waverley housing	
	Meeting: **BOARD MEETING**
	Date & Time: **Tuesday 27th January 2026 at 5:30pm**
	Venue: **51 North Bridge Street, Hawick/via Microsoft Teams**

Present:

Ronnie Dumma (Chair)
Alan Brown (Board Member) (AB)
Kate Carmen (Board Member) (KC) – by Microsoft Teams
Wendy Davidson (Board Member) (WD)
Simon Lynch (Board Member) (SL)
Laura Ryan (Dr) (Board Member (LR) – by Microsoft Teams
Christine Stewart (Board Member) (CS)

In Attendance:

Paul Scott (Chief Executive) (CE)
Richard Orr (Interim Director of AM) (IDAM)
David Leishman (Assistant Director Finance & IT) (ADF&IT)
Sarah Lynn (Assistant Director Property & Asset Management) (ADP&AM)
Brian Pearson (Assistant Director Housing Services) (ADHS)
June Wilson (Executive Support Officer) (ESO)
Sara Wilson, Observer

The Chair welcomed Board Members, Sara Wilson and Staff Members to the 1st meeting of 2026.

Part 1 Standing Items

1.1 Apologies for Absence

Apologies were received from Board Members Ian Davidson & Johnny Pietranek.

1.2 Declaration of Interest

Declarations of interest were noted for:

Item 1.6 – Application for Membership & Co-option – Sara Wilson.

Item 2.1 – Rent and Service Charge Annual Review 2026/27 – Christine Stewart, Board Member.

Item 2.2 – Workforce Budget & Pay Review 2026/27 – Paul Scott, Richard Orr, David Leishman, Sarah Lynn, Brian Pearson & June Wilson – staff members.

1.3 Minutes of Previous Board Meeting (28.10.25)

The Minutes of the Board Meeting held on Tuesday 28th October 2025 were approved and will be signed by the Chair and the Company Secretary as being an accurate record of the meeting.

1.4	Matters Arising from previous Board Meeting Minutes

There were no matters arising from the Board Meeting minutes of 28th October 2025.

1.5	Future Meeting Dates

- Tuesday 17th February **AICC** @ 5:30pm
- Tuesday 31st March **Board Meeting** at 5:30pm

1.6	Application for Membership & Co-option

Sara Wilson submitted a Declaration of Interest for this item and left the meeting whilst this item was being discussed.

The Articles of Association allows for up to 15 and no less than 7 members and at present the Company currently have 9 members. The Articles of Association states that the Board can co-opt members between AGMs. With the co-option of Sara Wilson the Board Member complement will increase to 10.

The Board Members approved the application for membership of Sara Wilson.

On return the Chair welcomed Sara to the Board.

Part 2	Strategy

2.1	Rent & Service Charge Increase 2026-27

Although Christine Stewart (Board Member) submitted a Declaration of Interest for this item it was agreed she would not need to leave the meeting whilst the item was being discussed.

The Rent & Service Charge Increase Consultation started in November 2025 and concluded in January 2026.

The report submitted to the Board following the conclusion of the consultation showed there were 202 responses, with 117 votes for a 5.5% increase, 76 votes for 4.5% and 7 respondents did not pick an option.

The Board Members discussed the content of the paper and approved the proposed rent and service increase of 5.5% to take effect from 6 April 2026.

2.2	Workforce Budget & Pay Review

Having presented a Declaration of Interest for this item, staff members Paul Scott, David Leishman, Saray Lynn, Brian Pearson and June Wilson left the meeting whilst the item was being discussed by Board Members.

On returning to the meeting the Chair announced that the Board Members had agreed on a 3.8% cost of living pay award for 2026/2027.

Part 3	Governance & Assurance

3.1	Policies Review

The Board Members approved the:

i. **Health and Safety Policy**
ii. **Health and Safety Signed Statement of Intent**
iii. **Health and Safety Framework Manual**

3.2	Continuous Self Assurance Governance Report

At the October 2025 Board meeting the 6th Annual Assurance Statement was approved by the Board, lodged and accepted by the Scottish Housing Regulator (SHR). It is available on WH website at Waverley Housing - SHR Reports - Waverley Housing.

The CE had a pre-arranged meeting with the SHR, the meeting went well and they confirmed that the Confidential Paper notifiable event had been closed. The Changes to the Articles of Association notifiable event requires a signed copy to be lodged with them, which will bring this notifiable event to a close. There were no other related issues raised during the meeting.

The Board Members agreed that there are no material changes since the submission of the Annual Assurance Statement, noted no new notifiable events have been required to be submitted since the last meeting in October 2025, noted the list of Governance related Policies and that all documents listed in the paper have been added to the Evidence Bank accessible at Annual Assurance Statement Evidence.

Part 4	Performance

4.1	Tenancy Sustainment Report

The Chair and Board Members commented on the positive feedback from Tenants as noted in the report, how a holistic approach is being used with the tenants and that it is a great success story. It was noted that the Community Engagement has shown a massive improvement and the increase in the number of organisations who have come onboard for the Making Memories. Well done and congratulations to all the staff involved, more of the same.

The Board members noted the report.

4.2	Annual Leased Property Report

This paper is brought to the Board with an annual overview of properties within WH stock that are leased to non-social housing tenants, including commercial or marked-based lets.

At present there are 32 properties leased to Scottish Borders Council (SBC).

Going forward, in line with our strategic objectives, all existing leases will be reviewed during 2026/27 ensuring they are fit for purpose.

The Board Members endorsed the principle of exploring additional leasing options where there is a clear demand and robust business case, subject to the approval of the Board.

4.3	Health & Safety Gap Analysis Update Report

Speaking to the report compiled by the, Health & Safety Consultant, the CE reported the paper gives an update on the work being carried out on the Gap Analysis Action Plan, the impact on RSL's under the Housing (Scotland) Act 2025 with mandatory standards and a new framework including an introduction of a Scottish version of Awabs Law that is expected to be in force during 2026.

The CE highlighted the progress of the 2 working groups which included the approval of the Health & Safety Policy and Manual at this meeting and that there are other H&S policies under review and in the 1st draft stage. These will be brought to the Leadership Team and/or Board for final approval.

The Board Members noted the paper.

4.4	Development Report

The CE brought the Board Members up to date with the development project at Upper Langlee, Galashiels.

Members were made aware of issues with the back gardens that were impacting on completion of phase 1. They were also made aware of the need for an additional board meeting in February 2026 to fully consider the options for both the back garden issue and phase 2 procurement.

4.5	Sub-Contractor Addition Report

The Board Members approved the additions to the Approved Contractor & Consultant List.

1. K&D Plumbing – have a wide range of skills.
2. TD Trees and Land Services Ltd – best value in place, would benchmark with other providers.
3. Adman Int Ltd – fit fire door sets, in detail inspections, signed off. Help with compliance and add additional assurance for the Board.

Part 5	Items for Discussion

5.1	Summary Report of the AICC – October 2025

The paper presented to the Board gives a summary of the items discussed at the AICC meeting and apart from the Internal Audit item all other items were further discussed at the Board meeting on 28th October.

The Board members noted the report.

5.1	Chair's Items

Nothing to report.

5.2	Chief Executive's Items

Barry Lees – Depute CE will commence employment on 23rd March and Charlotte Gray – Assistant Director of Governance will commence employment on 2nd March.

The 4 x RSL CEO's meet quarterly, the last meeting they met up with the elected councillors and the main topic covered was Anti-social Behaviour.

The Chair remarked that it will be good to get the 2 new members of staff in place to have a full complement of the Leadership Team.

Part 6	**Items for Information**

Nov
Sharing Matters Newsletter
Dec
SFHA news
Jan
Events at Share, SFHA News, Share Sharing Matters Newsletter

Any Other Competent Business

Insurance Declaration - the ADF&IT apologised for the late presentation of the document for review. This is a declaration to be submitted to the Insurance Broker and all Board Members are requested to review and if they have anything to declare to either contact the ADF&IT or CE.

The Chair thanked everyone for attending and for their input into the meeting and reminded everyone to check their emails re the additional Board meeting being scheduled.

The meeting closed at 6.45pm.