

**FYNE HOMES LTD****Minute of Management Committee Meeting  
Held at 11 Victoria Street, Rothesay and by Teams VC on  
Wednesday 5<sup>th</sup> March 2025 at 4pm**

**Present:** J McMillan S MacLeod  
A Jones S Gillies (Co-Opted)  
D Herriot J Thomson  
P Wallace

**In Attendance:** I MacPhail, Chief Executive  
S Cole, Business Services Director  
J McAlister, Technical Services Director  
L Haemmerle, HR Director (Teams)  
S Jamieson, Housing Team Leader  
J Martin, Income Team Leader  
E MacCallum, Corporate Manager, Minute Taker

**Apologies:** P Cartwright, D Philand and B Henshelwood.

It was noted that P Cartwright has been granted a leave of absence.

**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 6 pre notifications.

**4. Minutes of Management Committee Meeting held on 22<sup>nd</sup> January 2025 and Confidential Minute held on 22<sup>nd</sup> January 2025**

On a proposal from J McMillan, seconded by D Herriot the Management Committee minutes were accepted as a true and accurate record of 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*

Action 24/25-21 – will be covered under agenda item 11 and can now be closed

**5. Performance reports to 31<sup>st</sup> December 2024**

From the previously circulated reports the Committee noted the contents.

The Technical Services Director commented that the repair response times have been passed back to the Technical Services Team for review, it was noted that contractor resources played a big part in the response times which is out of our control. A benchmarking exercise will be carried out against other RSL's for comparison.

**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)*

It was reported that recent feedback from planning requested the omission of the black window bands, Fyne Homes has agreed this omission with the Estate and re-submitted to planning for consideration.

- *Lochgilphead – LDP2 Site*

The Committee noted the update on the Lochgilphead Site from the report and that a planning application was submitted on 12<sup>th</sup> December 2024 and determination is expected in March 2025.

- *Rothesay Academy Upper Site*

Argyll & Bute Council's application for the de-listing and demolition of the lower Academy building has been approved, quotes have been sought for the demolition for discussions to progress in relation to the funding options. It was noted that Fyne Homes role is to assist in leveraging funding for the demolition.

- *Ballochgoy*

Following the administration of Connect Modular in January 2025, re-procurement was sought for the Ballochgoy project. MacLeod Construction was selected as the preferred contractor on 18<sup>th</sup> February 2025, the tender process and costs were detailed in the previously circulated report.

- *Baddens Phase 10*

The Committee noted that a decision on the planning application is still awaited.

- *Potential Development Dunoon*

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

- *Wilkie Houses*

Work is due to be completed within the next few weeks. Planning is underway for the official opening,

- *Development Spend*

The Technical Services Director highlighted that a table has been added to the development report which details each of the developments that are currently incurring spend alongside current funding approvals and projected total development costs.

### **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*

The Technical Services Director noted that the disposition has been signed for 1/1 28 Auchamore Road and a date of entry is awaited. A date of entry is also awaited for Marness.

34 Auchamore is still awaiting the Home Report and there is a buyer interested. The potential buyer is an owner at Wellington Buildings, they are the only owner in a block of nine and Fyne Homes has been approached to buy this property back. This would give the Association full ownership within the block and is part of the Asset Management Strategy.

### **Resolution**

*The Committee noted the asset management update.*

#### *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.

It was highlighted that with the signal for Radio Teleswitch Service (RTS) is due to be switched off from the end of June 2025. This could mean that tenants who haven't

upgraded their RTS meter could face their heating and water supply stop functioning as normal.

Communications will be ongoing via the website, social media, newsletter and directly with tenants affected.

### **ACTION**

**Technical Services Director to report back on the number of properties with total heating total control system.**

#### *v) First Tier Tribunal*

As previously reported, a complaint has been received by an owner which had been escalated to the First Tier Tribunal. The Tribunal had reached a decision and found Fyne Homes to be in breach regarding 4 minor points. It was reported that the owner has now requested for the Tribunal's decision to be reviewed, this has been reported to the Scottish Housing Regulator as part of the notifiable event and Committee will be kept updated of the progress.

## **7. Housing Management Report**

A report was previously circulated to update Committee on the progress of various issues or activities within the Housing Services Team, some points were highlighted as follows and the remainder of the report was noted.

#### *Application and Allocations*

Current active applications on the waiting list stand at 3312 as of the 7<sup>th</sup> January 2025 of these 2253 have housing need points.

#### *Voids and Arrears*

Voids at the end of December were sitting at 38.48 days excluding exemptions which is above the target of 28 days.

Gross combined arrears are 1.46% at the end of January against a target of 2.5%.

#### *Welfare Reform*

The previously circulated report highlighted some success examples and the number of new cases each month. It was noted that the welfare service financial gains for Q3 were £142,507 bringing the total financial gains year to date as £520,591.

#### *Tenant Participation*

The Scrutiny Improvement Group met in January to review the Corporate Plan. The feedback that was provided by those present was valuable and was presented to Committee at the strategy day in February.

The AED (Automated External Defibrillator) is now installed outside the Bute office, this was purchased and installed by George Hanson Building Contractors as part of Communities & Benefits. Training is being arranged for staff on how to use the

equipment. An article will be published in the newsletter, website, social media and local newspaper.

### **Resolution**

*The Committee noted the contents of the Housing report.*

#### ii) Schedule 7 Ratification

As previously circulated and approved on the 5<sup>th</sup> February allocation has been made to a relative of a member of staff and to a member of staff. It was noted that the allocation to the member of staff was no longer needed. The offers will be recorded in the register.

### **Resolution**

*Committee noted the updated on the allocations and approved the Schedule 7.*

## **8. Business Services Reports**

### *a) General*

#### *i) Department Update*

A detailed report by the Business 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.

- *Corporate*

The schedule of policy reviews has been prepared for the next financial year and will be discussed later in the agenda. Work has commenced on updating the Health & Safety Manual in line with EVH guidance. This will be presented at the next Health & Safety meeting. Following the recruitment for a part time receptionist, S Schwartz was successful and started on the 17<sup>th</sup> February.

- *IT*

Work has begun on bringing different types of invoices into Docuware. The Intune deployment (device management) is ongoing with more devices being registered. The mobile phone renewal is on hold whilst requirements are reviewed and ways to better securely manage corporate data devices are investigated.

- *Finance*

All quarterly accounts are complete and the subsidiary 2025-26 budgets were presented at the February Board meetings. Following the rent consultation feedback the annual increase letters alongside the Chairs letter were issued to tenants at the end of February. The Rental Policy is under review with the Tenant Scrutiny Group reviewing the policy in the upcoming weeks.

- *Additional*

All audits to date have been finalised and an Audit Committee meeting will be arranged to approve the reports and agree the audit plan for 2025-26. The Staff Performance Review audit will be carried out 20<sup>th</sup>-21<sup>st</sup> March 2025.

Work continues with Howdens, Insurance Broker, reviewing renewal terms for 2025-26 Insurance Premiums. A presentation was given to Committee from Lynne Cumming, where a review of the Insurance Renewal was discussed. Lynne explained that five new insurance markets were engaged with in relation to Fyne Homes property stock and commercial combined cover, quotations were obtained from three of the five insurers, along with obtaining terms from the incumbent insurer. From a previously circulated report each of the quotations were discussed in detail.

It was agreed that Lynne would attend the Technical Services Team meeting to give the Admin Team an overview of the Insurance cover.

### **Resolution**

*Following detailed discussions, the Committee approved to progress with the Avid Insurance Services quote on a 3 year long term agreement from 1<sup>st</sup> April 2025.*

#### *b) Finance*

##### *i) Proposed Write Offs*

From a previously circulated report prepared by the Business Services Director and Income Team Leader, Committee's approval was sought to write off the outstanding rent, repairs recharges, court costs and factoring debt, the total figure was detailed in the report. It was highlighted that although these balances were seeking approval for write off Committee were assured that should any of these former tenants return for re-housing the debt will be pursued.

### **Resolution**

*After further detailed discussion the Committee agreed to write off the debt for the sum detailed in the report.*

## **9. Human Resources Report**

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

It was reported that the Housing Director vacancy is now live with a closing date of 24<sup>th</sup> March 2025. The HR Director is working with the Housing Income Team Leader to review the admin needs within the department.

Following the staff survey each department has produced an action plan and the HR Director will be ensuring that these are being actioned.

The HR Director reported that there is an Employment Rights Bill that is currently going through parliament, which will mean a lot of changes. This information has also been sent onto the Fyne Futures General Manager.

### **Resolution**

*The Committee noted the contents of the HR 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**

A funding application had been made to SSEN for funding for a collaborative project between Bute Produce and Bute Community Land Company. Unfortunately, the application was not successful, and the project will not receive any funding.

#### **Glenbarr Community Group**

A series of local lectures are taking place with the aim to increase turn out from the wider area. An event was held in January in Glenbarr with a speaker from Heart of Argyll Wildlife Organisation. An event will be held in February in partnership with the Scottish Historic Building Trust, who are doing a feasibility study for the restoration/stabilisation of the Doocot for GCDA.

#### **Fyne Homes**

From the previously circulated report the Committee noted the breakdown of projects which the Gift Aid will be used for.

#### Resolution

*The Committee noted the contents of the report.*

## 11. Policy Review/Deferrals

#### Resolution

(a) Committee approved the undernoted policies:

- (i) *HR.19 Recruitment & Selection Policy*
- (ii) *HR.35 Hybrid & Remote Working Policy*
- (iii) *C.23 Customer Service Standards*

(b) Deferrals

- (i) *HR.14 Recruitment of Ex Offenders*

(c) Policy Timetable 2025-26

The Committee noted the previously circulated policy timetable for 2025-26.

The Corporate Manager sought Committee approval to have flexibility within the schedule when it came to Corporate and HR policies considering the ongoing work regarding Group Policies.

**Resolution**

*The Committee agreed to have flexibility in the schedule for HR and Corporate policies and noted the schedule for 2025-26*

**12. Secretary's Report**

(i) *Share Members to be cancelled*

**Resolution**

*Membership Cancellations were approved for Shares No 535 and 838 to be cancelled.*

It was noted that considering the cancellations, the active membership currently stands at 83.

**13. Committee Update**

(i) *Schedule of Annual Returns*

The Committee noted the previously circulated schedule of 2025-26 annual returns for the Association.

(ii) *Committee Training Timetable 2025-26*

The Committee noted the previously circulated schedule of training for 2025-26.

(iii) *Co-Opted Member Ratification*

Following Committee approval on the 31<sup>st</sup> January 2025, the Committee noted S Gillies co-option until the AGM in September

**Resolution**

*The Committee noted the verbal update and the Co-option of S Gillies.*

**14. Notifiable Events**

The Committee were given a verbal update on the status of notifiable events by the CEO.

**15. Minute of Management Team 14<sup>th</sup> January 2025**

**16. Minute of Staffing Committee Meeting 30<sup>th</sup> January 2025**

**17. Minute of Health & Safety Meeting 30<sup>th</sup> January 2025**

**18. Note of Strategy Day 7<sup>th</sup> February 2025.**

The above minutes were circulated for information and noted. Regarding the staffing minute held on 30<sup>th</sup> January on a proposal from J McMillan, seconded by S MacLeod the minute was accepted as a true and accurate record of proceedings.

## 19. AOCB

### *i) Gigha*

Following Storm Éowyn in January residents on the Isle of Gigha were left without power for 5 days, a collective letter has been received from tenants with the local MP copied in requesting that Fyne Homes install wood burning stoves in the properties. A drop-in session has been arranged for the 31<sup>st</sup> March on Gigha to plan a way forward. Committee will be provided with an update at the next meeting.

### *ii) Stage 3 Adaptations*

The Technical Services Director noted that a meeting had been held with the Housing OT (Occupation Therapist) regarding Stage 3 Adaptations. The Fyne Homes adaptations list was reviewed by the OT and has been revised. Going forward regular meetings with the OT will continue.

### *iii) Ralston Road*

The Business Services Director sought Committee approval to sell 42 Ralston Road to InspirAlba, who currently lease it from us, should they approach Fyne Homes to purchase it. It was noted that there isn't a demand for office space in Campbeltown and to convert it into housing would need a lot of investment to bring it up to SHQS and EESSH standards.

### **Resolution**

*The Committee agreed to sell 42 Ralston Road to InspirAlba should they approach Fyne Homes to purchase it subject to a valuation.*

### *iv) Retired Committee Member*

The Business Services Director gave the Committee an update on a retired Committee Member.

### *v) RIHAF (Rural & Islands Housing Association Forum)*

The CEO explained that Fyne Homes are a member of RIHAF who hold an annual conference once a year. It was noted that there aren't the resources within Argyll and Bute to facilitate the event, it was suggested that Fyne Homes along with the other Argyll & Bute Housing Associations sponsor the event collectively. The cost would be around £500, although still to be confirmed.

### **Resolution**

*After further discussion the Committee agreed to sponsor the RIHAF event along with the other Housing Associations in Argyll and Bute.*

**17.40pm** S Jamieson, S Gillies and J Martin left the meeting at this point

vi) *Action Plan – Confidential*

From a previously circulated action plan Committee noted the progress.

**17.50pm** S Cole and J McAlister left the meeting at this point.

vii) *Confidential Item*

This item is subject to a confidential minute.

**20. Date of Next Meeting: Wednesday 16<sup>th</sup> April 2025**

With no further business the meeting closed at 18.00pm

Signed.....

Date.....