

**FYNE HOMES LTD****Minute of Management Committee Meeting  
Held at 11 Victoria Street, Rothesay and by Teams VC on  
Wednesday 29<sup>th</sup> May 2024 at 4pm**

**Present:** S MacLeod A Jones  
J McMillan T Harrison  
D Herriot P Wallace

**In Attendance:** I MacPhail, Chief Executive  
J McAlister, Technical Services Director  
S Cole, Business Services Director  
T Robertson, Housing Services Director  
L Haemmerle, Human Resources Director  
E MacCallum, Corporate Manager, Minute Taker  
F Ewing, Directors Admin Assistant

**Apologies:** R Henshelwood, D Philand, P Cartwright and J Thomson

The members of the meeting noted that Vice Chair, D Herriot was going to be chairing the meeting as Chair, S MacLeod had previously indicated her absence although was able to attend.

D Herriot started the meeting by acknowledging Marjorie Lang and Robin Currie who had both recently passed away. Marjorie served as a member of the Fyne Homes Management Committee for 12 years and was also a tenant. Councillor Robin Currie served as a councillor with Argyll & Bute Council for 40 years where he was the housing lead. Both will be sadly missed and a mark silence took place to reflect on the loss.

P Wallace was welcomed back to the Fyne Homes Management Committee as the Argyll And Bute representative

**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 three pre-notifications.

#### 4. Minutes of Management Committee Meeting and Confidential Minute held on 24<sup>th</sup> April

On a proposal from S Macleod, seconded by J McMillan the minute from the 24<sup>th</sup> April 2024 was accepted as a true and accurate record of the proceedings. On a proposal from T Harrison, 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*

*Action 24/25-21* – Report will come to the meeting in July

*Action 24/25-22* – Strategy day to be held on 11<sup>th</sup> June, agenda and paperwork will be circulated by end of the week.

#### 5. Quarterly Performance Reports for Period Ended 31<sup>st</sup> March 2024

From the previously circulated reports the Committee noted the contents.

#### 6. Annual Return on the Charter 2023-24

The report was previously circulated to Committee for their information and approval for submission to the Scottish Housing Regulator (SHR). The Committee noted that there was no validation errors on the return.

##### Resolution

*The Committee approved the return for release to the SHR.*

##### POST MEETING NOTE

The ARC return was submitted to the Regulator on the 30<sup>th</sup> May 2024 by the Housing Director.

#### 7. 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)*

Discussions are progressing with BEAR Scotland in relation to noise mitigation measures. It was noted that the planning application has now been submitted after the implementation of some further last-minute changes requested by the seller.

- *Baddens, Riverside Drive (6units)*

Progress on the construction is continuing with completion expected by July 2024. All units are wind and watertight, and roughcasting has been completed on all 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 for the de-listing and demolition of the lower Academy building. Feedback is still awaited.

- *Ballochgoy*

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

The Business Services Director noted that as previously reported a land valuation was received in September 2023 for £165,000 for the plots. E MacDonald instructed a company to carry out a further valuation, however the company has been unable to carry the work out within a reasonable timescale, another tender cost has been received however the valuation cost differs from the original. The new valuation is lower by half of the original. The Business Services Director explained that if Fyne Homes were to go ahead with the purchase at the lower valuation then an impairment would need to be shown in Fyne Initiatives management accounts and the financial position would be in net liability. It was also highlighted that this would have a knock-on effect for Fyne Futures as well. It was noted that the lawyers are reviewing the loan documents for the plots and the auditors will ask for justification for the lower valuation and will decide if this is a reasonable valuation.

- *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 a property in Dunoon has become void where we are the minority owner, and we have been approached to sell it. The Committee noted that

significant work would be needed to bring it up to SHQS<sup>1</sup> and EESSH<sup>2</sup> standard. Approval was sought for a home report to be obtained.

### **Resolution**

*The Committee gave approval for a home report to be obtained for the property in Dunoon.*

#### *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.

#### *v) Stage 3 Adaptations Funding*

A report previously circulated for information highlighted that the Association had spent just under £74k on 27 Stage 3 Adaptations with the majority of the funding coming from the Scottish Government. These works make a significant difference to peoples' lives and allow them to remain in their homes.

The CEO reported that following the last strategy day where J Gow from Health & Social Care Partnership came to speak, an adaptations working group has been set up and which the Technical Services Director is part of.

### **Resolution**

*The Committee noted the contents of the Capital Investment, Asset Management, Fyne Heat and Stage 3 Adaptations 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 3357 as of the 14<sup>th</sup> May 2024 of these 2276 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 Q1 so far were £79,319.10.

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<sup>1</sup> Scottish Housing Quality Standard

<sup>2</sup> Energy Efficiency Standard for Social Housing

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

#### *Tenant Participation*

Energy and Welfare advice roadshows are scheduled to take place at the end of May and into June.

Enquiries continue seeking funding opportunities for the installation of an Automated External Defibrillator (AED) at our offices, enquiries have been sent to the St John Scotland and a local contractor will also be approached.

## **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 three new requests.
- Work has commenced on the ARC Return which has to be submitted to the Regulator by 31<sup>st</sup> May 2024, this will be covered under a separate agenda item.
- Committee appraisals are underway with S Eglinton conducting the newer members interviews during May and longer serving members being sent out a questionnaire to complete. S Eglinton will present his report at the strategy day on the 11<sup>th</sup> June 2024.
- Work is progressing on the roll out of Intune, which is an MDM (Mobile Device Management), this will be a long-standing project as it will take a significant amount of time to register every device.
- The install of Docuware was revisited last month, and another meeting is scheduled for next month, additional consultancy days will be required going forward.
- The main network review is still ongoing, with additional quotes received, discussions around this have taken place at the area office working group.
- Fyne Homes quarterly accounts to 31<sup>st</sup> March 2024 have been completed and submitted to lenders/auditors on the 25<sup>th</sup> April 2024.
- The subsidiary Quarterly Accounts have been completed and presented to the relevant Board meetings on the 22<sup>nd</sup> May.
- The year end audits will commence week beginning 24<sup>th</sup> June for Fyne Energy, 1<sup>st</sup> July for Fyne Futures and Fyne Initiatives and 15<sup>th</sup> July for Fyne Homes.
- The Internal Audit plan has been set for the year, audits being conducted are Complaints, Development, Staff Performance Reviews and Value for Money.
- Work continues with Gibb Laidlaw on preparing the tender for 2025-26 insurance renewals.

**(b) Finance****(i) Five Year Financial projections**

The Business Services Director explained to Committee that Fyne Homes must submit 5-year Financial Projections and Assumptions online to the Scottish Housing Regulator on an annual basis and this year's submission must be completed by 31<sup>st</sup> May 2024.

From the previously circulated report, the Business Services Director explained that the projections incorporate the 30-year projections and various other assumptions in relation to the development programme, rents, staffing changes, borrowing rates, cashflow, covenants and liquidity/current ratios as detailed in the report.

**Resolution**

*After further discussion, the Committee accepted the projections and approved the submission of the online return to the Scottish Housing Regulator*

**POST MEETING NOTE**

**The 5-year financial projections were submitted to the SHR on the 30th May 2024 by the Business Services Director .**

**(ii) 30 Year Projections**

The 30-year projections are updated by FMD Financial Services Ltd annually and have also been discussed with the Senior Management Team.

The report provided detail on the various assumptions considered in the preparation of the projections incorporating year end accounts, 23/24 forecasts, budgets, development programme, life cycle costings, salary information, loan repayment schedules and bank financial covenants. A positive cashflow is shown for the 30-year period and all covenants have been met and there are no material concerns about liquidity.

**Resolution**

*Committee approved the 30year projections as presented.*

**(iii) Loan Portfolio Return**

From a previously circulated report by the Business Services Director, Committee noted that this report provides more detailed information on our loans including interest rates, security details, repayment terms and financial covenants.

It was noted that figures in the Annual Return agree with the quarterly return included in the Corporate Reports.

**Resolution**

*Following further discussion, the Committee approved the release of the return to the Scottish Housing Regulator.*

**POST MEETING NOTE**

**The Loan Portfolio Return was submitted to the SHR on the 30th May 2024 by the Business Services Director***(i) Audit Services – Azets Engagement and planning*

Standard documentation was previously circulated for information and arrangements will be made to have paperwork signed and returned.

**Resolution**

*The Committee agreed that the Terms of Engagement are signed by the Chair, S MacLeod, and returned to the auditor.*

**12. Service Level Agreement – Subsidiaries**

The Business Services Director reported that the Service Level Agreements (SLA) for the subsidiaries are reviewed annually and were highlighted within the budget approved at the November Committee meeting. It was highlighted that Fyne Initiatives will be renewed at the same level (£5000) for a further year. Following a recommendation from the Auditors, Fyne Futures SLA will be renewed at £50k per the 2024-25 budget previously approved and the SLA for Fyne Energy will be renewed at £78k for 2024-25. These have been reported at the subsidiary Board meetings last week.

**Resolution**

*The Committee noted the Service Level Agreements for the subsidiary companies.*

**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.

Recruitment for a full-time Housing Officer based in Rothesay is underway with the advert closing on the 27<sup>th</sup>, shortlisting is scheduled for 30<sup>th</sup> May with interview to take place on the 4<sup>th</sup> June.

All employees, including Fyne Futures, received a briefing on the roll out of the staff survey, and a recording was made available to staff who could not attend. The survey will go live at the end of May for a period of one month. The Committee will be kept updated on the outcomes, which are expected in late June.

The ICE (Information and Consultation Employee Forum) inaugural meeting took place on the 29<sup>th</sup> April. Staff member, P McIntyre, was elected as Co-Chair alongside the CEO. Meetings will be quarterly and the venue will be rotated around all the offices. Training for staff representatives is scheduled for the 21<sup>st</sup> August 2024. The meeting minutes and poster summary have been distributed to all staff.

**Resolution**

*The Committee noted the contents of the report.*

## 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. A Project Development Manager has been appointed to take forward their delivery plan. Work has commenced on the clearance within the community woodland, a contractor has been appointed over a 3-year period to carry out the work.

#### **Fyne Homes**

The Gift Aid for the 2023/24 profit from Fyne Energy to Fyne Homes differs from the deadline of 31<sup>st</sup> 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) *C.06 Whistleblowing Policy*
- (ii) *C.11 Smoke Free Policy*

## 14. Secretary Report

From the previously circulated report Committee agreed the following:

Membership Application numbers 900,901 and 902 were approved.

## 12. Committee Update

The Corporate Manager reminded Committee to return their appraisal questionnaire by the 5<sup>th</sup> June to Stuart Eglinton.



Following the passing of M Lang, there is a vacancy for a Housing Spokesperson for Kintyre and Mid Argyll. As all the attendees were already an office bearer or spokesperson, the Corporate Manager will follow this up with the absent members.

### **ACTION**

**Corporate Manager to follow up with absent members regarding the spokesperson role.**

#### **14. Notifiable Events**

*Ref No: 30935*

The Committee were given a verbal update on case 30935.

- 15. Minute of Management Team Meeting 9<sup>th</sup> April 2024**
- 16. Minute of Health & Safety Meeting 25<sup>th</sup> April 2024**
- 17. Minute of Staffing Meeting 25<sup>th</sup> April 2024.**

The above minutes were circulated for information and noted.

In relation to the Staffing Meeting held on 25<sup>th</sup> April 2024 a small error with the date was identified, with this amendment being made on a proposal from S MacLeod, seconded by J McMillan the minutes were accepted as a true and accurate record of proceedings.

#### **21. AOCB**

##### *Authorised Signatory*

The Business Services Director noted that work has been carried on with the banks on the covenant calculations regarding the gift aid. An extract minute must be returned to the bank and Committee approval was sought for the Business Services Director to be the authorised signatory for the final agreement.

### **Resolution**

*The Committee approved for the Business Services Director to be the authorised signatory for the final agreement on the amendment to one covenant.*

##### *1st Tier Tribunal*

As previously reported The Technical Services Director updated Committee on a complaint that has been received from an owner. It was noted that the complaint has been ongoing for numerous years and has now progressed to a 1<sup>st</sup> Tier Tribunal. A hearing will take place on the 21<sup>st</sup> August and Fyne Homes have until the 4<sup>th</sup> June to respond with evidence.

The Committee noted the amount of time and work that has gone into compiling the response.

##### *Lone Working*

From a previously circulated report the Corporate Manager updated Committee on the current lone working system and the new proposal including costs for going forward,

it was noted that Fyne Futures are included in the proposal and the cost will be recharged back to them.

As this is an un-budgeted spend the Committee were asked to approve the increased costs.

**Resolution**

*The Committee approved the annual cost increase of £11,774.92 and noted that based on a 36 month contract the annual cost will be £15,59218.*

**22. Date of Next Meeting: Wednesday 3<sup>rd</sup> July 2024**

With there being no further business, the meeting closed at 18.00pm

Signed.....

Date.....