

FYNE HOMES LTD

**Minute of Management Committee
Held at 11 Victoria Street, Rothesay and by TEAMS VC
Wednesday 19th April 2023 at 4.00pm**

Present: - D Herriot P Wallace
 T Harrison A Jones
 J McMillan

By Video Conference: - S McLeod, D Philand

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

Apologies: - M Lang, P Lingard, R Henshelwood

The Chair welcomed D Philand to the meeting, who has been co-opted onto the Management Committee, and introductions were made.

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) *James John Wilkie Almhouses Trust Update*
- (ii) *InspirAlba Director*

4. Minute of Management Committee Meeting held on 8th March 2023

With a small amendment to be made on page 3431 regarding attendees, on a proposal from T Harrison, seconded by D Herriot, 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 2223-11 has been actioned and can now be closed. Action 2223-12 is currently being investigated by the Business Services Director and the CEO; an update will be provided to Committee when clarification has been established.

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.

- *Inveraray*

Fyne Homes have now appointed an architect and will now progress scheme design to planning in accordance with the Fyne Homes Design Guide. Site investigation work has been scheduled for April 2023 and budget quotes are being sought for utility connections. The Scottish Government has been informed of the intended timescales.

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

A tender application has been submitted on HARP¹ on 2nd March and approved by the Scottish Government on 28th March 2023. Now that funding and planning consents are in place, the contractor has been asked to prepare and issue a programme and confirm the earliest achievable start on site.

- *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 CP Architects have been appointed to undertake a capacity layout for the site. The completion of the layout design will help inform a land valuation and enable Fyne Homes to check the capacity of the site with each of the utility providers.

- *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 main obstacle to the re development of the upper site remains Argyll and Bute Council's (A&BC) lower Academy building. As previously reported A&BC have received advice in relation to the demolition process and the criteria that needs to be demonstrated in order to achieve Historic Environment Scotland (HES) approval for the delisting and demolition. Fyne Homes will continue discussions with A&BC, part of these discussions will involve the preparation of a masterplan for the whole site.

- *Ballochgoy Plots (8 units)*

Following the Scottish Government and A&BC confirming their support for the proposal to progress the development opportunity at Ballochgoy. Procurement documents have been prepared for the selection of a Design and Build Contractor to deliver a modular construction solution for the site. A site investigation has been carried out to determine the ground conditions which means whenever the tender goes out there is less risk for the potential contractor to price the risk element.

¹ Housing & Regeneration Programmes (Scottish Government web-based system)

- *Dunoon – Potential Site*

The Technical Services Director reported that a meeting was held with E MacDonald, along with the Technical Services Manager, to visit a potential development site in Dunoon. This potential site could include a mixed tenure development, however further investigations as to the possibilities and capacities will need to be explored further. It was highlighted that while this is an ideal site in relation to the town centre and local amenities, there could potentially be cost constraints with regards to road access to the site. With Committee approval the Technical Services Director would like to investigate access requirements and further assess housing needs in the area.

Resolution

The Committee agreed to the Technical Services Director to investigate the potential site in Dunoon further.

ii) Maintenance Procurement Review

The Technical Services Director verbally reported that 3 tender costs have been negotiated and approved for reactive repairs and capital investment works. Following the tender process, contractors have been appointed for Mid-Argyll, Cowal and Kintyre. It was noted that the Bute tender has been re-negotiated due to the original costs being unacceptable and the Association will possibly be in a position to accept the tender next week. The Committee will be presented with all the costs and documents at the Committee meeting in May.

iii) Asset Management Update

Following Committee approval, the property at King St, Rothesay has now been sold.

It was noted that the keys for the property at Foley Park have now been returned and a survey on the property has been instructed.

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 3505 as of the 5th April 2023 of these 2415 have housing need points. Homeless demand remains high across Argyll and Bute.

The Home Argyll Allocations Policy is currently under review with a further procurement meeting taking place next week and Committee will receive an update further to that.

Voids and Arrears

Arrears at the end of Q4 were -1.33% equating to £104k of revenue loss. 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 42.5 days at the end of Q4.

Welfare Reform

It was highlighted that the Fyne Homes welfare service financial gains for Q4 were just over £186k, the previously circulated report highlighted some success examples and the

number of cases each month. A Committee member commented that what stands out from the report is the sums being awarded to tenants, some of which will be life changing.

Tenant Participation

The Housing Director reported that Fyne Homes are taking part in the Keep Safe Initiative, which is an initiative that works with local business and community buildings to create a network of safe places for anyone who feels vulnerable or scared whilst out in the community. The SMT² have agreed that the Bute office will become a keep safe place and it was noted that all Housing, Technical Services and Reception staff will be trained in this project.

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 YEAR³.
- A meeting was held with the DPO officer on 23rd March where introductions were made to the CEO and E MacCallum who will be taking over the Corporate Manager role and will be their point of contact going forward.
- Bitesize training session for Committee is continuing, with an overview of the Development process being given before this evening's meeting.
- Committee reviews are scheduled to take place with S Eglinton between 25th and 28th April, a report will be presented at a Committee meeting once finalised.
- Within IT, the Capita upgrade programme is now underway, with upgrades to open housing and open accounts completed in test mode last week and live system will be upgraded early May.
- The Tenant Portal has been promoted in the spring newsletter as a soft launch and will be fully accessible when the new website goes live.
- Work on the new website is progressing well, work is being done internally alongside Kiswebs.
- The document management solution is progressing, new photocopiers/scanners have been purchased and are in use in the Rothesay office.
- All quarterly accounts are currently being worked on, once complete work will commence on Year End accounts, with audits being carried out across all companies.
- Work is progressing with FMD on updating the 30year projections.
- Following a meeting with the auditors and corporation tax division, the Fyne Energy gift aid figure for 2022-23 was distributed to Glenbarr Community Group and Fyne Futures. Fyne Homes will receive the same amount in the next few months.
- Internal Audit meeting was held on 4th April to approve the previous audits and to approve the audit plan for 2023-24.

² Senior Management Team

³ Your Employee Admin Record

8. Human Resources Report

A report prepared by the HR Director was previously circulated for Committee's information. It was reported that the recruitment for the Maintenance Operative in Cowal was successful, with N Anderson starting on 17th April 2023. The Painting Team Leader and Painter roles have been advertised, with the closing date being today and interviews taking place next week. The post of part time Receptionist was also advertised, however will be re-advertised after an unsuccessful shortlisting process.

The performance pay reviews for 2022-23 are being finalised with new objectives being agreed for the upcoming financial year. It was noted that all 2023-24 reviews will now be conducted online on our YEAR system.

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

From a previously circulated report the Committee noted the gift aid sum being paid to each entity.

Fyne Futures - Payment for 2022-23 financial year was made on 31st March 2023. A strategy meeting was held on 12th April to discuss a feasibility study for Bute Produce, which was prepared by J Slater of InspiraAlba.

Glenbarr Community Group -. Payment for 2022-23 financial year was made on 31st March 2023. A development officer has now started with the Glenbarr Community Group and a meeting has been scheduled to be introduced to the Fyne Homes staff.

Fyne Homes - Payment for the financial year 2022-23 will be made within the next few months, this differs from the deadline of 31st March the other recipients face as Fyne Homes is the parent of Fyne Energy. The CEO highlighted that it had been previously discussed that these funds should be used to fund the back log of capital works. As previously discussed at the strategy day a programme of works will be drawn up for Committee to see the back log of works for each area in order to discuss in detail. The Committee were encouraged to submit any proposals they have for the use of the Fyne Energy gift aid money.

ACTION

A programme of works will be produced for Committee to gain a better understanding of the back log in each area.

11. Policy Reviews/Deferrals

Resolution

(a) *Committee approved the undernoted policies:*

- (i) *C.01 Membership Policy*
- (ii) *C.09 Expenses to Committee Members*
- (iii) *C.17 Notifiable Events Policy*
- (iv) *F.07 Essential Car User Policy*
- (v) *HR.21 Flexible Working Policy*
- (vi) *M.16 CDM Regulations*

(b) *Committee deferred the undernoted policies:*

- (i) *F.03 Treasury Management Policy*

11. Committee Update

The Corporate Manager commented that the bite sized training had been implemented and the next session would be Finance, Committee's suggestions were sought on what aspects of Finance they would like to have an overview on and to feedback to the Business Services Director. The Committee were reminded that the appraisals are being carried out next week and to submit completed paperwork before the review meeting.

12. Notifiable Events

There are currently no notifiable events.

13. Minute of Management Team Meeting 28th February 2023

14. Minute of Fyne Energy Executive Board Meeting 21st March 2023

The above minutes were circulated for information and noted.

15. A.O.C.B

(i) *James John Wilkie Almshouses Trust*

As previously agreed by the Committee, Fyne Homes have been assisting the James John Wilkie Almshouses Trust with their current situation. The CEO updated Committee with the progress and discussions that have taken place since the last meeting.

(ii) *InspirAlba Director*

The Business Services Director explained that the previous CEO, C Renfrew, was a Director of InspirAlba which is a social enterprise company. Following C Renfrew's retirement, the Business Services Director has been approached to join the Board as a Director in his place, the Business Services Director has accepted the offer and is now a Director of InspirAlba.

Resolution

The Committee noted that the Business Services Director now sits on the Board of InspirAlba as a Director.

24. Date of Next Meeting

There was no further business and the meeting was closed at 17.10pm.

The next Management Committee meeting is scheduled for **Wednesday 31st May 2023**.

Chair.....

Date.....