

FYNE HOMES LTD

**Minute of Management Committee
Held at 11 Victoria Street, Rothesay and by TEAMS VC
Wednesday 23rd August 2023 at 4.00pm**

Present: - P Lingard M Lang
T Harrison D Philand (Co-optee)
J McMillan P Wallace
S McLeod

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
F Ewing, Directors Admin Assistant
E MacCallum, Corporate Manager, Minute Taker
J Thomson, Observer
P Cartwright, Observer

Apologies: - D Herriot, R Henshelwood, A Jones

J Thomson was welcomed to the meeting who is attending tonight as an observer.

1. Apologies for Absence

Apologies were intimated as above.

2. Declarations of Interest

J McMillan and M Lang declared an interest in agenda item 11(i) Secretary's Report.

3. AOCB pre-notifications

There were three pre notifications.

4. Minute of Management Committee Meeting and Confidential Minute held 5th July

On a proposal from S McLeod, seconded by P Lingard, 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 2324-15 and 2324-17 – both actions now complete and can be closed off.

5. Quarterly Performance Reports to 30th June 2023

From a previously circulated report the Committee noted the contents. The Corporate Manager highlighted that there has been a new dashboard page added to supplement the existing detailed reports. The dashboard details the current targets for each report and highlights, immediately, whether the Association is meeting these targets using a red, amber, green system.

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*

An architect and employer agent have been appointed and scheme design is now progressing towards a planning application. Site investigation work has been instructed 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)*

Funding approval and planning consent are now in place, a pre-start meeting took place on 4th August with a full site start programmed for 4th September 2023.

- *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 the appointment of CP Architects to carry out a capacity layout for the site, the correct boundaries have now been set and a layout is progressing.

Rothesay Academy Upper Site

The Technical Services Director reported that architects have now been appointed to take forward the masterplan layout for the upper and lower site and work will commence on receipt of an updated topographical survey. Fyne homes will continue discussions with A&BC as they progress with the proposals to progress their site.

16.25 – D Philand joined the meeting by Teams at this point.

- *Ballochgoy Plots (8 units)*

Following the Scottish Government and A&BC¹ confirming their support for the proposal to progress the development opportunity at Ballochgoy. Tender notices for contract selection were previously published and two tender returns were received. Following a successful interview process with the bidders, a contractor has been appointed. The Technical Services Director thanked Committee member, D Herriott, for his support in assisting with the interviews. It was noted the plots sit under Fyne Initiatives and valuations are currently being undertaken in order for Fyne Homes to buy back the plots.

- *Dunoon – Potential Site*

As previously reported a potential site has been identified in Dunoon which could include a mixed tenure development. The Technical Services Director explained that a private

¹ Argyll and Bute Council

developer is reviewing the development opportunity and will approach Fyne Homes if they consider it to be viable. Fyne Homes will further assess the housing need in the area before considering any appointments or seeking inclusion of the project in the SHIP².

Resolution

The Committee noted the contents of the report.

ii) Capital Investment Report

From a previously circulated report Committee noted the contents of the capital investment contracts.

16.35 – P Cartwright entered the meeting at this point who is attending as an observer.

iii) Asset Management Update

It was noted that the property at Foley Park is now sold and is included in the Housing update. The Technical Services Director commented that there are no current disposals or acquisitions.

iv) Additional Report from Technical Services Manager

The Technical Services Director commented that due to the complexities and sensitivity of this report, a further detailed report would be produced for Committee's consideration at the next meeting.

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 3385 as of the 11th August 2023 of these 2320 have housing need points. Homeless demand remains high across Argyll and Bute.

Following Committee approval of the Home Argyll allocations consultation paper, it is currently seeking approval from the other partner RSL's and will be presented to Argyll & Bute Council for approval in September. The Housing Director noted that the other RSL Board's shared the same concerns that were highlighted by Committee.

The Housing Director explained that Fyne Homes have been approached by Police Scotland requesting a property in the Cowal area for lease and is seeking Committee's approval to proceed with the allocation should one be identified. It was noted that approval was given for the same request in the Bute area, however, to date a suitable property hasn't been identified.

Resolution

After further detailed discussions the Committee approved to lease Police Scotland a property in the Cowal area should one be identified.

Void and Arrears

Void at the end of Q1 were sitting at 30.84days excluding exemptions, this is above the target of 28 days.

² Strategic Housing Investment Plan

Gross combined arrears are 1.53% against a target of 2.5%.

Full details of quarterly voids and arrears are specified in the previously circulated performance reports.

Welfare Reform

The previously circulated report highlighted some success examples and the number of cases each month. The Housing Director reported that the financial gains for July were £39k. A new report has been produced, and is included in the performance reports, which gives a breakdown of each individual benefit and amount.

Tenant roadshows took place earlier in August across all areas, providing welfare and energy advice to tenants.

Tenant Participation

As previously reported Fyne Homes are in partnership with The Dolly Parton Imagination Library and applications have started to be received. Promotion with this initiative will continue.

The Housing Director noted that C Baxter, the Tenant Participation Officer, has been approved as a Board member for TIS³, with an October start date. The Committee passed on their congratulations on his appointment.

The CIH⁴ Awards 2023 are taking place in October, this is an opportunity to recognise and highlight the passion and innovation of organisations and projects that have helped tenants, customers, and communities throughout the year. The Housing Director will be putting forward the Fyne Energy gift aid project where vouchers were distributed to all tenants to help alleviate the financial worry with the cost-of-living crisis and high energy prices.

It was noted that the Tenant Participation Officer will pursue funding to purchase a defibrillator for outside the Bute office.

Resolution

The Committee noted the contents of the Housing Report.

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 continues with the development of the newly created Committee pages on YEAR⁵ once permission for the screens have been completed, consideration will be given for rolling out to Committee.

³ Tenants Information Service

⁴ Chartered Institute of Housing

⁵ Your Employee Admin Record

- Regular meetings with the DPO continue, discussion at the last meeting took place around staff use of social media to contact tenants.
- Bite sized training is continuing and a timetable has been produced to cover the training needs identified going forward.
- Work has commenced on the Annual Assurance Statement which must be submitted to the Regulator by the end of October. Two Committee members will be reviewing the statement at the end of September.
- First notice for the AGM, taking place on 20th September, has been sent to members. The second notice will follow in the next few weeks, virtual attendance will be offered as well.
- Papercut management system is now in place and working well, with users being able to monitor their own print usage.
- Redundant IT equipment is being gathered for pick up from a computer recycling firm.
- AGM preparations have begun, along with the compiling of the Annual Report.
- Fyne Homes Quarterly Accounts are complete and submitted to banks/auditors. The Subsidiary accounts are complete and will be presented to the Board meetings at the end of August.
- All Year End Audits are complete and once finalised by Auditors will be presented to the Executive Meetings on 13th September for approval ahead of the AGM.
- Work will commence on the 2024/25 budgets and rent reviews in September. A review of service charges income and expenditure is currently being undertaken.
- Asset Management internal audit was carried out in June, the final report has been completed with the overall assessment being reasonable assurance.
- Royal Bank of Scotland 3-year valuations carried out by JLL at the beginning of August, the final report is awaited.

Resolution

The Committee noted the contents of the report.

9. Human Resources Report

A report prepared by the HR Director was previously circulated for Committee's information. Some of the Key points were highlighted below.

The HR Director reported that the PDR reviews for quarter 1 have been carried out for all employees, with the exception of two, both of whom are off on long term sick.

It was noted that all policies are up to date including the two previously deferred policies, which are submitted for approval.

It was reported that there have been 3 cases of long-term sickness absence, one of which has returned to work after a phased return. Short term sickness remains low.

Resolution

The Committee noted the contents of the report.

10. Policy Reviews/Deferrals

Resolution

(a) *Committee approved the undernoted policies:*

- (i) *F.05 Writing Off Bad Debts*
- (ii) *HR.09 Stress Management Policy*
- (iii) *HR.16 Giving Employment References*
- (iv) *HR.17 Dignity at work*
- (v) *C.44 Committee Recruitment Policy*

(b) *Committee deferred the undernoted policies:*

- (i) *F.03 Treasury Management*
- (ii) *M.17 Asset Management Strategy*

11. Committee Update

(i) Secretary's Report

From a previously circulated report and following detailed discussions Committee agreed the following:

- (a) *Membership applications 898 and 899 were approved.*
- (b) *J McMillan and M Lang can continue to stand for election at the AGM following assessment under the nine-year rule*
- (c) *Committee noted that the members due to stand down for re-election without nomination: M Lang, P Lingad and J McMillan*
- (d) *Committee noted that the Secretary will sign a letter confirming that the requirements of rules 62-67 have been met.*

The Corporate Manager noted that P Lingard has indicated that he will be standing down from Committee at this year's AGM. It was highlighted that there are more members standing for election this year than places available therefore a member's ballot will take place at the AGM.

(ii) Committee Training

(a) *Committee Training Timetable & Action Plan*

Following the Committee appraisals that took place earlier this year, a timetable of training has been produced from the training needs identified within the assessment process, these will continue in the form of bite-sized training before the Management Committee Meetings, and separate times will be organised to cover all the topics raised. An updated action plan was previously circulated for Committees information, this includes any outstanding actions for the year 2021-22.

(b) Office Bearers 2023 – Chair

J McMillan will be standing down as Chair following the AGM. The current Vice Chair, S McLeod, has indicated an interest in standing for Chair, however wanted to note that she is not Bute based, and the CEO also works remotely so there won't be the same presence around the office as previous years. None of the Committee or SMT raised any concerns around this.

(c) Strategy Day

The Corporate Manager commented that a Strategy Day would be arranged in the upcoming months, the suggested topics to be discussed were how to utilise the Fyne Energy Gift Aid funds and services for older people, with the view to getting a speaker from HSCP⁶ to attend.

(d) Committee Away Day

Feedback from the Committee appraisals highlighted the need for a Committee away day. It was suggested that a day could be scheduled for Committee to visit the modular build company, to see the construction of the houses planned for the Ballochgoy plots. Another suggestion was to arrange visits to the area stock and view void properties.

ACTION

**The Corporate Manager to arrange a date for a strategy day and away day.
The CEO to arrange a speaker from HSCP to attend the Strategy Day.**

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 - Grant application has been submitted to the Regeneration Capital Grant Fund for potential funds to build a training centre at Ashfield. Confirmation will be received later in the year if the application has been successful and can proceed to Stage 2 of the funding bid.

Glenbarr Community Group - It was reported B Templeton has resigned as a Director of Fyne Energy and the Glenbarr Community Group for personal reasons. A potential replacement has been identified and the application will go to the Fyne Energy meeting at the end of August for approval.

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

⁶ Health and Social Care Partners

Homes is the parent of Fyne Energy. The utilising of these funds was approved by the Committee at the last meeting.

13. Notifiable Events

Ref No: 310523

There was no further update to report at this time.

14. Potential Acquisition of New Stock Update

The CEO updated Committee with the progress and discussions that have taken place since the last meeting.

15. Minute of Management Team Meeting 27th June 2023

16. Minute of Fyne Futures Ad-Hoc Meeting 28th June 2023

17. Minute of Health & Safety Committee Meeting 27th July 2023

The above minutes were circulated for information and noted.

18. A.O.C.B

(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 this will include advertising throughout the Serpentine Hill Climb event.

Glendaruel Village Hall Committee

The Business Services Director explained a request for a donation has come from Glendaruel Village Hall Committee via A Clark of InspirAlba. The Glendaruel ARC Project provides inclusion, a safe social space for the community and play & structured activities for the kids within the community and surrounding areas. The donation would be for the continuation of the project. On a proposal from P Lingard, the Committee agreed to donate £200 to the project.

(ii) Ballochgoy Roof Update

The Technical Services Director explained that an update on the Ballochgoy roofs had just been received. A start date has been confirmed for the 4th September, the Technical Services Manager and Officer will visit the affected properties to provide a verbal update, this will be followed up by written confirmation.

24. Date of Next Meeting

The Chair highlighted that this is Peter Lingard's last Committee Meeting, as he will be retiring as a Committee member at the AGM. Peter has served on the Committee for 23 years and staff and Committee thank him for his service and wish him well for the future.

It was also noted that this was J McMillan's last meeting as Chair before stepping down from the position at the AGM.

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

Management Committee Meeting

23rd August 2023

The next Management Committee meeting is scheduled for **Wednesday 4th October 2023**.

Committee noted that the Executive Meetings will be held on the 13th September 2023, with the AGM taking place on the 20th September 2023 at 2pm in the Discovery Centre.

Chair.....

Date.....