

FYNE HOMES LTD

Minute of Management Committee
 Held at 11 Victoria Street, Rothesay and by TEAMS VC
Wednesday 5th October 2022 at 4pm

Present: - D Herriot J McMillan
 A Jones P Wallace
 P Lingard

By Video Conference: S MacLeod, M Lang

In Attendance: - I MacPhail, Chief Executive
 J McAlister, Technical Services Director
 S Cole, Business Services Director
 L Haemmerle, HR Director
 T Robertson, Housing Services Director
 M Thomson, Corporate Manager
 E MacCallum, Minute Taker

Apologies: - T Harrison, R Henshelwood, L McCabe and F Ewing

1. Apologies for Absence

Apologies were intimated as above.

2. Declarations of Interest

P Lingard and M Lang declared an interest in Agenda 7(ii) - Distribution of Fyne Energy Gift Aid to tenants.

3. AOCB pre-notifications

None.

4. Election of Office Bearers

As this was the first Management Committee Meeting since the Annual General Meeting the Chief Executive called for nominations for the position of Chair for the next 12 months.

(i) **Chair**

On a proposal from S MacLeod, seconded by P Lingard, **J McMillan** was re-elected as Chairman. There were no other nominations and J McMillan was re-elected.

(ii) **Vice Chair**

On a proposal from J McMillan, seconded by D Herriot, **S MacLeod** was re-elected as Vice Chair. There were no other nominations and S MacLeod was re-elected.

(iii) Secretary

On a proposal from J McMillan, seconded by S MacLeod, **D Herriot** was elected as Secretary. There were no further nominations and D Herriot was happy to accept the post.

(iv) Nomination of Members to Sub-Committees/Subsidiaries

It was noted that the incumbent members are re-elected unless any Committee Member wishes to stand down or be elected to a different committee. It was agreed that the members remain as they stand with one position remaining vacant on the Audit Committee.

- **Audit Committee**

T Harrison, P Lingard and J McMillan

On a proposal from D Herriot, seconded by S MacLeod, **A Jones** was elected to the Audit Committee.

- **Staffing Committee**

R Henshelwood, P Lingard, S McLeod, J McMillan and P Wallace

- **Executive Committee – automatic election of office bearers and sub-committee conveners/spokesperson**

J McMillan (Chair), S McLeod (Vice Chair), D Herriot (Secretary), M Lang (Housing spokesperson for Mid Argyll & Kintyre), T Harrison (Technical Services spokesperson)

S MacLeod was elected as Housing spokesperson for Bute and Cowal and it was noted that S MacLeod currently carries two roles: the Housing spokesperson for Bute & Cowal and Vice Chair.

- **Subsidiary Boards**

- *Fyne Futures*

T Harrison, R Henshelwood, D Herriot along with R Reid and L Sharpe as independents and I MacPhail as Secretary.

- *Fyne Initiatives*

T Harrison and D Herriot along with R Reid as independent and I MacPhail as Secretary.

J McMillan was also elected onto this Board.

- *Fyne Energy*

T Harrison, A Clark, R Templeton, C Renfrew and I MacPhail as independent members.

- **William Woodhouse Strain Sub-Committee**

D Herriot, J McMillan and P Wallace.

Under the Terms of Reference co-optees are allowed and R Reid will continue as a co-optee on this committee due to his knowledge in this area.

P Lingard was also elected onto this Committee.

It was noted that there are 2 vacancies on the Fyne Homes Management Committee.

At this point the meeting was handed over to the Chair to take the meeting through the remainder of the agenda.

5. Minute of Management Committee Meeting held on 24th August 2022

On a proposal from S MacLeod, seconded by D Herriot, 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.

- Action 2223-01 - The demand and capacity analysis was circulated to Committee previously, the Technical Services Director highlighted that this exercise was carried out when we were in discussions with Argyll & Bute Council and local contractor, Hansons, regarding the Royal Hotel and the proposal to develop 1/2 bed house there. The exercise was carried out to demonstrate that there is an oversupply of 1/2 bed properties within our stock and the town, therefore we wouldn't be moving forward with the proposal. The exercise did however highlight the need for 3/4 bed properties, this information along with our void list will be presented at the next programming meeting with the Scottish Government to discuss ongoing development.
- Action 2223-02 – This action will be covered under agenda item 7(ii) by the Housing Director and will be on the agenda going forward.
- Action 2223-03 – This action will be covered under the Technical Services report.
- Action 2122-05 – HAG figures have been received and this will be covered under the Technical Services report.
- Action 2122-06 – Training dates have been set with the various departments to provide training in relation to the Business Continuity Plan and will be completed by October.
- Action 2223-07 - Carpet tiles have been laid in the boardroom and the curtains will be hung this week. The OWL 360° voice activated camera for video conferencing is being trialled at the meeting tonight. The IT department will be seeking feedback from the meeting tonight.

6. 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*

Works are being carried out by the contractors that were identified in the final defects schedule. Upon satisfactory completion of works the final retention will be released. The Technical Services Director commented that the RIHAF¹ conference is taking place in October, Cairndow and Tighnabruaich will both be put forward for best development.

P Wallace entered the meeting at this point 16.26pm

- *Inveraray*

The Association have expressed a wish to negotiate a land acquisition directly with the Estate due to the proposed developer not progressing in a timely manner, the developer has been notified of the Association intentions. Heads of Terms have now been agreed, including the minute of agreement regarding the upgrade to the existing access track, which will enable cost apportionment to be agreed with the Estate on the amount to be recharged to any future users/developers. Site acquisition is targeted to be complete prior to the end of March 2023 once all the legal agreements are concluded and detailed planning consent and a funding package have been achieved.

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

The detailed planning application was validated on the 22nd June and the target determination date for the application was 20th August, however feedback is still awaited at the time of reporting.

- *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 housing demand review will be undertaken and Argyll and Bute Council will carry out investigatory works regarding road access before instructing any feasibility works at the Associations cost.

- *Ballochgoy Plots – Fyne Initiatives*

The Technical Services Director will be attending a Scottish Government Programming Meeting this week and the Ballochgoy plots have been put into the SHIP² for future development.

A Committee member raised a query whether collectively any pressure could be put on those who hold the development process up. The Technical Services Director commented that this has been raised at the Strategic Housing Forum, where the Head of Development for Argyll and Bute Council also sits and is aware of the issue.

ii) Capital Investment Report

The Capital Investment report was previously circulated and noted.

Bute

The window/door/soffit and fascia replacement at Foley Park is now complete. The Technical Services Director noted that over a 25-year period there would be a saving of approximately £185,000 from the cyclical budget.

¹ Rural and Islands Housing Association Forum

² Strategic Housing Investment Plan

Ballochgoy Roof Replacements

Tender costs have been received for the roof replacement contract at Ballochgoy, Rothesay, a meeting to negotiate cost reductions and eliminating elements of risk took place on 22nd September and a revised cost is expected.

Cowal

The windows have been ordered for the window replacement at the Commercial Buildings and a contract start date is awaited.

Mid-Argyll

The window & door replacement contract at Market Place has commenced with 8 out of the 19 properties complete.

Kintyre

Work has re-commenced with the central heating, kitchen replacements and rewire at the Cruden Houses, the same contract at Harveys Lane and Ciaran Court will follow upon completion. No action was taken on the insulation of external walls on the Kintyre stock as the Ballochgoy roof tender costs is awaited.

ii) Upper Academy

From a verbal report by the Technical Service Director, it was noted that the Association is in the process of purchasing the vacant Caretakers Cottage situated between the upper and lower buildings. A tender application has been submitted to the Scottish Government for the purchase. It was noted that this acquisition is to enable future development and any costs relating to the cottage and how we move forward with it will be incorporated into the development cost of the upper site.

iv) Asset Management Update open market purchase

The Technical Services Director detailed to Committee the properties which have been purchased and sold over the last few years. It was noted that Council produced an Individual Open Market Purchase Statement which allows for potential funding to be obtained from the Scottish Government for acquisition if a significant housing need can be demonstrated.

7. Housing Management Report

(i) *Department Update*

A report was previously circulated to update Committee on the progress of various issues or activities within the Housing Service Team.

Applications and Allocations

Current active applications on the waiting list stand at 3465 as of the 28th September of these 2410 have housing need points.

Homeless cases remain high in some areas with Bute in particular seeing a recent increase in homeless figures. The crash pads at Castlehill Street in Rothesay continue to be heavily utilised.

Housing General

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.

The Scottish Government has procured another cruise ship to be docked in the Clyde to temporarily accommodate Ukrainian Refugees as the Edinburgh Cruise liner is almost at capacity.

Voids and Arrears

Recharges remain high and the Housing Director noted that these are analysed monthly and are pursued using the same arrears management process as other outstanding balances due.

Tenant Participation

Drop-in days to support tenants with energy saving and welfare advice took place in September in all areas, with the TP officer, Welfare Benefits Officer and Energy Advice in attendance.

The 3-yearly tenant satisfaction survey is due in 2023, feedback has been received from TPAS³ on the draft paperwork, this has now been sent out to 4 companies inviting them to return tenders by 17th October.

(ii) Proposal to Distribute Fyne Energy Gift Aid

As previously reported, it was recommended that the Fyne Energy gift aid money that Fyne Homes received be used to make a one-off payment to tenants to help with their energy bills and alleviate some of the financial hardship they may experience as a result of the increased costs. Following agreement from the Management Committee to the proposal, a working group was formed to create a suitable formula based on the property size to determine the individual payment and to make a decision on when and how this should be paid. The Business Services Director explored the legalities of distributing the gift aid with our legal advisors and lenders. It was established that legally assisting our tenants is within our objectives however consent is required from our lenders. Discussion has taken place with one lender and feedback is awaited, once received the remaining lenders will be contacted.

The total gift aid funds are £133k. After some modelling on values, it is proposed that the money is distributed based on property size, £50 per property plus £15 for each individual bedroom. The values proposed and the total costs were detailed in the previously circulated report. The remaining money would cover the cost of administering the gift aid and a small amount to assist other tenants in emergency need. All properties have been taken into account including voids as it is proposed that any new tenants would also benefit from this award during the winter period or as defined by Committee.

There are several options available to distribute these funds; Allpay – Post Office pay out, Allpay – Instant Issue, Family Fund, Co-op gift cards and Housing Associations' Charitable Trust (HACT), these have all been explained in detail in the previously circulated Housing Directors Report. The working group considered all the options available, taking into account the pros and cons, and their recommendation would be as a first preference the Allpay Post Office and as a second preference the Co-op Vouchers. The Housing Director sought Committees approval for the proposed formula, proposed values, the proposal that incoming tenants could also benefit for a period defined by Committee and their preferred method for distribution.

A Committee member raised a query as to whether it was considered to give tenants a credit against their rent account. The Housing Director commented that it was considered

³ Tenant Participation Advisory Service

however over half of our rents are paid by benefits therefore separate arrangements would need to be arranged for these tenants and for those who have rent arrears the payment would be swallowed up, meaning Fyne Homes would benefit by the debt being paid rather than the tenant. It was also noted that this payment as to assist with energy costs.

A further query was raised as to whether or not the Regulator needs to be informed. The Housing Director didn't think so but none the less would verify.

ACTION

The Housing Director to find out if the Regulator need to be informed of the distribution of gift aid money to tenants.

After further detailed discussions the Committee agreed to the undernote:

- The proposed formula using property type.
- The value of £50 per property plus £15 per additional bedroom.
- The proposal that incoming tenants benefit from the award until February 2023.
- Using the Allpay Post Office pay out as the means to distribute the money with the second option being the Co-op vouchers.

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*

- Work is ongoing within YEAR⁴, development continues with the Committee pages.
- AGM was held on the 21st September in the Discovery Centre with both face to face and virtual participants.
- Rothesay Office re-opened to the public on the 6th September.
- The OWL 360° voice activated camera for video conferencing is being trialled at tonight's meeting.
- The Tenant Portal pilot launch has been postponed due to some GDPR⁵ concerns raised by the SMT, these are being addressed before the pilot is rolled out, with a demo going to the next Technical Services team meeting.
- Year End accounts and all returns have been complete.
- Work on the Quarter End accounts have begun.
- Work has commenced on the 2023/24 budgets.
- In regard to rent increases there is currently a cost-of-living tenant protection bill being discussed in Parliament just now to determine whether a potential freeze will be put in place.
- Both the notifiable events regarding the appointment of internal and external auditors have been closed off.

The Business Services Director commented that following the Committee appraisals and strategy day, where it was highlighted that the Committee would benefit from short training sessions to gain a better understanding of the various departments and their roles. Going forward, starting at the November meeting, a 15-minute slot will be allocated before the meeting starts to provide an overview on a selected topic.

⁴ Your Employee Admin Record

⁵ General Data Protection Regulation

9. 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.

The second advert for the Modern Apprentice for Lochgilphead is now live with a closing date of 24th October and interviews being held on the 26th October.

The final refresher session for the performance reviews took place yesterday and a meeting was held with the SMT and L Ashworth to discuss the possibility of simplifying the process. A sub team will be put together to support this.

All staff were surveyed in respect of their views on Staff Days, the information has been collated and circulated to the SMT for planning the next steps and aim to relaunch in the springtime. This will be communicated at all the department team meetings.

10. Assurance Statement Report 2022

A report on the meeting to review the evidence for the Assurance Statement along with the associated checklist and paperwork was previously circulated for Committee's information. The Corporate Manager thanked the Committee representatives who reviewed the Assurance Statement.

Resolution

The Committee delegated authority to the Chair to sign off the Assurance Statement for upload to the SHR website.

11. 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

Income generated from the wind turbines for July 2022 has fallen to £134k, this was mainly due to T2 being down and income for the overall year is on track within the budget projections.

Gift Aid

Fyne Futures, Glenbarr Community and Fyne Homes all received a gift aid payment for 2021/22 financial year. Fyne Futures have a strategy day on the 19th October where a discussion will be held to consider options on how the payment can be utilised. The Glenbarr Community Group has indicated they wish to utilise the funds by making a cost-of-living payment to all residents of the Glenbarr Community. Fyne Homes have proposed to utilise the funds by making a payment to Fyne Homes tenants to help towards their energy bills and help alleviate some of the financial hardship they may be experiencing.

12. 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.10 Publication Scheme- Guide to Information*
- (ii) C.20 Access to Information Policy*
- (iii) C.21 Records Management Policy*
- (iv) HR.03 Alcohol and Substance Misuse*
- (v) HR23 Relocation Policy*

Committee Deferred the undernoted Policies until November

- (i) HR 06. Flexible working Hours, Toil and Annual Leave*

13. Committee Report

- (i) Secretary's Report*

From the previously circulated report Committee agreed the following:

Membership Application numbers 893,894 and 895 were approved.

14. Notifiable Events

No updates required.

- 15. Minute of Fyne Energy Board Meeting 18th August 2022**
- 16. Minute of Fyne Initiatives Board Meeting 18th August 2022**
- 17. Minute of Fyne Futures Board Meeting 18th August 2022**
- 18. Minute of Strategy Day 1st September 2022**
- 19. Minute of Management Team Meeting 16th August 2022**

The above minutes were circulated for information and noted.

20. A.O.C.B

No other business was notified

21. Date of Next Meeting

There was no further business and the meeting was closed at 17.40 pm.

The next Management Committee meeting is scheduled for **Wednesday 23rd November 2022.**

Chair.....

Date.....