



Meeting: BOARD MEETING

Date & Time: Tuesday 20th August 2024 at 5:30pm

Venue: 51 North Bridge Street, Hawick

Present: Ronnie Duma (Chair)
Ian Davidson (V Chair) (ID)
Alan Brown (Board Member) (AB)
Christine Stewart (Board Member) (CS)
David Gordon (Board Member) (DG)
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
Megan Baxter (Minute Taker)
Johnny Pietranek (Observer)
Wendy Davidson (Observer)

The Chair welcomed everyone to the August Board meeting. The Chair introduced two prospective board members, Wendy Davidson & Johnny Pietranek.

1. Apologies for Absence

Apologies were received from Julie Watson (Board Member), Kate Christie (Board Member), Billy Robson (Board Member) (BR), and June Wilson (ESO)

2. Declarations of Interest

Declarations of Interest were noted for:
Item 6 – Development Report – Johnny Pietranek & Wendy Davidson

3. Minutes of previous Board Meeting (25.06.24)

The Minutes of the meeting held on Tuesday 25th June 2024 were approved subject to removal of paragraph raised under item 4 below and will be signed by the Chair and Company Secretary as being an accurate record of the meeting.

4. Matters Arising from the Minutes

The chair raised the matter that the third paragraph in section 7 should be omitted as no substructure work went ahead in June. This was seconded by GT & ID.

5. Board Action Point Tracker


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

- There is a plan in place for developmental actions for Board Members training, this

training is to be brought up in September.

6. Development Report

Due to the commercially sensitive nature of item 6, the 2 observers left the meeting whilst this item was being discussed.

	Report to: Waverley Housing Board 20 August 2024	Item No: 6
Title:	Development Report	
Date:	13 August 2024	
Responsible Person:	Operations Director	
This report is for:	APPROVAL	
PURPOSE & SUMMARY		
The purpose of this report is to update Board Members on various workstreams being carried out in relation to Waverley Housing's development programme.		
RECOMMENDATION		
<p>Members are asked to note the content of the report and to discuss.</p> <p>Members are recommended to approve re-phasing and for the former Laurel Grove site to be phase 2 of the Upper Langlee re-generation project. This will allow officers to continue with the following:</p> <ul style="list-style-type: none">• Seek planning consent from SBC to alter the original phasing plan.• Continue discussions with Scottish Government and Scottish Borders Council around grant funding for the proposed project. <p>Members are asked to approve option 1 as described at section 6.1 of the paper ahead of a final decision on the phase 2 project expected in September or October.</p>		
IMPLICATIONS		
Legal Requirements: All necessary legal requirements have been complied with in reaching the recommendations included in the report.		
Financial Implications: The financial implications arising from the recommendations included in the report are included under section 3 of this report and appendix 1.		
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: No significant impact.		

Risk Assessment: Included under the following risk within Waverley Housing’s Risk Management Plan: Our development programme becomes undeliverable due to financial, staff resource or contractor availability constraints.		
Consultation	N/A	
Equality Impact Assessment	Yes	No ✓
OUTCOME		
Approved	The Board Members approved all recommendations.	
Noted	N/A	
Subject to	N/A	
APPENDICES		
Appendix 1	Original Phasing Plan	

7.	Policy Reviews
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The Board Members were asked to approve the following amended documents:

Code of Conduct (Employees)

The Board Members approved the changes made to the document.

Code of Conduct (Board Members)

The Board Members approved the changes made to the document.

Entitlement Payment & Benefits Policy

The Board Members approved the changes made to the document.

Entitlement Payment & Benefits Procedure


The Board Members approved the changes made to the document.

Recruitment & Selection Policy

The Board Members approved the changes made to the document.

The Board Members approved the documents as listed above.

8.	Staffing Paper
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	Report to: Waverley Housing Board 20 August 2024	Item No: 8
Title:	Staffing Paper	
Date:	5 August 2024	
Responsible Person:	Chief Executive	
This report is for:	APPROVAL	
PURPOSE & SUMMARY		
To enable members to consider additions to the staffing establishment and provide an update on staff training and development.		
RECOMMENDATION		
Members are recommended to approve the additional posts described in section 2 to the permanent staffing establishment.		
Note and discuss the remainder of the paper.		
IMPLICATIONS		
Legal Requirements: All necessary legal requirements have been complied with in reaching the recommendations included in the report.		
Financial Implications: Financial implications are detailed within section 2. They however do not exceed previously agreed budgetary limits.		
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: Creation of x3 additional posts to the established Waverley Housing Structure and additional staffing costs.		
Risk Assessment: This relates to the following risks within Waverley Housing's Risk Management Plan <ul style="list-style-type: none"> The Cost-of-Living Crisis and subsequent demand for services impacts our ability to positively engage with tenants, to deliver the services that they really need and support them to sustain their tenancies We fail to adequately plan, recruit, select, motivate and retain the key staff and board, skills and knowledge we need for the Company to succeed. Tenant Safety. We fail to have adequate policies and processes in place to ensure that our duty of care complies with legislation and regulatory requirements. 		
Consultation	N/A	
Equality Impact Assessment	Yes	No ✓

OUTCOME	
Approved	The Board Members approved the additional posts of Head of Finance, Senior Property Officer and Property Services Officer.
Noted	N/A
Subject to	N/A

9. Continuous Self Assurance – Governance Report

Board Members were recommended to:

- a) Agree that no material changes are required to the AAS since its submission.
- b) Note no notifiable events have been made since the last meeting.
- c) Note the list of Governance Related Policies.
- d) Note the additions to the Evidence Bank in relation to the Regulatory Requirements and Regulatory Standards per Sections 5 and 6.

Following the Board meeting on 25th June 2024 when the Board members agreed that a link to the Evidence Bank in OneDrive be set up the Board Members. This can be assessed in the future to ensure Board Members see this as the best way to be able to access the Evidence Bank.

The Board Members agreed that there is no material changes required to the AAS since its submission in November 2023.

The Board members noted:

- There have been no notifiable events since the last meeting of 25th June 2024.
- The list of Governance Related policies.
- The additions to the Evidence Bank in relation to the Regulatory Requirements and Regulatory Standards per sections 5 and 6 of the report.

10. Chair's Items

The next meeting for the Chairs in the Borders is 18th September 2024, there will be a change to the Chair for Berwick HA as their AGM is scheduled for before the next Chairs meeting.

The chair reported June and July Board Annual Reviews and thanked board members for their time and effort during the process. A reminder was also issued to any member requiring to complete paperwork and return to the ESO.

16. Chief Executive's Items

CEO reported that the tenant survey is complete, and the full report should be available for Board Members in September. This will allow for the employee survey to go ahead and it is anticipated that this will take place during September and be reported to Members in October.

BM recruitment is ongoing, with JP and WD attending tonight. Another prospective BM application is expected during the coming days. The CEO will update members accordingly at the next meeting.

CEO has received communication from the Regulator regarding the Companies Engagement Plan. This follows on from the March meeting between the CEO and the Regulator. A date has now been arranged for Tuesday 19 November for the Executive Team to meet with the

Regulator.

17.	Minutes of Committee Meetings
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None.

18.	For Information
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- Email re SHARE training from Oct-Dec sent 24.07.24
- Email re Share training courses coming up in September sent 05.08.24.
- [CIH Blog: Scotland's Rural Housing Emergency](#) by Paul Scott.
- Scottish Housing Regulator: [Preparing Annual Assurance Statements – A Thematic Review](#)

23.	Date of Next Meetings
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AGM – Tuesday 24th September 2024 @ 5:30pm
Board Meeting - Tuesday 24th September 2024 @ 6:00pm

The Chair thanked everyone for coming along to the meeting.