

FYNE HOMES LTD

**Minute of Management Committee Meeting
Held at 11 Victoria Street, Rothesay and by Teams VC on
Wednesday 2nd October 2024 at 4pm**

Present: J McMillan S MacLeod
P Cartwright T Harrison
D Philand (Teams)

In Attendance: I MacPhail, Chief Executive
J McAlister, Technical Services Director
J Martin, Income Team Leader
E MacCallum, Corporate Manager, Minute Taker
F Ewing, Directors Admin Assistant

Apologies: A Jones, R Henshelwood, D Herriot, J Thomson, L Haemmerle,
S Cole and T Roberston

1. Apologies for Absence

Apologies were intimated as above.

2. Declaration of Interest

There were no declarations of interest.

3. AOCB Pre Notifications

There were no pre notifications.

4. Election of Office Bearers

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

a) Chair

On a proposal from T Harrison, seconded by J McMillan and there being no other nominations, **S MacLeod** was elected as Chairperson.

b) Vice Chair

On a proposal from S MacLeod, seconded by J McMillan and there being no other nominations, **D Herriot** was elected as Vice Chairperson

c) Secretary

On a proposal from J McMillan, seconded by T Harrison and there being no other nominations, **A Jones** was elected as Secretary.

d) 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.

- **Audit Committee**

T Harrison, A Jones, J McMillan, P Cartwright and B Henshelwood.

- **Staffing Committee**

J McMillan, S MacLeod, R Henshelwood, P Wallace and D Philand

- **Executive Committee**

The Executive Committee comprises of office bearers and sub-conveners/spokesperson, these members are automatically elected.

S MacLeod (Chair), D Herriot (Vice Chair), A Jones (Secretary), D Philand (Mid-Argyll and Campbeltown Spokesperson), P Wallace (Bute & Cowal Spokesperson).

It was noted that the conveners of the sub committees would be nominated on the first meeting following the AGM.

- **William Woodhouse Strain**

D Herriot, J McMillan, P Wallace, R Reid and R Henshelwood.

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

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

Subsidiary Boards

- **Fyne Futures**

T Harrison, D Herriot, R Henshelwood, A Jones, J McMillan along with R Reid and L Sharpe as Independents and I MacPhail as Secretary.

S MacLeod put himself forward for election and was unanimously elected to the Fyne Futures Board.

- **Fyne Initiatives**

T Harrison, D Herriot, J McMillan, B Reid as an independent and I MacPhail as Secretary.

- **Fyne Energy**

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

- **Health & Safety Committee**

J McMillan and 9 members of staff.

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

5. Minutes of Management Committee Meeting held on 21st August 2024

Due to only one member in attendance from the meeting of 21st August the minutes were unable to be approved.

J McMillan proposed and the Corporate Manager will contact the members not in attendance to second the proposal.

POST MEETING NOTE

J Thomson seconded the proposal, and the minutes were accepted as a true and accurate record of proceedings.

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

There were no matters arising.

*ii) **Rollings Actions Points***

Action 24/25-20 – The report has been deferred in the Housing Directors absence; an update will be provided by the Technical Services Director from the void working group under agenda item 06(v)

6. Technical Services Update

*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 (16 units)***

It was reported that Fyne Homes is currently out to tender with a return date of 9th October and interviews taking place on the 17th October. As previously reported three public comments have been received, one in the form of a solicitor's letter, a full response will be issued. The Technical Services Director and Committee noted their dissatisfaction with the delay in time taken to progress, especially with the housing emergency. The Chair reported that Argyll and Bute new Housing Spokesperson will

be attending the Chairs meeting on the 17th October and will raise the issues and concerns with them.

- *Baddens, Riverside Drive (Cnoc Mor Place) (6units)*

It was noted that we still awaited Building Control to attend the site before a date for hand over can be given.

- *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. As previously reported a boundary query arose and it was determined that the Scottish Ministers own the balance of the site. It was noted that Argyll & Bute Council had been approached by HSCP¹ asking for an area of land to be left for care facilities. The Technical Services Director recommended that at this stage we decline as the process is too far along and has suggested that HSCP approach the Scottish Minister in the first instance to enquire about buying the land.

Resolution

After further discussion the Committee agreed for the Technical Services Director to go back to the Council to decline the request.

- *Rothesay Academy Upper Site*

Argyll & Bute Council's application for the de-listing and demolition of the lower Academy building has been approved. Fyne Homes continue discussions with Argyll & Bute Council as they progress with the lower site.

- *Ballochgoy*

Planning approval was achieved on the 18th September for 8 family homes on the Ballochgoy site. Possible groundwork site start is anticipated for 4th November.

- *Baddens Phase 10*

The planning application has been submitted and was validated in April; a decision is still awaited.

- *Potential Development Dunoon*

From the previously circulated report the Committee noted the update of the potential development site.

- *Wilkie Houses*

Phase 1 (Block 1-4) has all contractor works carried out. Phase 2 (Block 5-8) work is underway.

Resolution

The Committee noted the contents of the development report.

- ii) *Capital Investment Report*

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

¹ Health and Social Care Partnership

iii) Asset Management Update

The Technical Services Director sought the Committee approval to market and sell a property in Dunoon, Marness 138 John Street. This is part of the asset management strategy and would require a significant amount of work for it to meet standards.

Resolution

After further discussion the Committee agreed from the property to be put on the market for sale.

iv) Fyne Heat Update

From a previously circulated report the Technical Services Director noted some of the work conducted by the dedicated Energy Advisor and highlighted the increase in assistance being requested by tenants during the current energy & cost of living crisis.

v) Void Working Group Update

The Technical Services Director updated the Committee on the first meeting of the void working group which took place at the beginning of August. The group discuss the high void time and ways of reducing the times. One of the main issues are the utility companies, and the group will look at addressing this. The policy and procedure will also be reviewed and will consider better ways of working and streamlining the processes.

Resolution

The Committee noted the contents of the Capital Investment, Asset Management, Fyne Heat and Void Working Group.

7. Housing Management Report

A report was previously circulated to update Committee on the progress of various issues or activities within the Housing Service Team. In the Housing Directors absence, the Housing Income Team Leader, J Martin, updated Committee.

Application and Allocations

Current active applications on the waiting list stand at 3361 as of the 23rd September 2024 of these 2290 have housing need points.

The Home Argyll Allocations Policy review is progressing, the first draft for consultation is due to be circulated within the next few weeks. The current policy remains valid and in place.

Voids and Arrears

Voids at the end of July were sitting at 36.93 days excluding exemptions which is above the target of 28 days.

Gross combined arrears are 1.21% at the end of July against a target of 2.5%.

Welfare Reform

The previously circulated report highlighted some success examples and the number of new cases each month. It was noted that the welfare service financial gains for August were £34,193 bringing the total financial gains from April to £291,855.

Tenant Participation

Welfare and Energy Advice days are confirmed for 4th November in Campbeltown and Lochgilphead and 5th November in Rothesay and Dunoon.

Monthly Consultation cafes continue and it was noted that some of the tenants visiting have provided feedback on consultations.

Fyne Homes had been nominated for a CIH (Chartered Institute of Housing) award for their Equality in Education initiatives which sees them engaging with schools throughout Argyll & Bute including DYW Careers Days, mock applications and interviews, stationary set donations and the School Clothing Shop. The event will be held on 8th November in Glasgow.

Fyne Homes also has two nominations in the TIS (Tenant Information Service) Awards. S Macfie is nominated in the lifetime achievement category after 40 years' service. C Baxter, the Tenant Participation Officer, has been nominated under the Outstanding Contribution to Tenant Participation, the awards will take place on the 7th November in Glasgow.

8. Business Services Reports

A report was previously circulated by the Business Services Director for Committee's information and was noted. In the Business Services director absence, the report was noted and any questions would be taken back.

Resolution

The Committee noted the contents of the Business Services report.

9. Assurance Statement Report 2024

From a previously circulated report the Corporate Manager noted that two Committee representatives, J McMillan, and A Jones, reviewed and validated the evidence that was compiled to form the Assurance Statement. It was highlighted that one area of non-compliance has been recorded in the Assurance Statement, in respect of EICR²s which were not completed by 31st March 2024. An action plan was previously circulated and will be submitted to the Regulator alongside the Statement.

Resolution

The Committee delegated authority to the Chair to sign off the Assurance Statement for upload to the SHR website by the deadline of 31st of October 2024.

² Electrical Installation Condition Report

10. 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

The 2023/24 gift aid profit from Fyne Energy has been received.
Fyne Futures are advertising for a full time Horticultural Assistant.

Glenbarr Community Group

The 2023/24 gift aid profit from Fyne Energy has been received.
A foraging event took place on the 14th September as part of a community woodland day. Glenbarr residents were recently informed of a Local Electricity Discount Scheme whereby residents can claim £150 per year for 5 years to be paid direct to their electricity supplier.

Fyne Homes

The 2023/24 gift aid profit from Fyne Energy has been received.

Resolution

The Committee noted the contents of the report.

11. Policy Review/Deferrals

Resolution

(a) Committee approved the undernote policies:

- (i) *C.05 Equality & Diversity Policy*
- (ii) *M.18 Fire Safety policy*
- (iii) *M.12 Common Factoring Policy*

12. Committee Update

(i) *Committee Appraisals & Action Plan*

From a previously circulated report the Committee notes the collated appraisals feedback and the action plan.

(ii) *AGM*

The Corporate Manager sought Committee views on changing the time of day the AGM is held, from the afternoon to the morning.

Resolution

The Committee agreed to change the time of the AGM to the morning and review its success.

13. Secretary's Report

(i) *Membership Application*

The committee approved membership application 904.

14. Notifiable Events

There were no updates regarding notifiable events.

15. Donation Request

A request for a donation was received from the Bute Arts Society which was previously circulated.

Resolution

After further discussion the Committee agreed to donate the amount requested.

- 16. Minute of Staffing Meeting 7th August 2024**
- 17. Minute of Fyne Energy Board Meeting 28th August 2024**
- 18. Minute of Fyne Initiatives Board Meeting 28th August 2024**
- 19. Minute of Management Team Meeting 13th August 2024**

The above minutes were circulated for information and noted. In relation to the minutes of the Staffing Meeting held on 7th August on a proposal from D Philand seconded by J McMillan the minutes were accepted as a true and record of proceedings.

16. AOCB

17. Date of Next Meeting: Wednesday 20th November 2024

With there being no further business, the meeting closed at 17.40pm

Signed.....

Date.....