

**FYNE HOMES LTD**

**Minute of Management Committee  
Held by StarLeaf Video Conferencing on  
Wednesday 20<sup>th</sup> April 2022 at 4pm**

**Present: -** P Lingard M Lang  
J McMillan (Chair) A Jones  
S McLeod P Wallace  
D Herriot

**In Attendance: -** I McPhail, Chief Executive  
J McAllister, Technical Service Director  
T Robertson, Housing Services Director  
S Cole, Business Services Director  
L Haemmerle, HR Director  
C Renfrew, Consultant  
E MacCallum, Minute Taker  
A Martin, Argyll and Bute Council

**Apologies: -** K Findlay, R Henshelwood, T Harrison, L McCabe, M Thomson

On behalf of the Committee, the Chair extended a warm welcome to I McPhail who is attending her first meeting since being appointed as the CEO. A Martin from Argyll and Bute Council was also welcomed to the meeting who will be speaking under Agenda item No 6.

**1. Apologies for Absence**

Apologies were intimated as above.

**2. Declarations of Interest**

P Lingard, M Lang and C Renfrew declared an interest under agenda item No 12.

The Chair proposed that agenda item 6 is discussed now to allow the guest speaker to leave the meeting when the item is concluded.

**6. Levelling up Fund Bid – Bute**

A Martin explained that Argyll and Bute are hoping to benefit from the Levelling Up Fund, the UK Government made this available to support investment to stimulate growth in the area and help deliver community projects. As this is a matched fund, 10% of the money allocated to the project would need to be matched, this could potentially be obtained from other funding streams. Submissions for this year have to be complete by early July and land use consultants, Stantec, have been appointed to carry out the development work. Chris Breslin from Stantec was due to attend the meeting tonight however was unable to join due to technical difficulties. In Rothesay, the areas of focus for regeneration would be Guilford Square, the promenade and in particular the former Royal Hotel and its future use. The Technical Services Director has previously joined discussions over how the

building could potentially be utilised for some form of social housing and A Martin sought the Committee's perspective on whether the Council can continue to work alongside Fyne Homes on the possibility of delivering social housing. It was noted that the owner is open to exploring various uses for the building.

The Technical Services Director commented that the Royal Hotel will be serviced with a lift and that with our experience with amenity housing there would likely be a demand for this type of housing. She continued that she along with the Housing Director would work on a capacity and demand analysis to give the Committee a detailed overview. It was also highlighted that Fyne Homes have committed to delivering housing at the former upper academy site and this has been programmed into the SHIP<sup>1</sup>. A query was raised in regard to the future ownership of the building, it was explained that the building is currently owned by local contractor, G Hanson, and no specific proposals have been decided at this stage. It was highlighted by the Technical Services Director and Housing Director that if Fyne Homes were to proceed with delivering social housing, then this would be something that would need addressed as it could be problematic for allocating tenancies. The Committee felt more clarity was needed over the matched funding and what impact that would have on HAG<sup>2</sup> funding from the Scottish Government if social housing were to go ahead. It was agreed that the funding element would need to be explored in more depth focussing on what funding streams are available, A Martin took the comments on board and will go back to her colleagues to get more detail on the funding options available.

### Resolution

*After further detailed discussion the Committee agreed to continue talks with Argyll and Bute Council regarding the future use of the Royal Hotel however more clarity was needed around funding and demand before any decisions are made.*

A Martin thanked Committee and the Management Team for their time and left the meeting at this point – 16.40pm

### **ACTION**

**The Technical Services and Housing Director to carry out a capacity and demand analysis and circulate to Committee.**

#### **3. AOCB pre-notifications**

- (i) *Stock Condition Surveys*
- (ii) *Stage 3 Adaptations Funding Bid*

#### **4. Coronavirus Responses**

- (i) *General update*

With the recent changes to Government restrictions the majority of staff have now returned to office working in all areas, whilst a small number remain working from home which has been proven to be better operationally. At this time, it is not proposed to re-open the offices to the public, in particular the Rothesay Office which requires some remodelling to the reception area. Mask wearing will remain in place despite the change in legislation and the HR Director will continue to closely monitor the figures now that the legal requirement

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<sup>1</sup> Strategic Housing Investment Programme

<sup>2</sup> Housing Association Grant

has changed. As restrictions have now relaxed the HR Director proposed that the Coronavirus Response update be incorporated in the HR report going forward unless the situation changes and becomes critical again.

**Resolution**

*The Committee agreed to incorporate the update into the HR report going forward.*

**5. Minute of Management Committee Meeting held 9<sup>th</sup> March 2022**

On a proposal from P Lingard, seconded by M Lang the minute was accepted as a true and accurate record of the proceedings.

***i) Matters arising not covered in the agenda***

There were no matters arising not included in the agenda.

***ii) Rolling Action Points***

The updated rolling action points were circulated for information and noted by Committee.

With regards to action no 24 – obtaining costs for carpets for the boardroom the Business Services Director commented that this will be revisited in due course now that restrictions have eased. Action no 27 – Comparison write off figures, the Business Services Director noted that information from other RSL's is still awaited, the Housing Director commented that as we are now in the ARC<sup>3</sup> period, the industry results would be published in a few months' time for comparison and this would be a better time to pull the information together.

**6. Levelling up Fund bid - Bute**

This agenda item was covered at the beginning of the meeting.

**7. Technical Services Reports**

***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:

- *Cairndow – 6 Units*

Following project completion last year, the 12-months defect liability period is ongoing and the completion application has been submitted to the Scottish Government.

- *Inveraray*

From the detailed report it was noted that legal agreements are progressing for acquisition of the proposed development site, including the minute of agreement relating to the access road. Once the legal agreements are established, McLeods will aim to submit a detailed planning application. Acquisition is now aimed to take place later in the year once legal agreements are concluded and a funding package achieved.

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<sup>3</sup> Annual Return of the Charter

- *Lochgilphead  
Wallace Way*

As previously reported to Committee a 4-bed, 7 person detached property was planned for this site. The Technical Services Director commented that following a meeting with the Scottish Government, the development will not be progressed at this time due to the increased costs, there will be no site acquisition this financial year.

- *Baddens Park/Riverside Drive (3 semi-detached blocks, 6x 3 bed 5person)*

Fyne Homes achieved acquisition stage funding approval and acquired the site in March 2022. The legal agreement included a buy-back provision which will allow Fyne Homes to return the site to McLeods for the price paid if satisfactory planning approval and development stage funding approval are not achieved within the agreed period. Work will now progress on the tender application for development stage funding.

- *Manse Brae area office/Whitegates primary school*

Architects have been appointed to undertake feasibility and capacity studies for both these sites, Engineer services to carry out site investigation works are also being procured.

Whitegates would require a flood risk assessment and a consultant has already been appointed to take this forward and will work closely with the architect. It is anticipated that proposals on the level of capacity each site can hold will be available for the next meeting.

- *Dunoon*

Architects have been appointed to assess the development capacity of two Council owned sites. Desktop Site Investigation Reports have been procured for the sites.

## ***ii) Capital Investment Report***

The Capital Investment report was previously circulated and duly noted.

### *Bute*

Windows and doors for Foley Park have been delivered and a programme of works is now awaited from the contractor.

### *Cowal*

Works on the window replacement contract at Commercial Buildings are due to be programmed over the summer months following discussions with the Planning Department.

### *Mid-Argyll*

The window and door replacement contract at Market Place works programming is currently being reviewed.

### *Kintyre*

The programme for central heating, kitchen replacements and rewire at Cruden House, Ciaran Court and Harveys Lane are currently being complied by the contractor.

## ***ii) Upper Academy***

From a verbal report by the Technical Services Director, it was noted that Turnberry Consultants have been appointed by HIE to undertake the Masterplan exercise for the upper and lower academy sites. A draft report is available and a meeting will be scheduled

to review this and the Technical Services Director aims to update Committee at the next meeting. The Technical Services Director noted that while Fyne Homes will continue to be supportive with the plans for the lower building, our priority remains the upper site which is programmed in the SHIP to deliver housing.

#### ***iv) Asset Management Update***

As part of the asset management update, a list is being compiled of properties we would like to both purchase and dispose of. The disposals particularly relate to multi-tenure properties where it can prove difficult for us to carry our works or properties requiring significant investment. If we cannot get the agreement of factored owners, this potentially results in properties not achieving SHQS/EESH<sup>4</sup> standards.

It was brought to the Committee's attention that we currently have a property at Mount Pleasant in Rothesay which has recently become void, this is the only tenanted property in the block. The Housing Director commented that the property is hard to let as it is a top floor property and with it being the only tenanted property makes it more difficult to manage. The Technical Services Director sought the Committee approval to take the opportunity whilst void to float the property on the market.

#### **Resolution**

*After further detailed discussion the Committee agreed to floating the property on the market.*

In regard to purchases as previously discussed the property at Pretoria Crescent, which is currently leased to Argyll & Bute Homeless department from a private owner, has been valued at £60k. The owner is looking for a higher amount, however it was noted that a lot of work would need to be carried out to bring it up to SHQS/EESH2 standards. The Technical Services Director is looking to seek advice from D Whyte at the Council in regard to the new Individual Open Market Purchase Statement as to whether we can proceed with the purchase above the valuation. Should a purchase be secured it would mean the whole block would be under Fyne Homes ownership and the Homeless Department has stated they would be keen to continue to lease it.

The Housing Director made Committee aware of a property in Campbeltown which has been previously discussed due to overcrowding. Written representative has been received from the tenant enquiring about buying the property, this is so they can carry out works to increase the size of the property to resolve the issue of overcrowding, it was noted that this wouldn't be something we would be able to carry out. A discussion will take place with the Technical Services Director, Manager, and the CEO to explore the idea further with the possibility of coming back to Committee to progress. It was noted that the property would sell at the valuation and there is no outstanding HAG on the property.

#### ***v) Ballochgoy Roofs***

As previously reported there have been numerous complaints from both tenants and owner occupiers regarding water ingress from the zinc roofs. Specialist company, HL Metals were commissioned to carry out a roof survey, the detailed report was previously circulated to Committee and reported at the last meeting. All tenants and owners affected have been notified to inform them of the upcoming works. A pre-contract questionnaire has been compiled and the tender documents should be finalised within the next few weeks, we are looking at a contractor design contract with a 10year backed workmanship

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<sup>4</sup> Scottish Housing Quality/Energy Efficiency Standard for Social Housing

warranty. Once costs have been obtained the Technical Services Director will come back to Committee and a meeting will be scheduled with the Business Services Director to discuss the financial element.

## **8. Housing Management Report**

A report was previously circulated to update Committee on the progress of various issues or activities within the Housing Service Team. Some key points are highlighted below:

### **Home Argyll and Housing General**

#### *Ukrainian Refugees*

Further to approval from Management Committee, Fyne Homes have confirmed our support for housing Ukrainian refugees and have participated in Argyll & Bute Council's working group activities. Within Argyll and Bute, RSL's have committed to house 20 families and 36 individuals and 3 community groups have also volunteered to be sponsors.

#### *Campbeltown - lease to Education Department*

Following Committee approval to let a suitable property to the Education Department, to house the interim Head Teacher, a property has been identified and it will be viewed next week, this will be a temporary agreement for 18 months.

#### *Applications and Allocations*

Current active applications on the waiting list stand at 3,276 as of the 11<sup>th</sup> April of these 2,255 have housing need points. Homeless figures continue to remain high in some areas. Work is ongoing with the additions team in Bute providing them with support in identifying a suitable property to utilise as a drop-in centre in Rothesay.

#### *Voids and Arrears*

Arrears continue to remain low at 0.45%. Void times remain high at 58.83 days, contractor turnaround times remain challenging and we continue to do what we can to manage this.

The Committee wanted to express their thanks to the Arrears team for their continued hard work and results.

#### *Welfare Reform*

The report highlighted benefit changes and success stories relating to benefit and energy claims. The Housing Director noted that the thank you payment from the Government for housing Ukrainian refugees wouldn't affect any benefits of the individuals volunteering.

#### *Tenant Participation*

A reform of the scrutiny group is being planned to review Policies.

An online event is being held on the 20<sup>th</sup> of April by the Dogs Trust, which was advertised in the newsletter and social media.

Plans are underway to hold in person tenant events alongside Fyne HEAT.

**S McLeod left the meeting at this point – 17.25pm**

**9. 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) *Department update***

- Committee reviews have been completed by Stuart Eglinton and a report will be available for the next meeting in May.
- Work is continuing with the development of Committee pages within the YEAR<sup>5</sup> system.
- Work has commenced on co-ordinating our responses for the Annual Return on the Charter which requires to be complete and with the SHR<sup>6</sup> by the end of May. This will be presented to the meeting in May.
- Committee induction was carried out for our new Committee member by the Corporate Manger with E MacCallum and the CEO in attendance.
- The Schedule of Policy Reviews for this financial year is complete and will be covered later in the agenda.
- IT have been busy assisting staff returning to the office and visits to the area offices are scheduled.
- The Total Mobile Project Group has received a cost for the void module and have opted to proceed, a companion module called Scheme Management is currently being explored.
- The network switch upgrade has now been rescheduled for Saturday 23<sup>rd</sup> April as it needs to be done out of hours.
- Work is progressing in relation to the recommendations from the Cyber Security Audit and the Cyber Essentials GAP report
- Quarterly accounts to 31<sup>st</sup> March 2022 are to be completed and submitted to Auditors and Lenders by the end of April. Following the completion work will commence on the Year End accounts.
- All quarterly accounts for the subsidiaries will be complete and submitted to auditors on completion of Fyne Homes. Auditors are due at the end of June for Fyne Energy and in July for Fyne Futures, Fyne Initiatives, and the Fyne Homes.
- Following interviews, Azets were reappointed as external auditors. As the tender for external and internal auditors are notifiable events the SHR has been notified.
- The 5-year projections due end of May and Loan Portfolio return due end of June, to be updated and submitted to SHR, these will be presented to the meeting in May.

**10. Service Level Agreements – Subsidiary Boards**

The Business Services Director reported that the Service Level Agreements (SLA) for the subsidiaries are reviewed annually and recommended that they are all renewed at the same level (£5,000) for a further year.

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<sup>5</sup> Your Employee Admin Record

<sup>6</sup> Scottish Housing Regulator

**Resolution**

*On a proposal from P Lingard and seconded by M Lang the SLA fee is set at £5,000 for all subsidiaries for this financial year. This will be reported to the next subsidiary board meetings.*

**11. Human Resources Report**

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

*Recruitment*

Fyne Homes welcomed I MacPhail as the new CEO on the 4<sup>th</sup> of April.

The Gardener/Handyperson vacancy has been successfully filled with the appointee starting at the beginning of May. In addition, a fixed term 6-month contract has been appointed to cover a period of long-term sickness.

The Directors Administration Assistant vacancy closed on the 11<sup>th</sup> April with interviews taking place on the 19<sup>th</sup> April. An offer has been made and has been verbally accepted at this time.

Adverts are now live for two Modern Apprentices based in Mid-Argyll and Cowal, within the Technical Services Department, with a closing date of 9<sup>th</sup> May.

**12. Distribution of Fyne Energy Gift Aid**

From a previously circulated report prepared by the Chair of Fyne Energy, the Business Services Director explained that the gift aid received from the Fyne Energy wind turbines will be distributed three ways between Fyne Futures, the Glenbarr Community Group and Fyne Homes. For the financial year 2021-22 both Fyne Futures and the Community Group have received their share, with Fyne Homes to receive their share within 9 months. With the current global energy situation Fyne Energy are set to benefit from the high energy prices, whereas some of the Fyne Homes tenants will have their finances impacted by this. The Committee was asked to consider the recommendation that the Fyne Energy gift aid to Fyne Homes be used to make a one-off payment to tenants to help with their energy bills to alleviate some of the financial hardship they may experience.

**Resolution**

*After further detailed discussion the Committee agreed to the proposal in principle, with work to be carried out on the structure and detail of the proposal.*

**13. Policy Reviews/Deferrals**

A previously circulated report provided detail on the various policies for approval or deferral.

**Resolution**

*Committee approved the undernoted policies*

- (i) C.18 Anti-Fraud, Bribery & Corruption Policy*
- (ii) F.01 Financial Management Policy*
- (iii) F.04 Variance Investigation Policy*



- (iv) *F.07 Essential Car User Policy*
- (v) *HR.14 Recruitment of Ex-Offenders Policy*

**14. Notifiable Events**

*CEO Appointment- Ref 22571*

All information has been uploaded on the SHR portal and at the time of reporting no further communication has been received from SHR.

*Fire at Flat 0/2, 129 Edward St Dunoon -15<sup>th</sup> January 2022- Ref 22557*

All information has been recorded on the SHR portal, the report from the Fire Services is awaited and will be uploaded when available.

*Internal & External Auditors Appointment – Ref 22601*

All correspondence has been forwarded including the minutes of meetings. The SHR has acknowledged this and a response is awaited.

**15. Appointment of Secretary for Fyne Futures and Fyne Initiatives**

The Business Services Director reported that with the appointment of I MacPhail as the new CEO, as per the Management Committee Agreement at their meeting on 29<sup>th</sup> January 2005 when the subsidiaries were formed, the CEO shall act as Secretary. This change has been notified to Companies House effective from 4<sup>th</sup> April and will also be reported through the subsidiary boards at the next meeting on the 19<sup>th</sup> May.

**16. Minute of Fyne Futures Board Meeting 17<sup>th</sup> February 2022**

**17. Minute of Audit Committee Meeting 24<sup>th</sup> February 2022**

**18. Minute of Executive Board Meeting Fyne Energy 23<sup>rd</sup> March 2022**

The above minutes were circulated for information and duly noted.

In relation to the Minute of Audit Committee Meeting 24<sup>th</sup> February 2022, on a proposal from P Lingard seconded by J McMillan the minute was unanimously accepted as a true and accurate record of proceedings.

**19. A.O.C.B**

- (i) *Stock Condition Survey*

John Martin Partnership (JMP) have been appointed to carry out a stock condition survey commencing at the start of May, this should last around 4-5 weeks. Letters will be sent to tenants next week to notify them of this.

- (ii) *Stage 3 Adaptations Funding*

Notification from the Scottish Government was received to inform that applications for the funding bid need to be submitted by the 6<sup>th</sup> of May, this will be submitted in due course based on the current waiting list and projections.

**21. Date of Next Meeting**

At this point the Chair invited all Committee to attend the Victoria Hotel on Friday 29<sup>th</sup> April at 4pm to join staff in wishing C Renfrew farewell on his retirement.

There was no further business and the meeting was closed at 17.50 pm.

The next Management Committee meeting is scheduled for **Wednesday 25<sup>th</sup> May 2022.**

Chair.....

Date.....