



Meeting: BOARD MEETING
Date & Time: Tuesday 8th April 2025 at 4:00pm
Venue: 51 North Bridge Street, Hawick/via Microsoft Teams

Present: Ronnie Dumma (Chair)
Ian Davidson (V Chair) (ID)
Alan Brown (Board Member) (AB)
Wendy Davidson (Board Member) (WD) - by Microsoft Teams
David Gordon (Board Member) (DG)
Johnny Pietranek (Board Member) (JP) - by Microsoft Teams
Laura Ryan (Dr) (Board Member) (LR) - by Microsoft Teams
Christine Stewart (Board Member) (CS)
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/Co Secretary) (CSD/CoS)
June Wilson (Executive Support Officer) (ESO)

The Chair welcomed everyone to the meeting.

Part 1 Standing Items

1.1 Apologies for Absence

Apologies received from Kate Christie (Board Member).

1.2 Declarations of Interest

There were no declarations of interest noted.

1.3 Minutes of Previous Board Meeting

None

1.4 Matters Arising from previous Board Meeting Minutes

None

1.5 Future Meeting Dates

- Tuesday 27th May 2025 3:00pm – **The Role of the Board in Delivering Good Governance** followed by **Board Meeting @ 5:30pm.**

Part 2 Strategy

2.1 Procurement of Integrated Housing Management System

The CSD presented the paper (BM/25/46) which detailed the current system used by the company and its limitations. It was also explained that research had been undertaken with the current system provider and other software providers to explore potential future options. This had involved demonstrations of the HomeMaster system provided by Designer Software Ltd.

Following careful consideration of available options, the CSD advised that an open procurement process was conducted via Public Contracts Scotland (PCS). Members were advised that this was in line with national procurement regulations and Waverley's own Procurement Strategy.

Upon conclusion of the procurement exercise the Corporate Services Director, Operations Director, Head of Housing, and Project Co-Ordinator carried out a shortlisting exercise with the 3 Companies that submitted a tender. Details of the individual companies are in the paper presented to the Board.

For the implementation of the new system, training will be available to all staff, from the provider. The CEO advised that staff were also exploring utilising an external consultant. to assist with the migration of data from one system to the other and to ensure the data on the Capita system is cleansed and ready to be moved over. Members were also advised that the average time taken to migrate to HomeMaster was between 6-9 months and that there would be a requirement to have access to both the current and new system for a limited period of time.

Due to the takeover of DSL by Aareon it was agreed that, senior staff will require confirmation of any impact to the contract, implementation, service provision, staff involved prior to entering into a contract. The CEO advised that good practice would also dictate our legal advisors review the contract prior to signing. An update will be brought to the Board at the May 2025 meeting.

The cost of this contract is has been included in the 2025/26 budget which also has provision for continuing with the current system in the short term.

The Chair summarised the situation as follows – current system in place is not fit for purpose; an open procurement process in line with WH Procurement Strategy has been carried out; and the Tender from DSL for their Homemaster product, which fully met WH requirements was being recommended for approval.

The Board Members delegated authority to the Senior Management Team to carry out due diligence with regard to the takeover of DSL by Aareon and to get assurance that the contract and provision of service will remain the same as would have been with DSL.

Subject to receiving the assurances noted in last paragraph above the Board Members approved the awarding of the tender to Aareon/DSL Ltd

Part 3 Governance & Assurance

N/A

Part 4 Performance

4.1 Sub-Contractor Addition Report

OD explained to the Board Members that although we have 20 trades team members, there is still the need to access subcontractors at times.

This paper seeks the approval of a further 3 contractors to be added to the Approved Contractors & Suppliers List:

- Greenheat Renewables – will be an asset to the list as our current list does not have any local contractors who can cover our renewables servicing obligations.
- R P Slight & Sons Ltd, multi-trade contractor including joiners, plumbers and builders.
- Lowrie Roofing Ltd - local roofing company who were previously subcontracted to Everwarm when the refurbishment of the flats at Upper Langlee in Galashiels was carried out in 2020. WH currently do not have a roofer in the trades team.

The evaluation process for the 3 Companies was carried out by the Head of Property & Assets and verified by the Operations Director with no issues highlighted. Staff have been notified of the additions and if approved to make us aware of any connection as per the EPB Policy. The Declarations of Interest Register will be updated accordingly.

The Board Members discussed and noted the paper submitted and approved the 3 contractors, as detailed above, to be added to our Approved Contractors & Suppliers List.

Part 5 Items for Discussion

N/A

Part 6 Items for Information

N/A

Any Other Competent Business

None

The Chair thanked everyone for attending and for their input into the meeting.

The meeting closed at 4.45pm