and Board Members since taking up post in March 2024. He has found these meetings positive and useful giving him ideas on looking at things going forward.

His intention in the next period of time is to get out and about a bit more to see WH stock. He is meeting with SBHA CEO to look at some of the shared stock between WH and SBHA.

He attended a SBC meeting, keeping them abreast of developments at Upper Langlee, forward planning and what support WH requires.

Board Member recruitment – 2 application packs (1 in Hawick, 1 in Glasgow) have previously been sent out, he will follow up with them this week, and there is a third possibility he will be following up. If required, there will be a local drive for this too, sending out letters to lawyers, estate agents, college etc. Board Members will be informed of the outcome in due course.

The CEO informed the Board Members that Waverley staff will be in touch over the next few weeks with a small questionnaire on a bit more of a personal slant to be completed in regard to updating their bios that presently sit on the Web. The Web will be updated and this information will be shared on social media which will hopefully encourage prospective Board Members to get in touch.

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 items identified to be reported to the Stakeholders.

SHR submissions

- ARC
- Five year Financial Projection Return
- Loan Portfolio Return

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 – committee/board courses email sent on 02.05.24

23.	Date of Next Meetings
------------	------------------------------

AICC Meeting - Tuesday 11th June 2024 – 5:30pm

Board Meeting - Tuesday 25th June 2024 – 5:30pm

The Chair thanked everyone for coming along to the meeting.