

FYNE HOMES LTD**Minute of Management Committee Meeting
Held at 11 Victoria Street, Rothesay and by Teams VC on
Wednesday 24th April 2024 at 4pm**

Present: S MacLeod A Jones
J McMillan T Harrison
D Herriot J Thomson
D Philand (Teams) P Cartwright (Teams)

In Attendance: I MacPhail, Chief Executive
J McAlister, Technical Services Director
S Cole, Business Services Director
T Robertson, Housing Services Director
E MacCallum, Corporate Manager, Minute Taker
F Ewing, Directors Admin Assistant
J Martin, Housing Income Team Leader

Apologies: M Lang, R Henshelwood, L Haemmerle

1. Apologies for Absence

Apologies were intimated as above.

2. Declaration of Interest

There were no declarations of interest.

3. AOCB Pre Notifications

There were two pre-notifications.

4. Minutes of Management Committee Meeting and Confidential Minute held on 24th January 2024

On a proposal from J McMillan, seconded by D Herriot the minute from the 24th January 2024 was accepted as a true and accurate record of the proceedings. On a proposal from D Herriot, seconded by J McMillan the confidential minute was accepted as a true and accurate record of proceedings.

i) Matters arising not covered in the agenda.

There were no matters arising.

ii) Rollings Actions Points

There were no outstanding actions.

5. Potential Stock Update

This agenda item is subject to a confidential minute.

6. Technical Services Update

i) Development Report

A detailed report by the Technical Services Director was previously circulated to bring Committee up to date with progress in various areas. Some points were highlighted as follows and the remainder of the report was noted.

- *Inveraray (16 units)*

Following feedback from the proposed site layout pre-application submission, the layout was updated and resubmitted for comment. The resulting comments include a new requirement for a Noise Impact Assessment (NIA) due to the proximity to the BEAR Scotland (road maintenance and management company) yard. Fyne Homes appointed a noise consultant to address these requirements and the assessment was being carried out this week.

- *Baddens, Riverside Drive (6units)*

A site start was achieved on 4th September 2023, works are progressing and completion is on track for July 2024. All units are now wind and watertight, with rough casting completed on four plots.

- *Argyll and Bute Sites*

A potential site has been identified in the Lochgilphead area, which is in the local plan as a housing allocation area (HAL) for eighty units. A desktop site investigation has been carried out, and a detailed utilities search shows all utilities are available.

- *Rothesay Academy Upper Site*

The draft Masterplan for the site has been submitted to Argyll & Bute Council to support their pre-planning application, feedback is still awaited.

- *Ballochgoy*

The design team have progressed detailed design to planning and the application was validated on the 8th April. Regular meetings are continuing to maintain momentum.

- *Baddens Phase 10*

A detailed design drawing and house types are now being worked up to enable a detailed planning application submission to follow the site acquisition later in 2024.

- *Potential Development Dunoon*

From the previously circulated report the Committee noted the update of the potential development site.

Resolution

The Committee noted the contents of the development report.

ii) Capital Investment Report

From a previously circulated report the Committee noted the contents of the capital investment contracts.

iii) Asset Management Update

It was reported that progress is being made on the x2 buyback properties in Dunoon, which would give Fyne Homes full ownership. The Home Report is awaited and the Scottish Government and Argyll & Bute Council have been advised.

The Committee were also updated on a further property in Dunoon where we are the minority owner, the home report is awaited before being put on the market.

iv) Fyne Heat Update

From a previously circulated report the Technical Services Director noted some of the work carried out by the dedicated Energy Advisor and highlighted the increase in assistance being requested by tenants during the current energy & cost of living crisis.

Resolution

The Committee noted the contents of the Capital Investment, Asset Management and Fyne Heat reports.

7. Housing Management Report

A report was previously circulated to update Committee on the progress of various issues or activities within the Housing Service Team.

Application and Allocations

Current active applications on the waiting list stand at 3391 as of the 5th April 2024 of these 2295 have housing need points.

Voids and Arrears

Voids at the end of Q4 were sitting at 41.61 days excluding exemptions which is above the target of 28 days.

Gross combined arrears are 1.43% at the end of Q4 against a target of 2.5%.

Welfare Reform

The previously circulated report highlighted some success examples and the number of new cases each month. The Housing Director reported that the welfare service financial gains for Q4 so far were £135,649 and year to date £606,266 of financial gains has been awarded to tenants.

The Committee noted their thanks to M Allan and the wider team for all their work achieving this fantastic support to tenants.

Tenant Participation

The Dolly Parton Imagination Library partnership has been launched and to date 40 children has signed up, promotion for this initiative will continue.

Tenant Participation Engagement meetings which were planned for March across all areas, were postponed due to unforeseen circumstances. "Consultation Cafes" in each area are being discussed with partner organisations to host.

Planning is underway for Energy and Welfare advice roadshows to take place over spring.

Appendix were attached to the report, which gave detail on Estate Management and Settling In Visit scrutiny's that were carried out, and the consultation that was carried out on the Rent Arrears Prevention Policy.

Schedule 7

An allocation offer has been made to an employee of the Fyne Group, detailed in the previously circulated report. The Committee were satisfied that the Associations policy and procedures have been complied with and the application was approved.

Resolution

The Committee noted the contents of the housing report and approved the Schedule 7.

8. Business Services Reports

A report was previously circulated by the Business Services Director for Committee's information and was noted. Some points were highlighted as below:

(a) General

(i) Department update

- Regular meetings with the DPO continue since the last meeting there has been one new request. At the most recent meeting an office walk round took place in relation to the GDPR Audit, the report is being compiled and the findings will be presented to Committee in due course.
- Work has commenced on the ARC Return; an ARC validation took place over three days last week. The completed ARC return will be presented to Committee at the May meeting for approval.
- Collation and recording of the data for vehicle users is underway in compliance with our H&S obligations.
- The new website was launched on the 2nd April and the feedback so far has been very positive.
- Some progress has been made on the equipment lifecycles for cyber compliance, a proposed rationalisation of existing equipment is in place and new laptops have been purchased.
- A new air conditioning unit for the server room was installed at the beginning of April, with the existing unit remaining as a backup.
- Fyne Homes quarterly accounts to 31st March 2024 are being worked on and will be submitted to lenders/auditors by the end of April, with the subsidiary quarterly accounts to follow and be presented to the Board meetings at the end of May.
- Year End Audits for Fyne Homes and the Subsidiaries will take place over June and July.
- Gift Aid distribution to Fyne Futures and the Glen Barr Community was made before the 31st of March, with Fyne Homes to follow in due course.

Following the update regarding the gift aid distribution, a discussion ensued around the utilising of the Fyne Homes gift aid. The Committee agreed that it would be beneficial to have an overview on the works that have already been carried out and how it benefitted the tenants. It was also suggested that an indicative list of projects to be carried out this year would be useful. This information will be compiled and presented to the May meeting.

ACTION - SMT

A report to be compiled with information regarding completed works and the benefits to tenants as well as an indicative list of projects for this year.

As previously discussed the Business Services Director noted that the recalculated covenants are now incorporated into the 30-year projections. These will now be signed and will be returned to the banks.

Resolution

The Committee noted that the recalculated covenants are now incorporated into the 30-year projections and the signed agreement will now be returned to the banks.

10. Human Resources Report

A report prepared by the HR Director was previously circulated for Committee's information. In the HR Directors absence, the CEO highlighted some of the key points.

PDRs for 2023-24 have now been completed and any salary increases will be paid in April's salary.

Equality Impact Assessment training has been sourced and is scheduled for May for 14 members of staff who are involved in policy development, procurement and other project which falls within PSED¹ guidelines. .

Planning continues in partnership with CX-Feedback to conduct the next staff survey. The survey is planned to be implemented in March/April 2024.

The CEO reported that staff have indicated an appetite for a formal Information and Consultations of Employees (ICE) forum. Following nominations 8 members of staff have been nominated and the inaugural meeting will take place in the next few weeks. Going forward there will be a standing agenda item for Staffing Committee and Management Team to provide an update on the forum.

Resolution

The Committee noted the contents of the report.

¹ Public Sector Equality Duty

10. Subsidiary Update Report

A report prepared by the CEO was previously circulated for Committee's information and noted. Some of the key points are highlighted below.

Fyne Energy

From a previously circulated report the Committee noted the contents and the current income.

Gift Aid Recipients Update

Fyne Futures

The 2023/24 gift aid profit from Fyne Energy has been received. Fyne Futures had submitted a Stage 2 application to The Regeneration Capital Grant Fund (RCGF) to build a training centre at Ashfield, however this fund has been ended by the Scottish Government and no new awards will be made.

Glenbarr Community Group

The 2023/24 gift aid profit from Fyne Energy has been received. The Glenbarr Community Development Association interviewed for a Development Officer following a large volume of applications. The group have also produced a 5-year budget and delivery plan.

Fyne Homes

The Gift Aid for the 2023/24 profit from Fyne Energy to Fyne Homes differs from the deadline of 31st March the other recipients face as Fyne Homes is the parent of Fyne Energy, it was noted that payment will be made in the 2024/25 financial year.

Resolution

The Committee noted the contents of the report.

11. Policy Review/Deferrals

Resolution

(a) Committee approved the undernote policies:

- (i) *H.11 Tenant Domestic Abuse Policy*
- (ii) *H.23 Arrears & Prevention Policy*
- (iii) *C.03 Standing Orders Policy*
- (iv) *C.19 Risk Management Policy*
- (v) *C.38 Aggression & Violence at the Workplace Policy*

12. Committee Update

The Corporate Manager noted that potential dates will be circulated to find a suitable date for a strategy day. It was suggested that topics to be covered could be, Committee Appraisals, Fyne Homes vision, the subsidiaries, and the gift aid monies. The Corporate Manager and CEO will finalise the agenda in due course.

13. Potential Office Premises

The Technical Services Director gave the Committee a verbal update on a potential office for one of the area offices.

14. Notifiable Events

Ref No: 310523

This has now been closed off by the Regulator and no further action is required.

- 15. Minute of Management Team Meeting 27th February 2024**
- 16. Minute of Fyne Energy Board Meeting 29th February 2024**
- 17. Minute of Fyne Initiatives Board Meeting 29th February 2024**
- 18. Minute of Fyne Futures Board Meeting 29th February 2024.**
- 19. Minute of Fyne Futures Board Workshop 11th March 2024**
- 20. Minute of Audit Committee Meeting 3rd April 2024**

The above minutes were circulated for information and noted.

21. AOCB*Fyne Futures*

A Committee member raised concerns over the recently employed Head of Horticulture and Training leaving, the CEO reported that an exit interview was held with the HR Director and the Fyne Futures Board Members will receive a confidential report in due course.

Amalgamation

The Technical Services Director highlighted that a meeting took place with the Scottish Government regarding the submitted application for funding for the amalgamation of a property on Bute. It was noted that the fund can only allocate a some of the monies needed, leaving a shortfall. The Committee's approval was sought to revisit the Capital Budget in order for Fyne Homes to fund the remainder.

Resolution

After further detailed discussions the Committee agreed for Fyne Homes to fund the remainder.

Update

The Committee were made aware of a situation that has transpired following the withdrawal of factoring services.

22. Date of Next Meeting: Wednesday 29th May 2024

With there being no further business, the meeting closed at 17.25pm

Signed.....

Date.....