

FYNE HOMES LTD**Minute of Management Committee Meeting
Held at 11 Victoria Street, Rothesay and by Teams VC on
Wednesday 20th November 2024 at 4pm**

Present: J McMillan S MacLeod
P Cartwright T Harrison
D Herriot

In Attendance: I MacPhail, Chief Executive
S Cole, Business Services Director
J McAlister, Technical Services Director
J MacCallum, Technical Services Manager
S Jamieson, Housing Team Leader
E MacCallum, Corporate Manager, Minute Taker
F Ewing, Directors Admin Assistant

Apologies: A Jones, R Henshelwood, J Thomson, D Philand, L Haemmerle,
and T Roberston

1. Apologies for Absence

Apologies were intimated as above.

2. Declaration of Interest

All staff present declared an interest in agenda item 10(b)(ii) Revenue Budget

3. AOCB Pre Notifications

There were no pre notifications.

4. Minutes of Management Committee Meeting held on 2nd October 2024

On a proposal T Harrison, seconded by J McMillan 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 – was noted as being deferred.

5. Minute of Executive Meeting held on 11th September 2024

On a proposal from D Herriot, seconded by T Harrison the minute was accepted as a true and accurate record of proceedings.

6. Quarterly performance Reports to 30th September 2024

The Committee noted the contents of the quarterly reports. A query was raised regarding the repair response times not meeting target, the Technical Services Director explained that this is due to contractor resources, however the Technical Services Officers meet with the contractors every month for a progress update. This led to a discussion around void times still being high, it was noted that void working group has been set up and one of the main issues is the utility companies holding up the progress. This has been highlighted at the Chairs meeting and at RIHAF¹. A detailed void report will be presented to Committee at the January meeting, which will break down reason as to why the property is void.

ACTION – detailed void report to be presented to Committee at January Committee meeting.

7. Business Continuity Plan

From a previously circulated report it was noted that the Business Continuity Plan had undergone a 6 monthly review by the BCMT² and only minor amendments have been made to contact details. The plan had been previously circulated for Committees information.

Resolution

The Committee noted the contents and the minor changes that had been made.

8. 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 a contractor selection process took place which included quality, price and interview sections. A contractor has been selected who achieved the highest combined quality, price and interview score.

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

It was noted that the six houses have now been handed over and an opening ceremony conducted by Provost D Philand was held on 1st November 2024.

¹ Rural & Islands Housing Association Forum

² Business Continuity Management Team

- *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*

The funding application was approved and obtained on 8th November 2024. A site start will be achieved following the finalising of the legal contract.

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 and due to be complete by February 2025.

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.

iii) Asset Management Update

The Technical Services Director sought the Committee approval to market and sell a property in Dunoon, 30 Kames Place. This is part of the asset management strategy and would require a significant amount of work for it to meet SHQS³ 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) Aids & Adaptations Update

³ Scottish Housing Quality Standard

From a previously circulated report the Technical Services Director updated the Committee on the progress of our submission to the Scottish Government for Aids and Adaptation funding. It was noted that after a significant wait from submission the Scottish Government offered a sum which was only 22.3% of our original ask. This is a sector wide issue and the Scottish Federation of Housing Associations (SFHA) have been approached by RSL's regarding the significant drop in funding. A paper was appended to the report and previously circulated, which details the impact the lack of funding has on tenants and has been signed by all the four Chairs of the Argyll & Bute RSLs (Fyne Homes, ACHA, West Highland and Dunbritton) in the hope of influencing change and highlighting the impact of these budget cuts. An update will be provided at the January Committee Meeting.

vi) Report on Energy Efficiency in Kintyre Properties.

The Technical Services Manager updated Committee on properties within the Kintyre area which are failing to meet EESSH⁴ standards, these properties are non-typical construction type and were acquired following a stock transfer. The report detailed the proposed work along with the cost and potential sources of funding. It was noted that Fyne Homes have tried to source and obtain funding to allow insulation work to commence for several years however funding has either; not been available, not sufficient to help cover the costs of the project or Fyne Homes have not been successful in a bid for funding.

Resolution

After further detailed discussions the committee agreed to the following:

- *Secure a private finance facility to allow Fyne Homes to match fund through the Scottish Housing Net Zero Fund to deliver this project.*
- *Should no grant funding be available, Fyne Homes explore securing a private finance facility to deliver this project directly, with works to be phased over several years to spread the cost.*

Cost for each of these scenarios were detailed within the report, Committee will be kept informed of the progress with regular reports.

9. 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 Team Leader, S Jamieson, updated Committee.

Application and Allocations

Current active applications on the waiting list stand at 3307 as of the 1st November 2024 of these 2265 have housing need points.

Voids and Arrears

⁴ Energy Efficiency Standards for Social Housing

Voids at the end of September were sitting at 36.92 days excluding exemptions which is above the target of 28 days.

Gross combined arrears are 1.38% at the end of October against a target of 2.5%.

Housing General

The Committee were updated on a meeting which took place with the resettlement team regarding the six properties at Castlehill Street in Bute, to ascertain whether these will be suitable for the unaccompanied young adult scheme. Committee will be kept informed of the outcome.

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 Q2 were ~~£32,532~~ £139,411 bringing the total financial gains from April to £324,387.

Tenant Participation

Welfare and Energy Advice days took place on 4th & 5th November in all areas, where tenants could receive advice from our advisor and collect a free flask and blanket to help with winter months.

Two policies went to the tenant consultation group for review and feedback has been forwarded on.

As previously reported Fyne Homes were nominated at the recent Chartered Institute of Housing awards for the Equality in Education initiative, although unsuccessful on the night to be shortlisted for the award was an achievement and Committee passed their thanks to staff.

Staffing

The Committee were updated on the staff who were nominated at the recent TIS, C Baxter won the Outstanding Contribution to Tenant Participation award and S Macfie came runner up in the Lifetime Achievement award. The Committee noted their congratulations to both staff members on their achievements.

The Committee were made aware that the Bute Housing Officer will be leaving at the end of December to start a new job. Committee noted their congratulations and thanks and passed their best wishes on for the future.

Resolution

The Committee noted the contents of the Housing report.

10. Business Services Reports

a) General

i) Department Update

A report was previously circulated by the Business Services Director for Committee's information and was noted.

As previously reported the Business Services Director noted that Santander reviewed their covenant calculation and agreed an updated ratio. It was reported that discussions have taken place with RBS and the same review process has taken place, the Business Services Director sought Committee approval to proceed with the updated covenant ratio from RBS.

As previously discussed under agenda item 08(vi) the Business Service Director sought Committee approval to work alongside FMD regarding obtaining private finance.

The Business Services Director explained that the current Internal Auditors have reached the 4th year of their contract with us, guidance allows up to 5 years before having to go out to tender. Approval was sought to extend the current Internal Auditors for a further year.

As previously reported the Business Services Director has been working with Gibb Laidlaw on preparing the tender for 2025-26 insurance renewals, however it was noted that there have been a few issues with using an independent consultant and the current market. It was proposed to use Howdens who would carry out a competitive pricing exercise to establish indicative prices.

Resolution

After further detailed discussions the Committee approved the following:

- *To proceed with the updated covenant ratio from RBS*
- *To extend the current Internal Auditors by a further year.*
- *To allow Howdens to progress with obtaining indicative prices for the Insurance renewals.*

ii) Public Holidays

From a previously circulated report the Committee noted the public holidays for 2025-26.

iii) Christmas Arrangements

As previously agreed by the Committee in 2018 the standing order for the Christmas period was noted.

Resolution

The Committee noted the public holidays for 2025-26 and the Christmas arrangements.

b) Finance

i) Projected Management Accounts and Financial Covenants to 31st March 2025

From a previously circulated report the Committee were informed of the projected surplus and of the financial covenants' compliance for the year to 31st March 2025.

ii) Revenue Budget incorporating Rent and Service Charges 2025-26

A copy of the proposed budget was previously circulated for Committee's information. The detail had been prepared by the Business Services Director with input from the Senior Management Team and relevant Operational Managers.

The Business Services Director highlighted that it is imperative that the Association generates a sufficient surplus to meet lenders financial covenants and The Scottish Housing Regulator's ratio between cost and turnover, as well as funding the capital budget for the year, which was detailed in a separate report.

Rental income forms the basis of the budget and the proposed increase is detailed in the report and will be discussed in detail on the next agenda item.

Incorporated into the budget is a salary pay range movement; the proposed budget allows for all covenants and ratios to be met.

A discussion took place around the proposed rent increase, rising costs and affordability, the budget presented to Committee was based on a 4.7% rent increase plus phasing in.

It was proposed that the approval of the Revenue Budget is postponed until the January meeting to allow for the budget to be re-worked to incorporate the proposed rent increase of 5%.

Resolution

After further detailed discussions the Committee approved to go out to tenant consultation on a 5% plus phasing in rent increase. Feedback from the consultation will be presented to Committee at the January committee meeting.

(iii) Capital Budget 2025-26

From a previously circulated report the Business Services Director explained that the Association draws up a Capital Budget to improve its existing properties or improve, acquire, or replace existing assets to enable the organisation to carry out its business efficiently. The report contains a recommendation from the Business Services Director on what Capital Expenditure should be carried out in 2025-26.

The report detailed the recommended capital expenditure during 2025-26, including capital loan repayments. The Business Services Director highlighted that there was a backlog of property improvements.

Resolution

After further detailed discussion the Capital Budget was unanimously approved by the Committee and noted the backlog of property improvements.

(iv) Proposed Rent Increase 2025-26

This was discussed under agenda item 10(ii), feedback from the tenant consultation will be presented at the January meeting.

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

From a previously circulated report the Committee noted the contents and the current income.

Gift Aid Recipients Update

Fyne Futures

A meeting was held to discuss an opportunity to apply for grant funding to take forward a new project involving collaboration between Bute Produce and Bute Community Land Company, if the application is successful an award will be made in the new year.

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Glenbarr Community Group

Work is underway creating steps to link the village to the back of Glenbarr Abbey. The group are running a first aid training course for the village at the end of November to ensure that in future years there are a group of villagers to call on to cover small public events and woodland activities.

Fyne Homes

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

Resolution

The Committee noted the contents of the report.

13. Secretary's Report

(i) Members to be remove under Rule 11.1.3

From a previously circulated report the Corporate Manager noted that in accordance with the Association's rules, membership can be terminated if Committee is satisfied that a member has failed to attend five consecutive AGM's and did not submit apologies, exercise a postal vote, or appoint a proxy. It was noted that 1 member met this criterion which were detailed in the report.

Resolution

After further discussions the Committee agreed to cancel the 1 share and noted that cancelling their shares will have the effect of reducing the active membership.

(ii) Membership Application

The committee approved membership application 904.

13. Committee Update

The Corporate Manager noted that a strategy day will be held in January where the Fyne Group will be discussed as previously agreed by Committee.

A Code of Conduct and Declaration of Interest has been sent out to Committee members for completion.

Resolution

The Committee noted the verbal update

14. Policy Review/Deferrals**Resolution**

(a) Committee approved the undernote policies:

- (i) *M.02 Management of Asbestos in Properties*
- (ii) *M.14 Management of Water Safety in Buildings*
- (iii) *C.15 Code of Conduct for Management Committee & Subsidiary Board Members*
- (iv) *CP.15 Managing a Breach of the Code of Conduct*

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(b) Deferrals

- (i) *C.04 Data Protection Policy*

15. Notifiable Events

There were no updates regarding notifiable events.

16. Donation Request**Resolution**

After further discussion the Committee agreed to donate the agreed sum to the Bute Junior Agriculture Society. In line with the Donations Policy the request from Oban Island Music & Dance Festival was refused.

- 16. Minute of Fye Energy Executive Board Meeting 11th September 2024**
- 17. Minute of Fyne Initiatives Executive Board Meeting 11th September 2024**
- 18. Minute of Fyne Futures Executive Board Meeting 11th September 2024**
- 19. Minute of Health & Safety Committee Meeting 24th October 2024.**

The above minutes were circulated for information and noted.

16. AOCB

17. **Date of Next Meeting: Wednesday 22nd January 2025**

With there being no further business, the meeting closed at 18.00pm

Signed.....

Date.....