



**Meeting: BOARD MEETING**

**Date & Time: Tuesday 25<sup>th</sup> June 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)  
Christine Stewart (Board Member) (CS)  
Garyth Thomas (Board Member) (GT)  
Julie Watson (Board Member) (JW) – by Microsoft teams

**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 June Board meeting. Last official meeting til AGM and Board meeting in September.

#### **1. Apologies for Absence**

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

#### **2. Declarations of Interest**

There were no declarations of interest noted.

#### **3. Election of AICC Chair**

Following The AICC meeting on Tuesday 11<sup>th</sup> June 2024 and in line with the Articles of Association the appointment of Chair of the AICC was carried out.

Alan Brown was proposed by Garyth Thomas and seconded by Ian Davidson.

Alan Brown is now approved by the Board Members as Chair of the AICC.

#### **4. Minutes of previous Board Meeting (28.5.24)**

The Minutes of the meeting held on Tuesday 28<sup>th</sup> May 2024 were approved and will be signed by the Chair and Company Secretary as being an accurate record of the meeting.

#### **5. Matters Arising from the Minutes**

There were no matters arising from the Minute of 28<sup>th</sup> May 2024.

## 6. Board Action Point Tracker

The Board Members noted the Action Point Tracker with the following comments:

Action point 1 – to be addressed once the Board Member Annual Reviews taking place between June and July 2024 are complete.

Action Point 2 – Report to the Board once an Options Appraisal has been carried out. This report is actively being pursued as it was hoped it would be ready to be submitted to the Board at tonight's meeting. Time critical to allow consideration of options in order to achieve intended Phase 2 follow on once Phase 1 complete. Therefore, there may be a need for a short Board meeting in August. To be confirmed.


Action Point 3 will be referred to at Item 8 – Business Plan Update.

Action Points 4 & 5 & 6 are all complete.

## 7. Development Report

The Board members noted the content of the Development Report which contained updates relating to the Upper Langlee Development project.

## 8. Business Plan Update

	<b>Report to:</b> <b>Waverley Housing Board</b> <b>25 June 2024</b>	<b>Item No:</b> <b>8</b>
<b>Title:</b>	Business Plan Annual Update (2024-25)	
<b>Date:</b>	17 June 2024	
<b>Responsible Person:</b>	Chief Executive	
<b>This report is for:</b>	<b>APPROVAL</b>	
<b>PURPOSE &amp; SUMMARY</b>		
<p>The Purpose of the report is to seek approval from the Board of Waverley Housing on the creation of the following</p> <ul style="list-style-type: none"><li>• Operational Plan 2024-25.</li><li>• Revised Risk Register and Risk Tracker</li><li>• Quarterly Business Plan Report incorporating Risk Management and Key Performance Indicators.</li></ul> <p>To seek approval for an update of the Company's Vision, Values and Strategic Objectives set out in the 2021-2026 Business Plan.</p>		

To seek any further assurance, they require and note the contents of this paper.

## RECOMMENDATION

The Board is recommended to approve the creation of the following

- Operational Plan 2024-25.
- Revised Risk Register and Risk Tracker.
- Quarterly Business Plan Report incorporating Risk Management and Key Performance Indicators.

The Board is recommended to approve the update to the Company's Vision, Values and Strategic Objectives set out in section 3 of the paper.

Members are recommended to seek any further assurance they require and note the contents of this paper.

## IMPLICATIONS

### **Legal Requirements:**

All necessary legal requirements have been complied with 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:**

All relevant legislation, regulatory provisions or companies act requirements have been complied with in reaching the recommendations included in the report.

**Staffing:** None

### **Risk Assessment:**

This recommendations do not specifically relate to an existing risk within the Waverley Housing Risk Management Plan, more so the full process of assessing all risks and corporate objectives.

### **Consultation**

N/A

### **Equality Impact Assessment**

Yes

No

✓

## OUTCOME

### **Approved**

**The Board Members Approved the**

- Operational Plan 2024-25
- Revised Risk Register and Risk Tracker
- Quarterly Business Plan Report incorporating Risk Management and Key Performance Indicators.

**The Board Members approved the updates to the Company's Vision, Values and Strategic Objectives as set out in the report at section 3 and as detailed above.**

### **Noted**

N/A

### **Subject to**

N/A

## APPENDICES

### **Appendix 1**

Operational Plan (2024-25)

### **Appendix 2**

Key Performance Indicators


### **Appendix 3**

Risk Register

### **Appendix 4**


Risk Tracker

9.	Annual Report and Financial Statements for the year ended 31 March 2024
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	<b>Report to:</b> <b>Waverley Housing Board</b> <b>25 June 2024</b>	<b>Item No:</b> <b>9</b>
<b>Title:</b>	Annual Report and Financial Statements for the year ended 31 March 2024	
<b>Date:</b>	18 June 2024	
<b>Responsible Person:</b>	Corporate Services Director	
<b>This report is for:</b>	<b>APPROVAL</b>	
<b>PURPOSE &amp; SUMMARY</b>		
To consider the Annual Report & Financial Statements for the year ended 31 March 2024, along with an Audit Summary Report incorporating a draft Management Representation Letter.		
<b>RECOMMENDATION</b>		
<p>The Board of Waverley Housing is requested to consider the report and approve the following recommendations:</p> <ul style="list-style-type: none"> <li>• To consider the Report and Financial Statements for the year ended 31 March 2024;</li> <li>• Accept the contents of the Audit Summary Report with no response necessary to the auditors;</li> <li>• Consider, and approve for signing, the contents of the draft Management Representation Letter.</li> </ul> <p>These items have already been considered by the Audit and Internal Control Committee and have been recommended for approval.</p>		
<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> All relevant legislation, regulatory provisions or companies act requirements have been complied with in reaching the recommendations included in the report.		
<b>Staffing:</b> None		
<b>Risk Assessment:</b> This recommendation relates to an existing risk within the Waverley Housing Risk Management Plan, specifically Non-compliance with Financial Regulations.		
<b>Consultation</b>	N/A	
<b>Equality Impact Assessment</b>	Yes	No ✓

OUTCOME	
Approved	<p>The Board Members considered and approved the Annual Report and Financial Statements for the year ended 31 March 2024 and that Ronnie Dumma, Ian Davidson and Lorna Notman will sign off the Financial Statements.</p> <p>The Board Members accepted and approved the Audit Summary Report with no response necessary to the auditors.</p> <p>The Board Members considered and approved the draft Management Representation Letter.</p>
Noted	N/A
Subject to	N/A
APPENDICES	
Appendix 1	Annual Report and Financial Statements
Appendix 2	Audit Summary Report
Appendix 3	Management Representation Letter


10.	Annual Report of the Audit and Internal Control Committee 2023/24
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		<b>Report to:</b> <b>Waverley Housing Board</b> <b>25 June 2024</b>	<b>Item No:</b> <b>10</b>
<b>Title:</b>	Annual Report of the Audit and Internal Control Committee 2023/24		
<b>Date:</b>	4 June 2024		
<b>Responsible Person:</b>	AICC		
<b>This report is for:</b>	<b>APPROVAL</b>		
<b>PURPOSE &amp; SUMMARY</b>			
The purpose of the report is to provide the Board with a report on the activities of the Audit and Internal Control Committee for the year from 1 April 2023 to 31 March 2024.			
<b>RECOMMENDATION</b>			
The Board is asked to consider and approve the contents of the annual report of the activities of the Audit and Internal Control Committee for the year from 1 April 2023 to 31 March 2024.			
<b>IMPLICATIONS</b>			
<b>Legal Requirements:</b> There are no legal compliance requirements in reaching the recommendations included in Paragraph 9.3.			
<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> There are no staffing implications arising from the recommendations included in the report.			
<b>Risk Assessment:</b> This recommendation relates to existing risks within the Waverley Housing Risk Management Plan, specifically Failure to meet statutory requirements.			
<b>Consultation</b>	N/A		
<b>Equality Impact Assessment</b>	Yes	No	✓
<b>OUTCOME</b>			
<b>Approved</b>	<b>The Board Members approved the contents of the AICC Annual Report of the activities from 1 April 2023 to 31 March 2024.</b>		
<b>Noted</b>	N/A		
<b>Subject to</b>	N/A		

11.	GDPR Action Plan Review Report
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		<b>Report to:</b> <b>Waverley Housing Board</b> <b>25 June 2024</b>	<b>Item No:</b> <b>11</b>
<b>Title:</b>		GDPR Action Plan Review	
<b>Date:</b>		18 June 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 GDPR Action Plan and actions taken to date. This is as a result of a recommendation made by our internal auditors Wylie & Bisset during the audit on GDPR under-taken in September 2023.			
<b>RECOMMENDATION</b>			
Board Members are asked to consider the GDPR action plan and to approve the contents of the action plan.			
<b>IMPLICATIONS</b>			
<b>Legal Requirements:</b> Waverley Housing meets the legal requirements contained within the Data Protection Act 2018 which is the UK's implementation of the General Data Protection Regulation (GDPR)			
<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 impact on existing staffing.			
<b>Risk Assessment:</b> Internal Communication; Cyber Attack; Tenant Safety			
<b>Consultation</b>		Relevant staff have been consulted.	
<b>Equality Impact Assessment</b>		Yes	No ✓
<b>OUTCOME</b>			
<b>Approved</b>	The Board Members approved the content of the Action Plan.		
<b>Noted</b>	N/A		
<b>Subject to</b>	N/A		
<b>APPENDICES</b>			
Appendix 1	GDPR Action Plan		

12.	<b>Continuous Self Assurance – Governance Report</b>
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		Report to: Waverley Housing Board 25 June 2024	Item No: 12
Title:		Continuous Self Assurance – Governance Report	
Date:		14 June 2024	
Responsible Person:		Chief Executive	
This report is for:		FOR INFORMATION & DECISION TO PROVIDE CONTINUOUS ASSURANCE	
PURPOSE & SUMMARY			
To provide Board Members with evidence and information to enable them to continuously self-assess compliance with the Scottish Housing Regulator’s (SHR) Regulatory Framework.			
OUTCOME			
Approved	N/A		
Noted	<ul style="list-style-type: none"><li>There have been no notifiable events made since the last meeting of 28<sup>th</sup> May 2024.</li><li>The list of Governance Related policies.</li><li>The additions to the Evidence Bank in relation to the Regulatory Requirements and Regulatory Standards per sections 5 and 6 of the report.</li></ul>		
Subject to	N/A		
APPENDICES			
Appendix 1	List of Governance Related Policies		
Appendix 2	Compliance with SHR Regulatory Requirements		
Appendix 3	Compliance with SHR Regulatory Standards of Governance & Financial Management for RSLs		



13.	Board Succession Planning Report
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		<b>Report to:</b> <b>Waverley Housing Board</b> <b>25 June 2024</b>	<b>Item No:</b> <b>13</b>
<b>Title:</b>		Board Succession Planning	
<b>Date:</b>		17 June 2024	
<b>Responsible Person:</b>		Chief Executive	
<b>This report is for:</b>		<b>NOTING</b>	
<b>PURPOSE OF REPORT</b>			
<p>The Board of Waverley Housing is asked to note progress being made against the Board Member Succession Planning - Action Plan.</p>			
<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		

**14. Flexible Working Trial Period Report**

	<b>Report to:</b> <b>Waverley Housing Board</b> <b>25 June 2024</b>	<b>Item No:</b> <b>14</b>
<b>Title:</b>	Flexible Working Trial Period	
<b>Date:</b>	17 June 2024	
<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 Flexible Working Trial Period following a previous paper in November 2023.		
<b>RECOMMENDATION</b>		
<p>The Board of Waverley Housing is asked to note the current position of the Flexible Working Trial Period that was established following the 2023 Employee Satisfaction Survey.</p> <p>The Board is asked to note that an extension is being applied to allow for comprehensive tenant and staff surveys to be conducted between June and September 2024.</p> <p>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.</p>		
<b>OUTCOME</b>		
<b>Approved</b>	N/A	
<b>Noted</b>	The Board Members noted the report and the extension of the trial period to September 2024. If, in a position to do and both the Tenant and Staff Satisfaction Surveys are complete a report will be brought to the September Board meeting.	
<b>Subject to</b>	N/A	

**15. Chair's Items**

The chair reported that the Border RSL Chairs meeting has been postponed until September 2024. He noted that the BHN Chair will be retiring prior to this meeting therefore it will be a new Chair that takes their place for the next meeting.

He was invited to and attended an Open Day for Eildon's recently completed 64 house development in Earlston. Having been involved in acquisition and early stage development

when working for Eildon it was nice to be able to view the completed development. Cruden Homes did the build, it was of good quality with family houses, cottage flats, flats and townhouses. ~~at a cost of £13m for the 64 properties.~~

## 16. Chief Executive's Items

CEO reported that ~~Lenore Sudden, the~~ Housing Services Manager has announced and served her notice for retirement at the end of this year. The CEO, OD and CSD will be looking at recruitment to replace the position after the holiday period. ~~Lenore The HSM~~ will be missed for her knowledge and skills as Housing Services Manager and it is hoped that recruitment will see a handover period before ~~Lenore she~~ leaves us.

Following the Strategy Day it has been identified the need for 2 posts at a senior/management level. The Executive Team will bring a full report seeking approval to expand the staffing structure to the August or September Board meeting.

Met with Julia Mulloy and visited stock in Galashiels, Hawick and Kelso with potential swaps being discussed and the possibility of some shared pieces of work in planned maintenance.

Tenant Satisfaction Survey returns – 100 responses in first week.

CIH Scotland Annual Awards are coming up with WH looking to submit an application to recognise the impressive work being carried out through the Making Memories Project. The CEO has been asked to judge some of the awards and will keep the Board up to date with any progress.

The Board Members noted the verbal update from the CEO.

## 17. Minutes of Committee Meetings

The Board Members noted the minute from the AICC meeting which took place on 11<sup>th</sup> June 2024.

## 18. For Information

Nothing to report.

## 23. Date of Next Meetings

AGM – Tuesday 24<sup>th</sup> September 2024 @ 5:30pm  
Board Meeting - Tuesday 24<sup>th</sup> September 2024 @ 6:00pm

The Chair thanked everyone for coming along to the meeting. Come back refreshed in September.