

**FYNE HOMES LTD**

**Minute of Management Committee  
Held at 11 Victoria Street, Rothesay and by TEAMS VC  
Wednesday 8<sup>th</sup> March 2023 at 4.00pm**

**Present: -**                      D Herriot      P Wallace  
    P Lingard      R Henshelwood  
    J McMillan

**By Video Conference: -**    M Lang, T Harrison, A Jones

**In Attendance: -**                I MacPhail, Chief Executive  
    J McAlister, Technical Services Director  
    S Cole, Business Services Director  
    T Robertson, Housing Services Director  
    M Thomson, Corporate Manager  
    F Ewing, Directors Admin Assistant  
    E MacCallum, Minute Taker

**Apologies: -**                      L Haemmerle

**1.    Apologies for Absence**

Apologies were intimated as above.

**2.    Declarations of Interest**

There were no declarations of interest made.

**3.    AOCB pre-notifications**

There were two pre notifications:

- (i)    *Authorised Signatories*
- (ii)   *Argyll & Bute Council Committee Representative*

**4.    Minute of Management Committee Meeting and Confidential Minute held on 25<sup>th</sup> January 2023**

On a proposal from P Lingard, seconded by S McLeod, the above minutes were 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***

Action 2223-09 will be covered under AOCB. Action 2223-10 has been actioned and Committee's feedback was welcomed on the updated format.

**5. Performance Reports to 31<sup>st</sup> December 2022**

From a previously circulated report the Committee noted the contents.

**6. Technical Services Reports**

***j) 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*

The Association has a draft legal agreement in place for the acquisition from the estate, on the basis that the site will be acquired upon receipt of satisfactory funding approval, site investigations and detailed planning consent. As previously agreed by Committee tender notices have been prepared for the procurement of a design team for the development at Inveraray. The appointment of the design team will be setup to terminate upon receipt of planning permission but will include the option for novation whereby the same design consultants become appointed by the contractor, once selected. The tender will be published through Public Contract Scotland by the end of the month. The Scottish Government has been informed of the intended timescales.

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

The detailed planning application was validated on the 22<sup>nd</sup> June 2022 and approved on 6<sup>th</sup> February 2023. Tender costs have been received and a tender application has been prepared on HARP<sup>1</sup>. Work is aimed to commence in May 2023 with a one-year completion time.

- *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. Following Committee's approval for a capacity study to be carried out, one tender submission was received before the deadline of the 27<sup>th</sup> February. The cost was outline in the previously circulated report and the Technical Services Director commented that it represents good value for money and recommends that the appointment is made to CP Architects.

**Resolution**

*After further discussion the Committee agreed for CP Architects to be appointed to carry out the capacity study.*

- *Rothesay Academy Upper Site*

As previously reported Fyne Homes acquired the care takers cottage in January 2023, which means the Association will face less restrictions in the redevelopment of the upper site. The issues surrounding the lower building are ongoing, while the building remains in disrepair the building is listed which prevents demolition from taking place. A second site meeting has taken place with Argyll & Bute Council (A&BC), Historic Environment Scotland (HES) and consultants, Stantec, where advice as given to A&BC in relation to the demolition process and the criteria that needs to be demonstrated in order to achieve HES approval for the delisting and demolition. Discussion between Fyne Homes and A&BC will continue regarding the lower site with the proposed demolition and the masterplan for the whole site.

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<sup>1</sup> Housing & Regeneration Programmes (Scottish Government web-based system)



- *Ballochgoy Plots (8 units)*

Approval was given at the last Committee meeting to go out to tender for a modular housing contractor for the design, manufacture and installation for the proposed development at the Ballochgoy plots. Following this, procurement notices have been prepared and are due to be published by the end of March 2023 with returns due the following month.

***ii) Capital Investment Report***

The Capital Investment report was previously circulated and noted.

*Ballochgoy Roof Replacements*

As previously agreed by Committee at the last meeting, some of the materials needed for the roof replacements have been ordered and will be delivered to the yard at Colbeck for storage. Phase 1 of the roof replacement contract will commence early May 2023.

*Flat Amalgamation – Columshill Place*

The Technical Services Director highlighted that by amalgamating the 2 properties will result in a much needed 3-bedroom family home. It was noted that planning permission & listed building consent have now been received and a building warrant is awaited before works can commence.

*Cowal*

Works commenced on the window replacement contract on the 9<sup>th</sup> January and work is progressing well.

*Kintyre*

The central heating, kitchen replacement and rewire at Ciaran Court is now complete and the same contract at Harvey's Lane will be carried forward to a future financial year.

***iii) Asset Management Update***

Following Committee approval to proceed with selling the Property at King St, the potential owner has been to view the property and heads of terms have been agreed.

The Housing Director noted that in regard to the shared ownership property, which was discussed at the last meeting, the keys are still awaited for this property and are due back at the end of this week.

**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 3466 as of the 27<sup>th</sup> February 2023 of these 2384 have housing need points. Homeless demand remains high across Argyll and Bute.

The Home Argyll Allocations Policy is due for review again with the procurement meeting taking place at the beginning of March. It was noted that the meetings for the Ukrainian refugees are now going to bi-monthly, the Association continues to support the re-settlement team in any way which it can.



*Void and Arrears*

Arrears at the end of Q3 were 0.49%, with former arrears at 0.90%. 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. Void time excluding exemptions were 42.09 day at the end of Q3.

*Welfare Reform*

The Housing Director highlighted that there has been on average 20 new cases a month that the Welfare Rights Officer is dealing with, these exclude any ongoing cases. It was noted while the housing staff have basic UC training and the Campbeltown Housing Officer assists with Community Care Grant claims, it is solely the Welfare Rights Officer, M Allan, who deals with these. The financial gain for Q3 was reported as £136k. The Committee expressed their thanks to M Allan for all her hard work and to the wider team.

*Tenant Satisfaction Survey*

The 3 yearly Tenant & Owner satisfaction surveys were completed during January and February by MI Housing Services. The results of the surveys were detailed in the previously circulated report for Committees information.

*James John Wilkie Almshouses Trust*

The Housing Director explained to Committee that the CEO had been approached by a representative of the Trust, who have properties in Townhead, Rothesay, to establish if Fyne Homes could offer assistance or advice on the Trust's current circumstances. The Housing Director along with the Technical Services Director and Manager met with the Trust and the Committee were updated on the discussions that took place. After further detailed discussions, the Committee agreed for Fyne Homes to assist the Trust and to investigate the options that were discussed.

**Resolution**

*The Committee agreed for Fyne Homes to assist with the James John Wilkie Almshouses Trust and to move forward with exploring the options that were discussed.*

**7. 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 continues on the development of the newly created Committee pages on YEAR<sup>2</sup>.
- Bitesize training session for Committee is continuing, with an overview of the Regulatory Framework being given before this evening's meeting.
- Within IT, the new server upgrades along with a Windows upgrade have taken place with minimal disruption to staff, Open Housing and Open Finance upgrades are due to take place by the end of April.
- The Tenant Portal trial is continuing with 16 active users currently signed up for the pilot group. Feedback is being collated and will be promoted in the next newsletter as a soft launch.
- Work on the new website is progressing well, work is being done internally alongside Kiswebs.

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<sup>2</sup> Your Employee Admin Record



- The document management solution is progressing, new photocopiers will be purchased before the end of the current financial year.
- All quarterly accounts are complete and have been submitted to auditors/banks and subsidiary meetings.
- 2023-24 budgets for the 3 subsidiary companies were presented at the February Board meetings.
- Following Committee approval rent increase letters were issued to tenants on 28<sup>th</sup> February.
- 172 Gift Aid vouchers have been re-issued to tenants who didn't redeem them in the original run. A further run in March will be carried out for new tenants from December 2022 as previously agreed by Committee.
- Work has commenced on the 30-year projections, a meeting with FMD and the SMT has been arranged for next week to discuss.
- An Audit Committee meeting will take place on the 20<sup>th</sup> March to approve reports from TIAA and the plan for 2023-24.
- Bank of Scotland 3-yearly valuations are due this month. JLL have been instructed to carry out the valuations and tenants have been notified.
- Within Fyne Initiatives, following board approval, 7-9 Castle Street is on the market. There have been a few enquiries with one active enquiry being pursued and a viewing has taken place.

The Business Services Director informed Committee that the Corporate Manager has formally notified the Association of her intent to retire by the end of May 2023.

**(b) Finance**

(i) Proposed Write Offs

From the previously circulated report, Committee agreed to the recommendation to write off a total figure of £45,839.47 made up of £20,843.71 of rent and court costs and £24,995.76 of factoring and recharge costs. This is a reduction on last year's figure although still a significant amount. The Housing Director and Technical Services Manager meet monthly to review figures for recharges to ensure they are reasonable.

It was noted that even when debt is written off the Housing Team continue to pursue where they can if the individual is eventually traced, or they apply for re-housing. The Business Services Director highlight that the total figure will be incorporated into the Management Accounts at 31<sup>st</sup> March 2023 and into the Year End Accounts.

**Resolution**

*Committee agreed to the recommendation to write off a total figure of £45,839.47 as detailed above.*

**8. Human Resources Report**

A report prepared by the HR Director was previously circulated for Committee's information. In the HR Director's absence, the report was noted and Committee were advised if they had any queries they would be passed on for feedback.

**9. 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*

**Fyne Futures** - Following the Board meeting that took place on 16<sup>th</sup> February , it was noted that works are ongoing to clear the site at Ashfield and new staff welfare facilities are on site. The Board approved the investment funding to replace the Car Bute vehicle and to recruit a co-ordinator for Car/Bike Bute. InspirAlba are currently working on producing a feasibility study for Bute Produce, a strategy meeting will be organised to discuss the detail of the report.

**Glenbarr Community Group** - A Development Officer has been employed by the Glenbarr Community Development Association, a meeting has been arranged to meet Fyne Homes staff alongside A Clark of InspirAlba.

**Fyne Homes** - Fyne Homes Management Committee previously agreed for the funds being used for a cost-of-living payment to all tenants. This has been rolled out and has been very well received by tenants.

A Committee member queried whether the agreement the between the 3 gift aid beneficiaries, where they each receive a third of the wind turbine profits, was resolute. The Business Services Director commented that this would need to be clarified by the Fyne Energy agreement that was put in place in the beginning.

**ACTION**

**The Business Services Director to clarify the Fyne Energy agreement regarding the gift aid beneficiaries and the amount they receive.**

**11. Policy Reviews/Deferrals**

**Resolution**

(a) *Committee approved the undernoted policies:*

- (i) *H.05 Neighbor Disputes and Anti-social Behaviour*
- (ii) *H.34 Tenancy Management*
- (iii) *H.31 Void Management*
- (iv) *HR32 Mental Health at Work*
- (v) *HR33 Menopause at Work*
- (vi) *HR11 Attendance Management*

(b) *Committee deferred the undernoted policies:*

- (i) *F.03 Treasury Management Policy*
- (ii) *M.11 Procurement Policy*
- (iii) *M.17 Asset Management Strategy*
- (iv) *M.05 Rechargeable Repairs*

(c) *Policy Timetable 2023-24*

The Committee noted the previously circulated policy timetable for 2023-24.



**12. Secretary's Report**

*(i) Share Members to be cancelled*

***Resolution***

*Membership Cancellations were approved for Shares Nos 2 and 860*

It was noted that taking into account the cancellations, the active membership currently stands at 94.

**13. Committee Update**

*(i) Schedule of Annual Returns*

From a previously circulated report the Committee noted the schedule of annual returns.

*(ii) Committee Reviews*

It was highlighted that the Committee appraisal process was due to commence, the Corporate Manager noted that off the back of last year's appraisals, comment had been made on how the process would be taken forward this year. On consulting the Committee, the majority were happy with the current process, the Corporate Manager noted that to aid completing the appraisal a copy of the previous year's review would be sent out to Committee prior.

*(iii) Committee Reviews Action Plan Update*

The Corporate Manager indicated that any updates made to the action plan have been highlighted in red, which was previously circulated to Committee for noting the progress of the actions.

**14. Notifiable Events**

There are currently no notifiable events.

- 15. Minute of Staffing Committee Meeting 26<sup>th</sup> January 2023**
- 16. Minute of Health & Safety Meeting 26<sup>th</sup> January 2023**
- 17. Minute of Management Team Meeting 17<sup>th</sup> January 2023**
- 18. Minute of Fyne Energy Board Meeting 16<sup>th</sup> February 2023**
- 19. Minute of Fyne Initiatives Board Meeting 16<sup>th</sup> February 2023**
- 20. Minute of Fyne Futures Board Meeting 16<sup>th</sup> February 2023**

The above minutes were circulated for information and noted.

In relation to the Staffing Committee Meeting on a proposal from P Lingard, seconded by J McMillan the minute was accepted as a true and accurate record of proceedings.

**23. A.O.C.B**

*(i) Authorised Signatories*

The Business Services Director explained that the Scottish Government are looking for updated authorised signatories and the Committees approval was sought for S Cole, L

Murray and A Clark to be authorised signatories for the Investing in Communities funding bid.

**Resolution**

*The Committee agreed to the above being named as signatories for the Investing in Communities funding applications.*

(ii) *Argyll & Bute Council Committee Representative*

The Corporate Manager reported that P Wallace has been appointed as the Argyll & Bute Council (A&BC) Committee representative following L McCabe's resignation. It was explained that Councillor D Philand has expressed an interest in joining the Management Committee in a personal capacity, contact will be made with him in regard to joining.

**ACTION**

**Councillor D Philand to be approached in joining the Management Committee in a personal capacity.**

**24. Date of Next Meeting**

There was no further business and the meeting was closed at 17.35pm.

The next Management Committee meeting is scheduled for **Wednesday 19<sup>th</sup> April 2023**, with the Strategy Day taking place on **Wednesday 5<sup>th</sup> April 2023**.

Chair.....

Date.....