

FYNE HOMES LTD**Minute of Management Committee Meeting
Held at 11 Victoria Street, Rothesay and by Teams VC on
Wednesday 3rd July 2024 at 4pm**

Present: P Cartwright A Jones
J McMillan T Harrison
D Herriot J Thomson
P Wallace R Henshelwood
D Philand (Teams)

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: S MacLeod

In the Chairs absence the Vice Chair, D Herriot, will be chairing this meeting.

1. Apologies for Absence

Apologies were intimated as above.

2. Declaration of Interest

There were no declarations of interest.

3. AOCB Pre Notifications

There was one pre-notification.

4. Minutes of Management Committee Meeting held on 31st May 2024

On a proposal from J McMillan, seconded by T Harrison the minute from the 24th April 2024 was accepted as a true and accurate record of the proceedings.

i) Matters arising not covered in the agenda.

There were no matters arising.

ii) Rollings Actions Points

Action 24/25-23 – It was proposed that D Philand take on the role as Housing Spokesperson for Mid-Argyll and Kintyre, with there being no other nomination D Philand was unanimously accepted as being Housing Spokesperson for Mid-Argyll & Kintyre. This action will now be closed.

5. Business Continuity Plan

From a previously circulated report it was noted that the Business Continuity Plan had undergone a 6 monthly review by the BCMT¹ and only minor amendments have been made to contact details and the contractor list has been updated. The plan had been previously circulated for Committees information.

Resolution

The Committee noted the contents and the minor changes that had been made.

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)*

The planning application was validated on the 25th June and is now awaiting consultee response. The Technical Services Director will be meeting with the Inveraray Community Group on next week to further explain the proposal and gain feedback.

- *Baddens, Riverside Drive (6units)*

It was noted that due to delays in the groundwork's completion is expected by early August. A claim has been submitted to the Argyll & Bute Council Strategic Housing Fund.

- *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*

Argyll & Bute Council have submitted their application for the de-listing and demolition of the lower Academy building, the application has still to be validated.

- *Ballochgoy*

A previously reported the planning application was submitted and was due to be determined at the June Committee meeting, however due to Argyll & Bute Council's Roads Department late response to the consultation and the General election the

¹ Business Continuity Management Team

earliest Committee meeting it can be determined at is the 21st August. The Technical Services Director noted that Fergus Murray has been contacted expressing our disappointment and to conform it will be determined at the August meeting to not lose momentum.

- *Baddens Phase 10*

The planning application has been submitted and was validated in April; a decision is still awaited.

- *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. It was noted that the Wilkie Houses update will be moved to the development report going forward.

iii) Asset Management Update

It was reported that progress is being made on the buyback property in Dunoon. The Scottish Government and Argyll & Bute Council have been updated on the Associations interest.

iv) Fyne Heat Update

From a previously circulated report the Technical Services Director noted some of the work conducted 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 Satisfaction Surveys

A report previously circulated detailed the results of the surveys undertaken of all properties carried out during the financial year to 31st March 2024. It was noted that any dissatisfaction was passed the relevant Technical Services Officer to follow up.

Resolution

The Committee noted the contents of the Capital Investment, Asset Management, Fyne Heat, and satisfaction surveys 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 3339 as of the 20th June 2024 of these 2254 have housing need points.

Voids and Arrears

Voids at the end of Q1 were sitting at 33 days excluding exemptions which is above the target of 28 days.

Gross combined arrears are 1.63% at the end of Q1 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 were over £180k.

Tenant Participation

Fyne Homes are working in partnership with Rothesay Joint Campus to support and promote their school uniform shop throughout the summer holidays.

An initiative to supply 1st year pupils in secondary schools across all areas of our operations with stationary sets is underway. The aim is to help pupil who may not necessarily have simple resources such as a pen or pencil.

An application was made to St Johns Scotland for funding for an Automated External Defibrillator (AED) for outside the Rothesay Office following a donation by contractor Hansons. Funding is also being sourced to install an AED at the Campbeltown office.

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 no new requests.
- Work is underway on the Annual Assurance Statement which must be returned to the Scottish Housing Regulator by the end of October. The update guidance was circulated for Committee information.
- Working is progressing on the roll out of the lone working safety devices following Committee approval. A procedure has been devised and training will be rolled out to staff in due course.
- A new phone app is being produced and will be ready by the end of July, this will reflect the design and functionality of the action buttons on the website for brand continuity.
- The cabling has now been completed in the Campbeltown office and most devices are now connected.
- The install of Docuware continues with staff testing being undertaken.
- Preparation has begun for the Year End Audits, Fyne Energy took place w/c 24th June; Fyne Futures and Fyne Initiatives are taking place this week, with Fyne Homes following w/c 15th July.

- Following the completion of the Fyne Homes Quarterly Accounts, the Subsidiary companies Quarterly Accounts will be complete and presented to the relevant board meeting in August.
- The Internal Audits for this year are underway with complaints being carried out at the beginning of May in which reasonable assurance was received. Staff training will be undertaken on the back of this.
- Work continues with Gibb Laidlaw on preparing the tender for 2025-26 insurance renewals.
- Following the sustainability audit, work is being conducted with a separate department within TIAA to carry out stage 1 on the Sustainability Strategy & Policy.

Resolution

The Committee noted the contents of the Business Services report.

9. Human Resources Report

A report prepared by the HR Director was previously circulated for Committee's information and some of the key points are highlighted below.

Recruitment is live for a full-time painter based in Dunoon, closing date is the 22nd and shortlisting will take place on 24th July.

As previously reported the staff survey went live on 28th May and closed at the end of June. Planning is underway for communication of the results in conjunction with CX-Feedback.

The HR Director highlighted that the Income Officer, J Jardine, celebrated 20 years' service last week. The Management Team and Committee noted their thanks for her hard work and dedication over the years.

Resolution

The Committee noted the contents of the report.

10. Policy Review/Deferrals**Resolution**

(a) Committee approved the undernote policies:

- (i) C.08 Donations Policy
- (ii) C.17 Notifiable Events Policy
- (iii) M.05 Rechargeable Repairs

16.55 – R Henshelwood left the meeting at this point

11. Committee Update

(i) Volunteers to review Assurance Statement

The Corporate Manager explained that the Annual Assurance Statement requires review by representatives of the Management Committee prior to being presented to the October Management Committee then submitted to the Scottish Housing Regulator by 31st October. J McMillan and A Jones volunteered to review the Annual Assurance Statement.

(ii) Committee Training Timetable

From a previously circulated report the Committee noted the schedule of training for the remainder of the year.

12. 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.

The Fyne Futures Board agreed to pause plans for the site at Ashfield, following the cancellation of the grant award scheme. It was also agreed to meet with Argyll College to consider partnership working.

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. They are considering working on an application for the SURF (Scotland's regeneration forum) for the work undertaken to date at Glenbarr, they would like the application to be joint with Fyne Energy should they proceed.

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.

13. Notifiable Events

The Committee noted that they would receive an email regarding Notifiable Event 30978.

The Housing Director noted that the Regulator did not need any more information regarding Notifiable Event 30935 and is now closed.

- 14. Minute of Fyne Energy Board Meeting 22nd May 2024.
- 15. Minute of Fyne Initiatives Board Meeting 22nd May 2024.
- 16. Minute of Fyne Futures Board Meeting 22nd May 2024.
- 17. Minute of Management Team Meeting 21st May 2024
- 18. SFHA Updated Self-Assurance Toolkit Guidance April 2024
- 19. Note of Strategy Day 11th June 2024.

The above minutes were circulated for information and noted.

21. **AOCB**

Donations Request

The Housing Director noted that a letter from the Multiple Sclerosis Centre in Mid Argyll was receiving requesting a sponsorship donation to cover workshops they will be running at the Celtic and Pictish Festival in August.

At this point D Philand declare an interest as he served on the board, he was allowed to remain in the meeting but was not permitted to vote on the matter.

It was noted that the MS Centre is one of our partners and the Tenant Participation Officer collaborates closely with them.

Resolution

After further detailed discussions the Committee agreed to sponsor three workshops at a cost of £480.

22. **Date of Next Meeting: Wednesday 21st August 2024**

With there being no further business, the meeting closed at 17.15pm

Signed.....

Date.....