

**FYNE HOMES LTD****Minute of Management Committee Meeting  
Held at 11 Victoria Street, Rothesay and by Teams VC on  
Wednesday 21<sup>st</sup> August 2024 at 4pm****Present:**

J McMillan	J Thomson
D Herriot	R Henshelwood
P Wallace	

**In Attendance:**

I MacPhail, Chief Executive (Teams)  
 J McAlister, Technical Services Director  
 J MacCallum, Technical Services Manager  
 S Cole, Business Services Director  
 S Jamieson, Housing Services Team Leader  
 L Haemmerle, Human Resources Director (Teams)  
 E MacCallum, Corporate Manager, Minute Taker

**Apologies:**

S MacLeod, T Harrison, P Cartwright, A Jones, D Philand and T Roberston

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 3<sup>rd</sup> July 2024**

A small error was highlighted on page 3573 regarding a date, with this change to be made on a proposal from J McMillan, seconded by R Henshelwood the minute from the 3<sup>rd</sup> July 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 24/25-21 – this action is now closed and will be covered under agenda 06(v)

**5. Quarterly Performance Report to 30<sup>th</sup> June 2024**

From the previously circulated reports the Committee noted the contents.

16.10 P Wallace entered the meeting at this point.

**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 25<sup>th</sup> June and is now awaiting consultee response. Two public comments have been received, one in the form of a solicitor's letter on behalf of a neighbour with several points and objections for the Design Team to consider.

- *Baddens, Riverside Drive (6units)*

It was noted that the external works are behind programme and completion is now expected by the end of August.

- *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 title boundary query has arisen and TC Young are investigating on behalf of the Association to determine ownership of the balance of the site.

- *Rothesay Academy Upper Site*

Argyll & Bute Council have submitted their application for the de-listing and demolition of the lower Academy building, it was noted that Historic Environment Scotland has confirmed that they do not object to the proposal to demolish the building.

- *Ballochgoy*

As 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 meant that it was to be determined on the 21<sup>st</sup> August, however it was noted that due to the Roads Departments late response again the application will now have to be heard at the September meeting. The Technical Services Director will write to the Head of Development to express our disappointment at the situation.

- *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 two buyback properties 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.

**Resolution**

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

*v) Gift Aid Report*

A report was previously circulated by the Technical Services Manager detailing the proposal for the distribution of the Fyne Energy Gift Aid monies. The Committee discussed in detail the various recommendations.

**Resolution**

*Following detailed discussions, the Committee approved the recommendations for utilising the Fyne Energy Gift Aid money detailed in the report.*

## **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. In the Housing Directors absence, the Housing Team Leader, S Jamieson, updated Committee.

*Application and Allocations*

Current active applications on the waiting list stand at 3342 as of the 5<sup>th</sup> August 2024 of these 2262 have housing need points.

The Home Argyll Allocations Policy review is progressing, feedback is awaited from the steering group. The current policy remains valid and in place.

*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 Team Leader reported that the welfare service financial gains for Q1 were over £180k. It was reported that in July financial gains were £72k.

*Tenant Participation*

As previously reported Fyne Homes were working in partnership with Rothesay Joint Campus to support and promote their school uniform shop throughout the summer holidays. This was a great success with many families benefiting from this fantastic initiative, at the time of reporting figures were still awaited from the school on the actual numbers.

**POST MEETING NOTE**

**The Rothesay Joint Campus school clothing shop assisted 40 families which represents 71 pupils.**

The stationary sets to supply all 1<sup>st</sup> year pupils in secondary schools across all our area of operation have now been distributed.

Monthly Consultation Cafes have commenced in each area.

**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.
- AGM preparation is underway with the first notice being sent out at the beginning of August. It will take place on the 18<sup>th</sup> September in the Fyne Homes boardroom, the executive meeting will take place on the 11<sup>th</sup> September
- Staff safety devices have been rolled out to staff, and training has been given. A policy and procedure have been devised.

- The Intune (device management) is progressing with several devices and users registered.
- The main network review is still ongoing, with the initial quote response receiving fewer than expected, this may be revisited.
- The install of Docuware continues with staff testing being undertaken.
- Year End Audits are complete and the accounts are with Audit Managers for review.
- 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.
- Work has commenced on the Fyne Homes 2025-26 Budgets and Rent Setting.
- 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 for a full-time painter based in Dunoon was unsuccessful, a review is underway to determine the next steps.

Representatives from the Information and Consultation Employee Forum (ICE) attended the Staffing Committee to give an update on their plans and current topics being discussed. A proposal was put to the Staffing Committee to extend the Long Service Awards to acknowledge 5, 10 and 15 years.

The ICE Forum has taken responsibility for organising the staff day which is taking place on 29<sup>th</sup> August.

### **Resolution**

*The Committee noted the contents of the report.*

## **10. Policy Review/Deferrals**

### **Resolution**

(a) Committee approved the undernote policies:

- (i) C.42 Media Policy
- (ii) C.45 Data Extraction Policy
- (iii) HR.15 Staff Safety Policy

(b) Deferrals

i) *C.15 Code of Conduct for Committee Members*

## 11. Committee Update

### *(i) Secretary's Report*

Following detailed discussions Committee agreed to the following:

- (a) Membership application 903 was approved*
- (b) A report regarding the nine-year rule will be circulated to Committee next week for approval.*
- (c) Committee noted that the members due to stand down for re0election without nomination: T Harrison, D Herriot and R Henshelwood.*
- (d) Committee noted that the Secretary will sign a letter confirming that the requirements of rules 62-27 have been met.*

## POST MEETING NOTE

**Following the circulation of the report regarding the nine-year rule in relation to S MacLeod, the Management Committee unanimously approved S MacLeod can continue to stand for election after the AGM following assessment under the nine-year rule.**

### *(ii) Committee Update*

*(a) SHN Performance Analysis Visit 2024*

The Committee were invited to attend the performance analysis visit from the SHN on the 21<sup>st</sup> October at 2pm, where the Annual Return on the Charter (ARC) indicator will be analysed and our performance compared with our peer group.

*(b) Strategy Day*

The Corporate Manager noted that the next strategy day will be held in November and an email will be sent over the next few weeks to determine availability.

## 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.

Following the work on the group Sustainability Strategy, advice was given that the emission calculations around the activities may prove complex and not yield a significant net reduction directly attributed to the work.

**Glenbarr Community Group**

The 2023/24 gift aid profit from Fyne Energy has been received.

The group are planning two community days in August and September which will include question and answer session, a workshop with Argyll & Bute Council and Home Energy Scotland and a fun learning day out in the woods.

**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 has now been paid.

Resolution

*The Committee noted the contents of the report.*

**13. Notifiable Events**

There were no updates regarding notifiable events.

**14. Minute of Management Team Meeting 25<sup>th</sup> June 2024****15. Minute of Health & Safety Committee Meeting 25<sup>th</sup> July 2024**

The above minutes were circulated for information and noted.

**16. AOCB***(i) Donations – Bute Wheelers Cycle Club*

A request for advertising at the Bute Cycle Festival has been made by Bute Wheelers Cycle Club, it was noted that we have advertised at their event in previous years. The Committee approved £100 to the Cycle Club.

**17. Date of Next Meeting: Wednesday 2<sup>nd</sup> October 2024**

**The Executive Meetings will be held on the 11<sup>th</sup> September and the AGM will take place on the 18<sup>th</sup> September at 2pm**

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

Signed.....

Date.....